

## **Rayleigh Town Museum Working Party Meeting Minutes 25<sup>th</sup> February 2016**

### **Attendees**

Mike Davies, Sharon Davies, Sue Smith, Viv Irvine, Gemma Smith, Roger Aillud, Alan Davison, Linda Davison, Karen Vassallo, Margaret Johnstone & Cheryl Roe

### **Apologies**

David Pymmer, Terry Joyce, Mick Kay, Spencer Welsh, Rebecca Lodge, Kerry Cumberland

### **Welcome**

Mike opened the meeting by introducing & welcoming Karen Vassallo as the new Bookkeeper and Sharon Davies in the new role of Minute Secretary.

### **Minutes of Last Meeting, Matters Arising, Monthly Reports & Actions Outstanding**

Proposed by Roger. Seconded by Linda.

Mike reiterated the requirement for all monthly reports to begin with details of actions.

Mike also advised that going forward actions will be numbered each month to aid identification in reports.

Once Terry returns from holiday all agendas, minutes and monthly updates will be posted on the admin section of the website. It is the responsibility of all members of the Working Party to read and action where necessary.

### **Margaret**

Next volunteer stewards meeting on Saturday 27<sup>th</sup> February. Looking for commitment to specific dates and times for at least the next 2 months. Details of cover will be available in paper format in the Museum. It will also be emailed to volunteers and hopefully in future will be published on the website.

All Working Party members need to advise Margaret/David of any personal medical information which might be needed in an emergency situation (e.g. allergy to penicillin). All such information will be treated as confidential.

Mike advised that still working on a solution for toilet cleaning.

Roger advised that Volunteers Handbook should be going to print on Monday and will take about 5 days.

Mike - Still looking for more volunteers.

### **Gemma**

Report written but not sent in error.

Next Quiz date planned to be 6<sup>th</sup> May. Cheryl advised that this is the day after the local election and therefore no Council members would be available to support. (2/3 tables). Linda commented that it was also quite close to the date of the next coach trip. The Quiz Subcommittee will look into finding a new date. The venue will this time probably be the British Legion.

Roger advised that details of next quiz needed as soon as possible for inclusion in the next Newsletter in April.

Roger

Benefactors Board painted and lettering being applied. Will take about 2 weeks. Mike requested that ideally it should be in place for the Friends opening on 16<sup>th</sup> March.

Leaflet – nearly completed just awaiting final pictures. Mike advised that would like the new leaflet to be available for the Tourism Conference in Southend on 11<sup>th</sup> March. Final proofs will be sent direct to Alan & Mike whilst Roger is on holiday.

May coach trip – only 4 seats left.

Sue

Exterior signage being constructed and should be fitted by the end of next week.

Looking for a print cradle to display the Chapman & Andre maps.

The glass doors for the book case can be delivered as soon as possible.

The plan chest will take about 3 months.

Children's corner and activities now completed.

Working through detailed requirements on the 'cleaning' list.

Margaret

Local schools meeting at 4pm on 21<sup>st</sup> March. (Primary & Senior)

Viv

Investigated franking machine but not cost effective unless producing in the region of 100 letters a week.

## **Subcommittee Updates**

### Schools Liaison

Nothing further to add to monthly report and note above re Schools meeting.

### Volunteers Coordination

Covered by monthly report and additional details above

### Cards & Calendars

1<sup>st</sup> meeting due to take place when Roger returns from holiday.

### Coach Trips

3 booked.

May 20<sup>th</sup> to Faversham mentioned above, Sept 2<sup>nd</sup> to Norwich and December 2<sup>nd</sup> Wallace Collection & Christmas lights in London.

### Weddings

Nothing further to add.

### Quiz

Nothing further to add to monthly report and details above.

### Events

1<sup>st</sup> event is that of the Essex Record Office course on Friday 4<sup>th</sup> March. Will need volunteers to assist throughout the day.

### Retail

Nothing further to add to details above.

### Maintenance

Many thanks to Alan & Linda for all the work undertaken whilst Terry has been on holiday.

### Museum Set Up

Numerous deliveries taking place.

All conservation items received. Volunteers needed to assist with labelling of artefacts.

Clock due in Museum on Sunday 28<sup>th</sup> February.

### Newsletter & Leaflets

Roger reminded everyone that the Newsletter would be 8 pages in future.

Advert slots being sold to aid running costs.

