

RAYLEIGH TOWN MUSEUM WORKING PARTY

Meeting held at Rayleigh Town Council Offices at
10.00am on Friday 18th July 2014

1. Attendees.

Mike Davies, Sue Smith, Gemma Smith, Viv Irvine, Trevor Rand, Spencer Welsh, Eddie Dray, David Pymmer, Kerry Cumberland. Cheryl Roe and welcome to Terry Joyce.

2. Apologies for absence.

Tony Harvey.

3. Update on Present Position

Kingsleigh House and 4 High Street are no longer an option. The owner of 91 High Street Rayleigh (Grade 2 listed) contacted Mike with the offer of using the 1st floor as a museum. The property owner has submitted planning applications to RDC for the ground floor to become a restaurant and for the 1st floor (currently empty) into a museum. Robin Carpenter (ECC Historic Advisor) has given approval.

The plans could be approved by August/September, with building work done by January and the fitting out done by March/April 2015.

John Blaydon the owner of 91 High Street has offered us a 25 year lease. We need a letter from John confirming what is actually going to be done to the 1st floor. Alan Simpson are to be the Solicitors. The rent will be £7 @ sq ft. (The average in Rayleigh is £9/£14 @ sq ft). John will be paying a significant amount to have the lift installed, as well as a fire escape renovation to the roof and decorative work to the building. We will be responsible for the upper floor maintenance.

The 6 trustees have now all signed the relevant forms.

Eric Skinner wants confirmation that the museum has an income of £5,000 before he can go ahead with registration of the charity. So far £2,000 from RTTLG.

RTC to look into paying the rent of £9,700 + VAT @ year. The rent will be payable by the Rayleigh Town Museum by way of an annual donation by RTC. The question of the museum becoming registered for VAT the merits and requirements will be investigated by David. Kerry stated there was a finance meeting on 21st July, when the matter will be discussed. Kerry also said RTC would provide a letter of intent, which we could send to the Charities Commission.

The Working Party is hoping to visit Burnham Museum on 1st August to obtain information.

We plan to apply for less than £100,000. From application to decision is 8 weeks. Application to HLF by September. The Working Party has planned a visit to 91 High Street after this meeting.

Kerry offered to give us a copy of the RTC fire risk assessment to assist us in helping with 91.

4. Timetable of Tasks.

Sue and Viv	Fundraising
Gemma	Website
Tony	Heating and lighting
Trevor	Publicity/Volunteers rota
David	Project Plan/Sponsorship
Spencer	HLF Application
Terry	Hardware/Software
Bob	Accounts
Eric Skinner	Charity set up
Mike	Everything /RRAVS
All	Costings
Friends Group	?
VAT	?
Accession Register	?
Solicitors Acting	Alan Simpson & Co.
Curator	Ken Crowe?

5. Project Plan/6. Individual Tasks.

David will draft a consultation paper of all the tasks to be completed.

Spencer to paint a "pub like" sign to hang outside 91 high Street.

If you are not able to attend the meeting please forward a brief written report to everyone a week before.

We still need to justify to the HLF the need for 2 museums in Rayleigh.

Spencer has already drafted a letter of reasons and Kerry suggested forwarding this letter to Mike Steptoe to sign. It was suggested a letter from the Windmill stating they have no room to expand may help.

RTC have said we can have a charity stall on Wednesday morning, although we wouldn't be allowed to sell anything, but we could pay £15 + VAT for an ordinary stall in the market (if available) where we could sell items. If we have a stall all leaflets information etc. to be up to date and professional.

Possibility of having a stall at the Christmas lights switch on.

The old pub sign from the Paul Pry has been secured for the museum.

7. A. O. B.

Gemma has offered a free stall at Battlesbridge Flea Market held on Thursday mornings.

The banner for RTTLG and RTM will be ready on 22nd July.

Spencer is producing some Rayleigh prints/cards to sell for the museum funds.

Terry suggested putting details of the friends group on Face book, Gemma to do a link with the website.

Spencer is preparing an A frame layout.

8. Date of next meeting.

Friday 29th August 2104 at 10.00am at Rayleigh Town Council Offices.

Sue and Cheryl give their apologies.

Meeting finished at 11.00am