

## **RAYLEIGH TOWN MUSEUM WORKING PARTY MEETING**

Held at Rayleigh Town Council offices on Friday 31<sup>st</sup> July 2015 at 9.30am.

### **Attendees:**

Mike Davies, Sue Smith, Viv Irvine, Trevor Rand, Margaret Johnstone, Gemma Smith, Cheryl Roe, Spencer Welsh, Alan Davison, Roger Aillud and David Pymer.

### **Apologies:**

Linda Davidson, Kerry Cumberland and Rebecca Lodge.

### **Minutes of last meeting.**

Proposed Alan Davison. Seconded Spencer Welsh.

### **Matters Arising.**

Please send monthly reports to Mike a week before the next meeting, so Sharon can submit them to RTC. Attachments should be sent as a PDF so everyone can open them.

Articles for the newsletter to be sent to Roger. Good feedback has been received about the last newsletter. Old newsletters to go on the website. Articles to Terry for the website, which must be kept updated. Also any ideas for Spend a Day in Rayleigh.

Cheryl advised that RTC are holding 7 markets between now and Christmas, and RTM would be able to have a stall. **The Rayleigh Lights Switch On is 26<sup>th</sup> November 2015** and someone is needed to organise a stall and all the logistics for the night. David suggested producing a list of resources the museum will have. This will be developed over time. David and Margaret to compile the list with schools in mind.

### **Working Party updates.**

Margaret. Meeting with Fitzwimarc, who were not interested in bringing groups to the museum. Cheryl suggested inviting the relevant teachers to the museum. Futurelearn course completed and printed off and available for all to read. Attended meeting at County Hall with Mike and Sue regarding working with a student from Anglia Ruskin University.

David. We are now VAT registered; this is backdated to November 2014. David to liaise with Bob over documentation. Meeting with Trevor and Margaret to work on Volunteers Handbook. Viv handed David the Volunteers Toolkit. Suggested producing a list of resources the museum will have.

Roger. Coach trip to Harwich has sold out. Names are being taken on a waiting list. If enough people, another coach could be laid on. It was suggested that a flyer be sent to the Chamber of Trade. Kirby's need to know asap if we need a second coach. Mr. Becker has been contacted regarding disability issues; he will visit the museum when access is available to advise us. Approximately 100 calendars have sold so far, Roger to look into cost of possibly printing more if required. Charfleets have been contacted regarding having 2 parking spaces for museum volunteers, awaiting response.

Alan. To date Friends total is 505. This amounts to £3995 + a further £538 in Gift Aid. Trevor has produced a 500<sup>th</sup> Friend certificate. This will be presented when arrangements have been made. To encourage more newsletters to be sent by email, there will be a note in the next newsletter offering a £10 Marks and Spencer voucher to the first person to opt for email over post.

Sue. Working on the accession register with Viv and Margaret. Compiling a list of possible speakers for the museum. Completed Futurelearn Course. Attended meeting at County Hall. Looking into cost of the museum sign. Produced some children's activities for the museum.

Viv. Working on the accession register. Dealing with planning application. Issued a statement to Around Rayleigh about the museum.

Terry. Monthly average of views slightly down. Suggested we use Facebook and website to recruit more volunteers. New website should be ready by October.

Gemma. Completed Futurelearn course. Entering and researching accessioned objects onto EXCEL.

Trevor. First draft of Volunteers Handbook completed. Magnetic name badges looked at. Dress code will be smart attire. Annual volunteers meeting will be held. Names will be needed as emergency contact in case of any problems to go into the handbook. Another meeting with David and Margaret planned in 2 months. Ideas for how to spend the £652 donation from Edward Francis School by the next meeting. 10 letters received from the school children. Trevor suggested the Museum could become a Tourist Information Office.

### **Mike's AOB July 2015**

1...A flyer from Essex Guild Homes has a Community area page. Can someone contact them to see if we can have an entry (Calendar/quiz?)

2...There is a **Listed Property Owners Club**. Can someone investigate whether it is beneficial for us to join?

3... **City scape maps Ltd** produce a Town Map. Can someone look at to see if worth us considering.

4...Any ideas for 2016 Exhibitions please let me have any suggestions by e-mail. (Somme film—Viv)

5...Fundraising Standards Authority code of practice. Should we consider becoming members?

6...Southend Tourism Group...I am hoping to attend in October. Awaiting details.

7...Museum Lift...to be installed on 14<sup>th</sup> Sept. 2 phone lines ordered. Terry to deal with Rayleigh Computer shop.

We need a phone line before the lift is installed. We now have a phone number for the museum and a 2 year contract with BT.

8...Gas. Our contract commenced on the 20<sup>th</sup> July fixed for 1 year

9...2016 Anniversaries...please send me a note of any you are aware of (Edward Francis/Lady of ransom).

10...Visitessex. Anglia Ruskin... fees? Grant? I suggest further meeting to discuss detail.

As part of the HLF we need to research the history of 91 High Street. This maybe something Anglia Ruskin could help us with.

11... Christmas cards...I suggest small group (2 people) to meet discuss and present paper before next meeting.

Roger, Margaret and Sue to look into.

12... **Heritage Exhibition 12<sup>th</sup> Sept**... Need volunteers please—especially Press officer. Let Mike know if you are available on the day.

13... Dress Code. I suggest small sub-committee present paper before next meeting. Trevor, David and Margaret to look into.

14...Rayleigh Art Trail 2016. 9<sup>th</sup>---18<sup>th</sup> June .We will be the base. Should we open every day? Agreed and discussed that we should.

15...Museum roles. We are in urgent need of a Press Officer. Does anyone have the time?

## **ACTIONS OUTSTANDING**

A...ongoing from previous meeting.

1..Sue/Viv working on a 2016 diary of events

2..Viv/Sue/Gemma/Margaret working on Accession register

3..Margaret/Trevor/David working on Volunteers handbook

4...Roger working on "Spend a day in Rayleigh"

5...ALL...send Terry items for the website

6...ALL...send Roger/Linda/Alan items for the next Newsletter

7... Mike/Trevor/Spencer/Sue/Viv/David/Tony to read up to date Trustees documentation prior to the next Trustees meeting in September.

## **B. Actions from this meeting in addition to the above.**

1. ALL...Send written report by 21st Aug to Mike.

2. ALL...send ideas to Roger for "spend a day in Rayleigh"

3. David...to produce a list of Museum resources.

4. Roger...to investigate the benefit of printing further calendars if we sell out of existing stock.

5. Trevor/Roger/Mike...to arrange the presentation of 500<sup>th</sup> Friend certificate.

6. Alan... to send Roger the wording for the item in the next Newsletter re the £10 Marks and Spencer competition.

7. Trevor...to investigate the regulations, requirements, for the Museum to become a certified Tourist Information outlet (as opposed to the informal one that RTTLG are at present) ---and how much space and where in the Museum it could be situated.

8. ALL.....From Mike's list of AOB July 2015 we need "volunteers" to take on the following tasks;  
1...2...3...4...5...9...12...15.

And finally can ALL WP members please include an update on THEIR Actions in their monthly report (even if ongoing—nothing sent)

I.e. Trevor to update on numbers 3/5/6/7 from Ongoing and 1/2/5/7/8 on actions from this meeting

Date of next meeting Friday 28<sup>th</sup> August 2015 at 9.30am. at the Rayleigh Town Council Offices.

**THE END!**