

Rayleigh Town Museum  
Minutes of Working Party Friday 22<sup>nd</sup> January 2016  
At 91 High Street Rayleigh

Present : Mike Davies ,David Pymer, Viv Irvine , Roger Aillud, Margaret Johnstone, Alan & Linda Davison & Mick Kay  
Apologies : Sue Smith, Gemma Smith, Terry Joyce , Spencer Welsh, Rebecca Lodge, Cheryl Roe & Kerry Cumberland

Mike opened meeting at 9.30am

He advised that in future instead of e mailing ,all notices , minutes etc for meetings will be on the 'admin' page of RTM website. Also need to note that we need to be more specific in headings on any e mails – ie not 'Rayleigh Town Museum' but eg – 'newsletter'

Now we are not having meetings in RTC offices it is unlikely that Cheryl & Kerry will be able to attend WP meetings very often but they receive WP reports. These need to be sent to Mike 1 week before the WP meeting.

Unanimous thanks were expressed to Bob Smith for all his help as treasurer and maintenance SC work on the working party and regrets for his resignation from the project.

Minutes of last meeting ; proposed by David , seconded by Roger. No matters arising to be dealt with at this point

Sub committees;

Mike – no queries from RTC

Margaret ;

Next meeting of Volunteer Handbook SC will be on Tuesday . following on her meeting with RRAVS at the library launch of their volunteer data base she has received details of 2 more potential volunteers & RRAVS have offered to proof read the handbook. Margaret also said she hoped all members of WP would be volunteering as well and she needs to know what days we would be available.

1<sup>st</sup> meetings for the volunteers at the museum will be ;

1<sup>st</sup> Feb at 7pm & 6<sup>th</sup> Feb at 10am , both at no 91.

Mike – commented that we also need a bank of back up helpers to cover last minute cancellations.

Roger – asked if we need an open day when potential volunteers could attend ?

Mike – good idea but need someone to organise.

Linda suggested that we wait until the Friends open days in March.

Roger – will add something to newsletter

Alan – will modify message re advance visits.

David – said that Mick has already organised the press release re volunteers for February( all local newspapers.)

Margaret – any training needed will be in house.Full details will be on admin page.

David – first Aid is more difficult as needs specialist help. Viv to contact Dave Record re this.

Gemma's report ;

Mike confirmed that- research still ongoing re weddings this year & will look at starting weddings 2017

Roger ;

Benefactors Board- due to go to signwriter this week & will take 3-4 weeks to complete.

Sponsors boards for rooms etc are to be prepared to a standard design. Each SC will give the details of the content for their needs.

Poster design- is being prepared.

Newsletter – slight delay on publication date but should be ready this week.

Brochure on museum building history will be about 20 pages & cost either £ 1 or £2 depending on printing cost.

Viv- thanked Roger for changes to the museum flyer for the next re print.

Mike – advised that the museum exhibition which had been in the library was now in the window of A Adams until April. It will be changed every few weeks and we will continue to have something in the window all year. Adams have now extended their sponsorship to 3 years.

David ;

Has taken on the role of treasurer/ bookkeeper on a temporary basis.

Currently Paula of ESW is on leave after birth of first grandchild so Jade is dealing with our account.

Gift Aid issues will be dealt with by short meeting of Finance SC after WP meeting

Mike – advised will be collecting cheque from RTC for balance of rent agreed to shortly

Roger – sponsorship money has mostly been paid but he is due to receive amounts from Staceys, Adams & Feathering your Nest.

He hopes to get more sponsors once we have confirmed what cabinets etc we will be buying. He is also considering other businesses he could approach re sponsorship.

Alan & Linda ;

We now have 606 Friends & 2 or 3 more due to be added.

Linda – the procedure needs to be updated as opening has been delayed a little. If anyone signs up in Feb -April they will have membership for 2016-2017 ( as well as last bit of 2015-6 ) If anyone offers to pay for 2015- 16 & 2016- 17 that would be gratefully accepted.

Mike – queried if we need to send a renewal notice , and Linda confirmed this would be in April newsletter.

Linda- the membership cards will be sent out as the SO payment / cheque has been cleared . Help will be required to deliver these by hand where ever possible.

Mike – advised things such as corporate membership & possibility of legacies was still 'on hold'.

David – queried junior membership.

Alan – children would already be members as part of the families already included.

Viv – advised that children under 14 welcome in museum but only with an adult. This would also apply to Saturday Craft Clubs etc.

Roger – queried if we had considered using a machine instead of stamps for postage . He was advised we had looked at cost some time ago but Viv agreed to re check.

Sue's report ;  
No comments received from WP

Viv ;  
David & Mike expressed their thanks to Viv for her work on the HLF grant request.  
Viv – advised that would be helpful for the next update to HLF if the numbering she used could be continued on future invoices / receipts .  
Linda – asked for a column to be added to the income forms for cheque no, invoice , membership no for Friends.  
It was noted that the preferred format for income / expenditure forms etc was Word rather than Adobe as most people could access that better.