Articles for next Newsletter by 4<sup>th</sup> March please.

Full details about format to be sent out by email shortly.

Alan wanted to record thanks to Roger and Paul (Azurro) for their time and effort with regards to the Newsletter.

### Finance

Accounts with ESW.

### Art Trail

Museum will be host for the Rayleigh Art Trail from 9<sup>th</sup> to 18<sup>th</sup> June 2016. The Museum will be open every day during that period.

### DVD

Chris Taylor (producer of the DVD) is in discussion with Kirby's over the weekend on 27/28<sup>th</sup> February.

### Data Protection

All ok at present.

### Utilities.

Only member at the present is Mike.

SSE visited Thursday 25<sup>th</sup> February to inspect the electric meters as confusion by them as to which one belongs to the Museum and which to Pizza Express. Should be sorted out following this visit.

## Press

Mike only member. Need more volunteers.

Linda suggested that specific vacancies such as this should be advertised in the Newsletter.

## **Museum Opening (Friends/Public)**

16<sup>th</sup> March to 9<sup>th</sup> April for Friends only.

Linda asked how this would be 'policed'. – Ideally Friends will be able to provide their membership cards but also a list of member's names will be available to check against. Non Friends will be offered the chance to join so that they can enter. Rely mainly on honesty of individuals as do not want bad publicity by refusing entry if it cannot be easily proved that someone is a Friend.

9<sup>th</sup> April for the official and then public entry.

Mark Francois has agreed to open the Museum.

At the moment 90 VIPs on the invite list but can only accommodate 60 so some 'pruning' required.

Invitations being sent out next week.

Photographic exhibition about 91 High Street and the transformation works will be displayed on 9<sup>th</sup> April. Sharon is working on producing this at the moment.

## **Any Other Business**

Roger

Room Signs – A sample will be available shortly. All sponsor details have been confirmed.

Sponsorship – Roger needs input from the Set Up Subcommittee as to what items are still available to sponsor. (e.g. stereo viewer) He would like this information by his return from holiday.

Mike

The RUDC glass panel is with the framers and will be collected next week. The Speedway glass windows should also be available shortly.

The window cleaner starts on 15<sup>th</sup> March at a cost of £10 per month. Terry has volunteered to do the 3 windows at the rear.

Baptist Church carer's group talk for 15 minutes on 7<sup>th</sup> May – So far no volunteers to undertake this. Mike advised that this is only a brief talk about the Museum not a history talk requiring pictures and suchlike. Asked everyone to think about it as more representatives are needed to be able to talk and provide information about the Museum to outsiders.

New acquisitions

Waiting for decision from family regarding the model lych gate.

Waiting for further decision from Rochford Pistol Club re the trophies.

Possible that items may be donated from the Rayleigh Metal Detectorists Club

The Hatton's cash register will be delivered in March

The Regal Cinema projector has been secured and will be collected and placed in storage soon. Needs considerable work before it can be displayed.

Grandfather clock being delivered on Sunday 28<sup>th</sup> as mentioned above.

The window blinds will be installed next week.

The disability report, certificate and a wheelchair to be delivered on Friday 26<sup>th</sup> February.

Possible car parking for volunteers - Holy Trinity have said no but the Evangelical Church decision is still awaited.

New maintenance volunteer (Ian Bushell) currently working on the magic lantern.

It is planned to hold a Trinity Fair in 2017. Cheryl advised that this will be discussed at the next RTC Environment Meeting.

Copies of papers for reading by the Working Party (labelled as such) are available on the Reception Desk. It is not essential for them to be read but many will be of interest particularly for those in the role of Trustee.

Viv advised that the new cabinet that had originally been purchased for retail items was now going to be used for new acquisitions.

## **ACTIONS**

1. All – advise Margaret/David of any personal medical information which could be required in an emergency
2. Sue/Gemma/Viv – Arrange a new date and confirm venue for the next quiz evening.
3. All – advise if able to assist on Friday 4<sup>th</sup> March for the ERO event.
4. All – advise Viv if able to assist with artefact labelling
5. Viv/Sue/David/Mike – provide Roger with a list of artefacts, cabinets and suchlike that are available for sponsorship
6. All – advise if willing to talk to Baptist Church carer's group about the Museum on 7<sup>th</sup> May
7. All – regularly look through and if necessary read the papers available on the Reception Desk.