

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

Held at Rayleigh Town Council Offices on Friday 29<sup>th</sup> May 2015.

### **Attendees:**

Mike Davies, Sue Smith, Viv Irvine, Trevor Rand, Margaret Johnstone, Roger Aillud, Spencer Welsh, Alan and Linda Davison.

### **Apologies:**

Rebecca Lodge, Gemma Smith, Terry Joyce, Cheryl Roe, Kerry Cumberland, David Pymer and Julie Sawford who has replaced Eddie Dray as the Chairman of Rayleigh Town Council.

Thanks to Eddie Dray for his support. Also thanks to Tony Harvey who has decided to stand down, for initially 3 months.

### **Minutes of last meeting:**

Proposed by Trevor Rand. Seconded by Roger Aillud.

### **Update.**

Mike. Worked with the owner of 91 and the structural Engineer, to find a solution to the floor loading issue. A building solution has been found (that the ECCHBA will approve) and the cost will be covered either by the museum paying or the owner paying with an adjustment to our rent. Financial details currently awaited

David. Still awaiting VAT registration. When documentation received David and Mike will visit MAPP accountants in London.

Margaret. Meeting at Witham library concerning topic boxes for school/group loan. Meeting at Sweyne Park School on 24<sup>th</sup> June. Enrolled on free online Leicester University course. Visited Chelmsford Museum with others.

Roger. Calendar going to print 29<sup>th</sup> May. £600 sponsorship obtained, which covers our costs. The calendars will be £6 each or 2 for £10. Next year it was decided to do our own calendar. A deal has been arranged with Frame It of Southend to frame Spencer's prints. We are also investigating the framing of the stained glass panels for the museum. Courts (florist) of Rayleigh are happy to provide floral displays for photoshoots etc.

Alan and Linda. Friends' membership to date 484. Total income so far = £3825 with Gift Aid potentially another £643 making a total of £4,468. So far no cheques have been returned.

Sue. Organised trip to Chelmsford Museum to view their Accession register and documentation, visited with Margaret, Mike, Viv and Gemma. Enrolled on Leicester University Course. Working on quiz and children's activities.

Gemma. Visited Chelmsford Museum and also enrolled on Leicester University Course.

Trevor. Organised Valence House trip, attended by Mike, Margaret, Alan and David.

Terry. Redesigned the website. Comments please to Terry.

Viv. Working on planning and floor loadings. Visited Chelmsford Museum.

### **Any Other Business.**

519 ½ hours in total worked.

The rooms in the museum will be named. Room 3 will be The Regal Room. Room 1 will be Commerce House Room. There are a few suggestions for Room 2 and a final name will be decided in 2 weeks after all ideas have been received.

40 more newspaper binders have been collected. Currently being stored at Mikes.

Rayleigh Library has donated a display cabinet to us, which is being stored in Margaret's shed.

The Evangelical Church in Rayleigh is closing down, there may be Rayleigh related artefacts.

Storage is now an issue. Roger has been looking at The Yellow Box Storage Company.

Spencer has some storage available in the short term.

Sub Committees will now have the power to make instant decisions, to enable quick action when needed.

Mike displayed a Rayleigh map tea towel, and will find out the costs.

The new Heritage Trail leaflet is being worked on, and will be launched in a couple of months.

The Accounting year will start from 1<sup>st</sup> October and run to 30<sup>th</sup> September.

Various Working Party members attended 2 Photoshoots for the presentation of 2 £500 cheques.

Thank you card received from Ernie Lane.

Legacy from the estate of Terry Spinks.

Museum should join Visitessex so we can be included in the 2016 publications.

The owner of the building has paid £6,000 to have the Gas laid on.

### **Actions.**

Working Party to send Mike/Sharon their reports one week before the meeting, so Sharon can cut and paste them, to forward to Rayleigh Town Council.

Roger working with Kirby's Coaches to organise a coach trip (Friends incentive). Ideas include Harwich, Strawberry Hill, Amberley, and St. Mary's House.

Sue and Viv to visit Rochford Council to meet the Planning Officer.

Sue to look into joining The Museum Association.

Mike, David, Viv and Sue meeting to discuss planning application.

Press Officer still needed.

Trevor and Margaret to work on Volunteers handbook.

Alan, Linda and Roger working together, to decide which articles to be included in the Friends Newsletter, which will go out every 2 months.

Roger to investigate adverts for the newsletter.

Bob to look at Gas Board paperwork.

### **Date of Next Meeting.**

Friday 26<sup>th</sup> June 2015 at 9.30am, at Rayleigh Town Council Offices.