Bob's report ;  
No comments received from WP

Mick ;  
Re press release – advised that he needs good advance notice for openings etc , especially re VIPs likely to attend.  
Data protection – as per his report- needs comments & suggestions.  
All the Friends DP needs to be documented . Alan & Linda advised that this already done & they will send to Mick & DP SC.  
DP is being updated this year, probably only small changes to wording.  
David – asked if he needs to update what he has sent out as working to 1998 Act . Mick advised –no  
Mick- there is a meeting due in March in Manchester but he may not need to attend as whatever the changes are we will be allowed plenty of time to comply. He will draft a form of DP regulations so we all are aware of them.  
David – queried what 'user requirement ' we would need re passwords for computer system  
Viv – as advised by Nathan ( IT installer ) the security / DP can be based on folders that will only allow access to certain groups / people. If anyone is unsure of how to use Nathan can offer 'training' .  
Mick – CCTV- we need a log book re why any viewing of recorded material took place , who requested etc. He will draft a form.  
All details on these points will be discussed at next DP SC, possibly on Thursday 28<sup>th</sup> Jan.  
Linda – advised that Friends lists will continue to be maintained on their system at home . All agreed ok as list password protected .  
Mick- if anyone on WP wanted information they would need to advise why.  
Mike – reminded everyone to read the SC minutes for DP as everyone must understand them & comply.

Spencer's report ;  
No comments received from WP

Terry's report ;  
No comments received from WP

Mike – last month's total hours for WP was 1,032, highest so far. On HLF form they asked for far more details of hours worked than we could list as requested so he had noted separately. If we claimed all the hours as the £150 pd category the total amount would have been over £200,000 for the last 9 months. Using £100 pd the amount he entered was £90,000.

#### Opening

Mike – the first 'soft' opening for Friends will be Wed 16<sup>th</sup> March & then on Fri, Sat etc for next few weeks in what will be museum hours – 10- 4

The 'Grand Opening' to be Sat 9<sup>th</sup> April

Viv - set up & opening SCs will need to work out appointment dates for Friends with Alan & Linda.

Mike – for Friends visits the museum will still be 'work in progress'

Mick- asked re who will open & Mike advised – not confirmed yet & has had 4 people ask if they can !

We may need more than 1 'opening day' or set times for different groups on the day.

Alan – wanted confirmation that press release will mention Friends Days – Mike confirmed it will.

David – queried if release will go to national press .

Mike - will go to eg Essex Life & the associations such as AIM , SHARE etc & HLF.

Roger – now has details of how sponsors of rooms want their names on signs and will send these to set up SC for details to be decided. It could be done as vinyl lettering to go directly on plasterboard part of walls.

The Grange U3A of Rayleigh history group are interested in visiting the museum for research- we need details of numbers etc & Mike asked that they contact him. We would also like to know if they would like to have their meetings in the museum.

#### AOB

Mick ; - Advised we need signage in the museum that CCTV recording taking place – he will draft sign.

Mike ;

1- Trinity Fair Exhibition – would like to hold in 2017- weekend of June 11<sup>th</sup>

2. New volunteer – Ian Bushell , ex teacher , has offered to help with repairs to items . is currently working on stereoscope, and the maintenance team.

3. will be attending event at Hadleigh library on 12<sup>th</sup> Feb that HLF will be at.

David & Viv were interested in going as well.

4. Has had several meetings with PE re various issues, some still ongoing.

5. Disability group have given their recommendations & will be issuing a certificate soon.

6. hopes to collect Hatton's cash register soon but owner is trying to get a repair done. He has contacted a national collectors magazine for help with repair.

7. clock – will hopefully be in museum early in February.

8. we will be hosting a training day for ERO on March 4<sup>th</sup> ( 9.30 – 4. 30 )

If anyone wishes to attend they need to register & help may be needed on the day for teas , coffee breaks .

9. cleaning - report on the inspection made earlier in Jan due on Sunday.

10. Mike has been in contact with Evangelical Church in Eastwood Rd and Holy Trinity Church re parking for volunteers when on duty.

11. Regal projector – still in discussion with owner .  
12 subcommittee- will send out new list once all have let Mike know who is Chair & Secretary.

David ;

Worried about state of the area between museum entrance & Rayleigh Lanes.  
Do we need to arrange cleaning ?

Viv advised she had seen street cleaners on more than one occasion sweeping up there .

Mike – as there are still issues over the ownership of our half & R Lanes own other half – not something we can look at currently. The owner has taken out insurance in case of any problems.

New door panel needed once we are open , giving opening hours , registered address etc.

Roger ;

Leaflet racks & leaflets now in 12 retailers around Rayleigh . He may need more – to advise Viv so she can re order.

Request that if we are in a shop & notice they are short of leaflets or have space to put a holder to let Roger or Mike know ( or take leaflets to them !)

Meeting closed at 12pm

#### Action points

All – emails – please be more specific in headings ( eg Newsletter not Rayleigh T M )

All- remember to send monthly report 1 week before meeting

All- we need help on volunteers meetings – 1<sup>st</sup> & 6<sup>th</sup> Feb

All- what days/times can you / can't you help once museum open

All – do you know any potential volunteers ?

All – need help to hand deliver friends membership cards in May.

All- please use Word for documents rather than eg Adobe

All – comments please to Mick re his DP report.

All – read the DP Subcommittee minutes ; note & ensure YOU comply.

All – ERO course – 4<sup>th</sup> March – register if want to attend .

All – if you haven't already – let Mike know who is Chair/ secretary of your SC/s

All – do you know anyone who could take on the role of treasurer ?

All – help monitor leaflets & holders in shops around Rayleigh.

Roger – to add piece in newsletter (? April ?) re Friends open days.

Roger – to send room name preferences to Set up SC.

Viv – to contact Dave Record re First Aid training for volunteers

Viv – to check cost & feasibility of franking machine

Terry – to help re document formats if needed .

Alan & Linda – to copy to Mick & DP SC re Friends documentation relating to DP

Mick – draft form for CCTV log

Mick- draft DP regulations as they apply to RTM

Mick – draft a sign re CCTV taking place .

Set up & opening SC & Friends – work out an appointment system for Friends openings