

# Rayleigh Town Museum Working Party Meeting Minutes

## 31<sup>st</sup> March 2016

### Attendees

Mike Davies, Sharon Davies, Sue Smith, Viv Irvine, Gemma Smith, Roger Aillud, Alan Davison, Linda Davison, Karen Vassallo, David Pymer, Terry Joyce, Spencer Welsh & Cheryl Roe

### Apologies

Margaret Johnstone, Rebecca Lodge, Mick Kay

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

Minutes agreed. Proposed by Roger. Seconded by Spencer.

Mike asked that when submitting monthly reports the numbers of the actions were used to indicate which specific actions were being referred to.

In Margaret's absence Mike raised a query about the fact that Margaret's report stated that she had not received any medical information from anyone whereas a number of other reports stated that medical information had been advised to her. Possibility of non-receipt of emails.

Much discussion as to where to keep such sensitive information so that it was readily available in case of an emergency. Emergency contact/next of kin information also required. Decided it should be kept in the Museum in a locked location yet to be decided.

David will design a new form that is purely for medical & emergency contact info.

Linda suggested that such information should be reviewed annually with everyone to ensure that nothing had changed.

### Roger

Roger has been in touch with Marks & Spencer and they were interested in meeting with him and supporting the Museum.

Coach trip on 20<sup>th</sup> May only 2 places left. Mike raised the fact that 3 of the 4 key holders were booked on the trip and that the Museum was due to be open that day. David offered to cover on 20<sup>th</sup> May as he will not be going on the coach trip. For future coach trips need to take care that sufficient cover/key holders are available if on a Museum open day.

### David

Should have emergency procures available and in the Museum by Sunday 3<sup>rd</sup> April.

Also the checklist for opening/closing. Request by a number of Working Party that the check list and emergency procedures be circulated to check against in the light of recent experiences whilst in the Museum (e.g. last Saturday's power cut). David will circulate for comment/additions.

### Alan & Linda

Friends' membership now 655.

Renewals of membership – please ensure that if an existing member wants to renew they are asked to complete the renewals form NOT an application form.

If members already paying by standing order no need to complete a new one unless something has changed with the banking information.

If members raises a query about renewal/membership and there is any uncertainty about any aspect of their membership or renewal please refer them to Alan & Linda rather than possibly giving incorrect information which may result in extra work/problems.

Help from everyone will be needed to deliver new membership cards to those who renew membership.

### Sue

Advised that it is mandatory that the Museum has a hearing loop. She is in contact with a company that fits them and will set up an appointment to obtain a quote.

Quiz – so much is happening at present not possible to schedule this soon. After discussion decided that just for this year we will only hold a Christmas Quiz. Date & venue to be decided as soon as possible.

### Spencer

Mike advised that it was originally planned that the window display in Adams would be taken down after 9<sup>th</sup> April opening but Adams have now decided that they would like a permanent display. With all other commitments at present not possible to change the existing display by the 9<sup>th</sup> April.

Spencer has worked on a new display which will be discussed by the Design Subcommittee. The Events subcommittee will also have to factor this outside display into the events diary. Sharon mentioned that the panels used for the display were owned by Rayleigh Through the Looking Glass (RTTLG) and were booked to be in the Library during May for an exhibition as it was originally believed that the display would be finished on 9<sup>th</sup> April.

Spencer advised that repairs were being undertaken on the donation box and that it would be back in the Museum by 9<sup>th</sup> April.

Agreed that additional donation boxes will be needed in the future. Possibly see through Perspex ones. Viv will investigate further.

### Sharon

Volunteers Rota now on the admin part of the website for the Working Party to view to save sending out by email. Date of the document refers to when it was produced. Physical copy will also be in the Museum in the 'Volunteers Slot' behind Reception.

### Karen

New expense form designed and will be made available on the admin site.

Karen will design a new income form and will discuss with Linda as the main user of the form for the Friends account.

Karen will ascertain the date for Gift Aid submission. Linda & Alan will advise Karen of the figures and Karen will complete the return.

Roger will discuss with the Finance subcommittee the procedures and audit trail requirements for sponsorship invoices.

