

## RAYLEIGH TOWN MUSEUM WORKING PARTY

Minutes of meeting held in the Rayleigh Town Council Chamber 29<sup>th</sup> August 2014

### 1. Attendees

Mike Davies, Kerry Cumberland, Eddie Dray, Viv Irvine, Gemma Smith, Spencer Welsh, Tony Harvey, Trevor Rand, Terry Joyce, David Pymer

### 2. Apologies

Cheryl Roe, Sue Smith.

### 3. Minutes of Last Meeting

Agreed by Spencer Welsh

Seconded by Tony Harvey

Signed by Mike Davies

### 4. Matters Arising

Covered in item 5 and elsewhere within the minutes.

### 5. Update by Mike

Mike gave brief details of a recent meeting with Amy Cotterill (ERO Museums Development Officer) that some of the committee attended. It was a tough meeting with a number of difficult questions (to test the strength of our proposal) and although we did not always see eye to eye it was a most useful meeting. Amy will pass comment on our funding application so her support will be invaluable.

Mike mentioned a concern that the HLF have that RTC are not allowed to give a long term funding commitment and this could have an effect on our sustainability. Kerry has agreed to amend the letter of support to state that although RTC are not legally allowed to commit for more than one year at a time it is certainly the Council's intention to do so.

Mike confirmed that the 2 Planning Applications for the Museum have been formally agreed by RDC. A major step forward.

Mike confirmed that Alan Simpson and Co will be acting as our Sols in respect of the lease (£2500 plus VAT)

Mike confirmed that two volunteers (Alan and Linda Davison) have offered to act as Friends Group administrators although existing commitments mean that they will not be able to start until the beginning of Nov 2014. The bank have advised that we cannot use the Direct Debit system until we have a minimum of 400 Friends.

**Post meeting note...**Mike will be having a detailed run through of all the requirements with Alan and Linda on the 23<sup>rd</sup> Oct.

Thanks to yet another most generous gesture by Spencer we now have total funding of £3,000. Once the £2,000 funding is confirmed by RTC (Policy and Finance on 22<sup>nd</sup> Sept) we will have the £5,000 to enable Eric Skinner to register us as a Charity.

NOTE... Kerry asked what would happen to the RTC £2000 if the Museum did not proceed, could they have their money back. The whole Working Party agreed that in the event of this scenario we would return the £2,000 to RTC. Agreed by all.

FRIENDS.... We need to complete our detailed requirements before our Friends group can be set up.

Decision already made... we will have 2 categories of membership. Single £10 per year and family at the same address £15 per year.

Decision. To be made.....

LIFE MEMBERSHIP... should we offer this as well? If so decisions are required please (this time no nil returns).

QUESTION 1..... Do we have an age cut off? Below (50/60/70) if so what age?

QUESTION 2..... How much? £300 below 60 and £200 above 60... or.....?

The objective is to give a cash boost now while the Friends group builds up.

**ACTION**-----Responses within 7 days please.

All other issues are covered elsewhere in these notes

## 6. Individual Updates from each member

Sue/Viv (general set up costings) ... further detailed work on the costings is ongoing and we hope to have final costings within 7 days.

**ACTION**-----Can all members look at their own particular area to ensure that their costs are included in the "master". These will now be categorised into MUST (M) and NICE (N) to have as some difficult decisions re total funding may be necessary.

Gemma (Website)..... The website is up to date.

**ACTION** -- can all members please remember to send anything relevant to Gemma for addition to the site.

Tony (Utilities costings) ---- Tony is working on the costings for the "utilities" but we need more specific detail from the owner of 91 regarding the entry points into the museum.

**ACTION**---Mike to contact owner for appropriate details (sent later the same day)

Trevor (Retail and Volunteers supervisor)..... Trevor cannot commence detailed planning until exact location and size of sales area is confirmed. Also funding for retail needs to be determined. A bit early to start detailed planning re the volunteers but Mike suggested a list be kept of all those who have/in the future express an interest in volunteering.

**ACTION**---- Please pass on details of any potential volunteer stewards to Trevor as they become known.

Terry (hardware/software)...Terry circulated a paper of potential items with costs for consideration. These will now be built into our costings.

David (project plan)... David passed round a high level project plan to cover all the various individual sub projects and will liaise with Mike regarding the detail. David is also investigating the very important issue of VAT and whether we can benefit.

David also spoke about the Cost Benefit Analysis and Discounted Cash Flow (see subsequent note)

**ACTION**---David to ascertain whether, as a registered Charity, we are exempt from VAT.

Spencer--- the Prints that Spencer has produced are outstanding and sold well at the recent exhibition. Spencer is now working on a "donations" box in the shape of 91 High Street.

Mike (Everything) ---- Mike advised that he plans to submit the HLF application by the end of September, although we still need some specific details from the owner which are currently awaited. All letters of support have been received (apart from RDC) which was subsequently received on the 2<sup>nd</sup> Sept. Mike will circulate an up to date list of annual income/expenditure. Mike is also working on a 5 year financial projection as required by the HLF

**Post meeting note.....** Mike has stated that it is not possible for him to both Chair the meeting and take the minutes so that in the event that Sue is not able to attend a meeting in future someone else will be needed to “volunteer” to take the minutes...

#### 7. DATE OF NEXT MEETING

Friday 26<sup>th</sup> September 2014 at 10 am in the Rayleigh Town Council Chamber

Mike Davies  
2<sup>nd</sup> Sept 2014