

Rayleigh Town Museum Working Party Meeting.

Held at Rayleigh Town Council Offices on Friday 27th February 2015 at 9.30am.

1. Attendees.

Mike Davies, David Pymer, Viv Irvine, Trevor Rand, Alan and Linda Davison, Eddie Dray, Margaret Johnstone, Spencer Welsh, Sue Smith, Gemma Smith, Cheryl Roe and Terry Joyce. Mike introduced and welcomed Roger Aillud (dealing with Commercial Sponsorship) to the Working Party members.

2. Apologies.

Rebecca Lodge, Kerry Cumberland and Tony Harvey.

Minutes of last meeting agreed by Spencer Welsh and seconded by David Pymer.

3. Update on Heritage Lottery Application.

This was submitted on 13th February 2015. Receipt of email and posted attachments have been acknowledged by the HLF. Our application will be considered during March. The forms were not user friendly and many hours went into their completion.

4. Individual Tasks.

Mike requested that all Working Party Members submit a brief bullet point report at least a week before each meeting. If anyone has any receipts relating to museum expenditure, an expenditure form must be completed and all receipts attached. It is very important we keep an audit trail, as the HLF could ask to see the books at any time. Also could the AIM magazine be passed around as quickly as possible. Mike visited the Visit Essex Exhibition at Colchester. A painting of Bellingham house has been purchased at auction for £50, also some A3 folders. Mike also reminded everyone of the need to keep a full audit trail for all items of expenditure (re recent email).

David: HMRC forms have been printed off for Sue to sign as 3 signatories are required. David has been looking into the very complex subject of Gift Aid, donations and the new copyright laws, which could affect us, as Copyright has been extended from 25 years to 70 years. David requested that any original final documents are sent to him with a sign off form attached.

Terry has been working on the website, and has been looking into whether we should have BSL. We need to know what people want from the website and how many hits other museum websites attract.

Spencer has been obtaining various quotes for the museum signage. We need to liaise with Pizza Express on the overall signs. We need to apply to RDC for planning permission at a cost of £400.

Margaret has visited Glebe School, and has emailed others. Awaiting some replies. Margaret informed us Rayleigh Primary School (Love Lane) have taken local history off the Keystage 2 curriculum.

Gemma has visited 2 more wedding venues for research and ideas.

Viv and Sue have been organising the quiz evening. So far 96 tickets sold. Both attended the Visit Essex Tourism Forum at Rochford Hall.

Roger has visited several local Rayleigh businesses (e.g. Staceys Auctioneers, Kirby's and Clay Cottage) to raise awareness of commercial and corporate sponsorship deals that will be available at the museum. Letters have been prepared. It was felt it would be a nice idea to present businesses with a certificate for sponsorship.

Alan and Linda handed out copies of the Friends membership details to date (344 members). Eddie asked about Life Membership, this is something that will be looked into when we hopefully have funding. The whole question of Life Membership/Corporate Membership/Benefactors needs to be discussed.

Tony has been looking at floor loadings.

Trevor has obtained a ticket for the Heritage and Museum Exhibition as have a number of others. Trevor also suggested having a stall in Rayleigh Market.

Actions before next meeting.

Spencer and Trevor to look into a design for a Corporate/Commercial certificate and a Benefactors Board.

Spencer, Trevor and Terry visiting the site of Rayleigh Speedway Stadium.

Spencer to bring prints and pictures to the quiz to be available for sale.

Mike and Trevor meeting with some of the original speedway riders.

Terry attending a social media course on 4th March. Working on the website.

Sue and Viv finalising the quiz.

Rebecca would like to meet Mike, Sue and Viv regarding accreditation.

Roger to arrange meetings with local businesses.

Margaret to chase up schools who have not responded. Margaret and Mike to visit Edward Francis School on 4th May.

Alan and Linda to have a "Friends" table at the quiz.

Any Other Business.

Alan asked if the museum insurance would cover all events. Yes we already hold Public liability Insurance for our events through RTTLG, until the museum opens.

Mike has contacted John Bladon regarding the floor loadings. Engineers are working on this at present. We need to know how many people can be accommodated at any one time, as we need a minimum of 50 people in the museum at any one time to balance the books.

Holy Trinity Church has contacted us regarding a joint venture Rayleigh calendar. If the museum and the church both produce separate calendars will there be enough sales for both? Email Mike with your thoughts.

The new roller banners will be on show at the quiz.

Museum name lanyards handed out.

It was felt that more donation boxes were needed in the museum, maybe alongside temporary exhibitions. A Robbie Roebuck design was suggested. Would local senior schools be interested in making one?

Date of next meeting.

Friday 27th March 2015 at 9.30am at Rayleigh Town Council Offices, but if we hear from the HLF earlier in March the meeting may be held on Friday 20th March 2015 at 9.30am.