### Terry

MODES software – need to know whether to buy for just one machine or additional copies for laptop. Viv & Sue suggested that Chelmsford Museum or Essex Record Office may be able to advise.

Maintenance – could do with additional help. One of the volunteer Stewards (Chris Staggs) helped out recently on a quiet day and seemed interested in helping further. Is it ok to contact him to see if he could help. Agreed ok to contact as long as it doesn't interfere with his stewarding sessions.

### **Museum Opening**

Mike reiterated the request for smart attire on the day.

Mike will send out full details of the timing and procedures for the opening so that everyone is aware of requirements for the day.

### **Working Party to evolve into Management Group**

After much discussion everyone present agreed that they were happy to continue in their roles and that the name of the group just be informally changed the Management Group from 10<sup>th</sup> April.

For those not at the meeting please let Mike know whether you are happy to continue in your current role.

### **A.O.B**

Terry stated that as all the Working Party & Trustees have put in 1000s of hours work to get the Museum open he felt therefore that there should be some sort of plaque/notice in recognition of this. Agreed that this would be an agenda item for discussion at next month's meeting. Also much discussion as to how inclusive this should be as a number of people who have been involved are not currently members of the Working Party or Trustees. Request that everyone think about the criteria for inclusion in advance of the discussion so that a majority agreement can be reached at the meeting.

David advised that following the recent meeting with local schools, 3 have responded wanting a considerable amount of work undertaken. Schools Liaison subcommittee will consider further.

Roger advised that the front door panel will not be completed for the opening on 9<sup>th</sup> April as the subcommittee do not want to rush it through and then be unhappy with result which will be in place for some time. However the section stating 'opening early 2016' will be changed to 'open now'.

Mike confirmed that the Set Up subcommittee will determine the words on the door panel whereas the Design Subcommittee will sort out the actual layout and design.

Mike advised that he is seeking the advice of a structural engineer regarding the speedway panels being hung on the wall behind Reception.

Mike has sent out email regarding a Benchmarking Exercise and he needs to know by 4<sup>th</sup> April if anyone able to take on.

Mike advised that the Visit Essex membership is due for renewal on 7<sup>th</sup> April 2016. In future Visit Essex will only be website based and will cost considerably more than in the past. All agreed that therefore the membership would not be renewed. The membership certificate will need to be removed from the frame in the downstairs lobby.

Mike advised that RTC have been approached regarding adding the Museum to the black tourist signpost in the High St. Cheryl confirmed that the matter is on the agenda of the next full Council Meeting.

Essex County Council have also been approached regarding having brown tourist signs on roads into Town and a response is awaited.

Terry advised that we have now purchased the rights to [www.visitrayleigh.co.uk](http://www.visitrayleigh.co.uk) so that it is available to use once needed and cannot be used by anyone else.

Mike advised that he has not heard anything more from the clock restorer. He will contact him again next week and advise if nothing done in 7 days he will seek help with the clock from elsewhere.

Mike advised that he had spoken with Pizza Express regarding private group visits to the Museum where the party would then like to eat in Pizza Express afterwards. They have agreed that providing booked in advance via the Museum for a Monday or Tuesday for between 10 to 20 people the group would be able to obtain a 25% discount on food purchased.

Roger will discuss further with them to see if Pizza Express would extend such an offer to the Friends of the Museum upon production of their membership card.

## **ACTIONS**

1. David - design a new form for emergency contact & medical information
2. David - circulate the Emergency Procedures & opening/closing procedures for comments/additions
3. All – help with delivery of new membership cards
4. Sue/Gemma/Viv – Arrange a date and venue for the Christmas quiz evening.
5. Viv - investigate perspex donations box.
6. Karen - design new income form
7. Roger - meet with Finance Subcommittee to discuss procedures for sponsorship invoices.
8. Terry to contact Chelmsford Museum re MODES.
9. Mike - send out full details For opening day
10. Margaret/Mick/Rebecca – confirm to Mike happy to continue in role when Working Party becomes Management Group.
11. All – consider criteria for WP recognition plaque/notice for discussion at next month's meeting.
12. All – advise Mike if able to undertake benchmarking exercise.
13. Roger - have discussion with Pizza Express re possible discount for Friends.