

## RAYLEIGH TOWN MUSEUM

Held at Rayleigh Town Council Offices at 10pm on Friday 5<sup>th</sup> December 2014

1. Attendees:

David Pymmer, Viv Irvine, Trevor Rand, Spencer Welsh, Terry Joyce, Kerry Cumberland, Tony Harvey, Eddie Dray, Alan & Linda Davison, Sue Smith, Mike Davies arrived at 10.30pm.

2. Apologies:

Gemma Smith and Cheryl Roe.

3. Minutes of last meeting:

Agreed by Trevor Rand seconded by Viv Irvine.

4. Update:

RTM is now a Registered Charity, number 1159405. We also have a number for the Government Gateway scheme (945951539701) we will now apply for VAT exemption and register for Gift Aid, which will give us some much needed revenue.

David passed around the new RTM stamp and invoice book together with some compliment slips and stickers, for everyone to look at

David showed some different styles of name badges for use in the museum, it was suggested by Trevor that if lanyards were used, they should be double sided, in case they twist around. It was suggested the men could wear ties and the ladies scarves, or dress in a certain colour. Kerry suggested polo shirts, but it was felt the cost would be prohibitive.

If a document is produced, a Sign Off Document form has been designed to go in front of the latest version. Copies were handed around.

David very kindly thanked Viv and Sue for organising the recent quiz evening. Feedback was positive.

Sue is formulating a letter to Holy Trinity Church, to ascertain if we could use their car park for RTM volunteers, whilst on duty. Kerry suggested making an enquiry to the owners of the small car park behind the museum.

Trevor thanked everyone who had attended the Rayleigh Lights Switch On Event, and all felt it had been a success. Images of Robbie were displayed as examples of a museum badge. Trevor stated that PMS toys could help us design and produce a Robbie plush toy. Budget and storage were questioned.

The Yours shop may not now close until the end of January. Mike suggested private tours of 91 High Street before opening, to keep up interest.

Terry informed us there had been 124 likes on Facebook. Also Terry can obtain £1,000 worth of Software for £38, from a website which gives discounts to charities (TT Exchange).

The Working Party were surprised at the quote from Wallakers. It was felt we needed a clearer breakdown of costs.

Alan and Linda were thanked for their work on the friends leaflet. All agreed Mike should be Friend number 1. The numbering system will begin with FD0001.

Alan and Linda stated that if we get the HLF grant the logo will have to be added to the friends leaflet. Also different ideas for membership cards were looked at. Alan has had a quote from a printer in Westcliff of £66+VAT for a 1000 cards. An initial run of 500 was agreed. When a

membership standing order is paid we need a system to ensure it is picked up quickly and the new membership card delivered. Rayleigh to be split into different areas for volunteers to deliver the cards.

Mike, Viv and Sue are visiting Burgh House on Monday 8<sup>th</sup> December to meet the curator.

The Rayleigh Town Museum bank balance is to be read out at each meeting and minuted.

The current balance as at 5<sup>th</sup> December is £6059.34. The Rayleigh Chamber of Trade donation of £750 has been deposited.

Earlier this morning Mike met the Essex County Council Historic Buildings Advisor at 91 High Street, who saw no problem in removing the ceiling in room 1, also signage and security lighting were OK. It was suggested we wait and see what type of signage Pizza Express have before we commit.

Spencer is working on image number 5, and has produced a postcard size print which could be produced to sell in local shops. Finance for Spencer's prints is to be under the remit of RTM. An Art Print stock sheet to be produced.

5. Any Other Business:

Alan enquired if there would be Petty Cash available for envelopes etc. A budget for this to be worked out. How would tickets be sold for Pre Exhibition Events? This would have to be on a first come, first served basis.

Kerry mentioned Cheryl found Fridays difficult to attend.

Ongoing Working Party Tasks.

Sue and Viv are organising a Murder & Mystery Quiz for March, details to be placed on the website ASAP.

David is organising an Auction to take place in May. David also working on a Management Structure Document, and seeking advice on Gift Aid and VAT from Mapp Partnership.

Mike and Tony are to liaise with Wallakers to discuss the building quote.

Trevor to research Robbie ideas.

Gemma to update and add to website.

Alan and Linda to investigate membership cards and printing.

Spencer working on a 5<sup>th</sup> image of Rayleigh.

Meeting finished at 11.30am.

Date of next meeting Friday 9<sup>th</sup> January 2015 at 10am at Rayleigh Town Council Offices.