

## Rayleigh Heritage Centre Working Party.

Minutes of meeting held in Rayleigh Town Council Chamber on 21<sup>st</sup> November 2013.

### 1. Attendees.

Mike Davies, Eddie Dray, Viv Irvine, Spencer Welsh, Peter Waghorn, Cheryl Roe, Tony Harvey, Sue Smith.

### 2. Apologies.

David and Suzanne Geach, Gemma Smith, Kerry Cumberland, Ron Choppen, Gordon Raymer.

### 3. Minutes of last meeting 18<sup>th</sup> October 2013.

Agreed by Spencer Welsh.

Seconded by Eddie Dray.

Signed by Mike Davies.

### 4. Matters arising.

Essex Records Office policy states that you are not a heritage centre if artifacts are collected and exhibited, and as there is already an accredited museum in Rayleigh Windmill we need to look into finding a suitable name now, as later changes could cost money. If we go to HLF as Rayleigh Heritage Centre it would be without the backing of the ERO. The HLF will contact the ERO, RDC and RTC for approval. Rayleigh History Centre was put forward as an idea, and agreed by all present.

### 5. Mike – update.

Mike has had 2 meetings with architects, both have visited the site. 12 % of the total cost is added on to the final bill. A 3<sup>rd</sup> quote is needed. This will form part of HLF grant. Grants are also available from the Architectural Heritage Fund, but you must be; a) A Registered Charity. b) The building must have Statutory Protection. c) Change of use agreed. Spencer offered to look into the rules and regulations.

Mike is working on a 5 minute DVD with Southend film makers, to accompany the HLF application. This will hopefully be finished in 2/3 weeks and will also be used as a promotional asset.

The Chamber of Trade have found an accountant, who will audit the books at charity rates for approx £1,500 @ year.

Re the planning application, there is no reduction for Charities, although there may be some flexibility regarding other RDC costs.

As part of our HLF application we can count volunteer hours towards the grant. Mike asked if everyone could keep a record of hours spent on Heritage Centre matters.

### 6. Task List update.

More names need to go against the tasks on the list, as this will form part of the application to HLF.

#### 7. Project Risk Assessment Update.

Legally 4 Trustees are needed for Registered Charity status. A management committee also needs to be formed. Mike also desperately needs a Vice Chairman, (as a back up in case anything should happen). There could be serious implications with the HLF if we do not have a Vice Chairman. These ideally would be in place before any HLF approach. Any suggestions/ideas please.

#### 8. Friends and Commercial Sponsorship. (Sue and Viv)

Viv and Sue have been working on a sponsorship letter, which was circulated to all present for comments and amendments. Peter made a suggestion the word "pledge" should be included, and also a note added about the contribution from RTC. This was noted. Also when to actually send out the letters? This won't be until after Christmas. The cost of printing/paper/envelopes etc to be met by RTTLG.

#### 9. Set Up and Initial Costings. (Viv and Sue).

It was decided to go for the best quality we could find. Viv has made an accurate floor plan so we can assess which cabinets etc will fit into the spaces available. It was agreed to meet at Mike's house to assess the artifacts etc. to be accommodated. (Sue/Viv/Tony/Mike)

Mike has contacted a heating company to ascertain the possibility of under floor heating, this needs to be looked at further due to Grade 11 listed property implications. Architects have stated the wall on the 2<sup>nd</sup> floor is not load bearing, so can be demolished. Mike has discovered some old Regal Cinema seats maybe held at the Baptist Church so will look into the viability of purchasing them for the "cinema", if this is the case.

It was suggested the Centre could be used as a Wedding Venue to raise some income. Other ideas/suggestions welcome.

#### 10. A.O.B.

A Press Officer is needed. Any volunteers please step forward.

It was decided to try and contact the Shoeburyness Heritage Centre with a view to visiting them.

Mike is meeting with Mr. Todman in January, so significant progress needs to have been made by then.

#### Date of next Meeting.

Friday 3<sup>rd</sup> January 2014 at 10.00am. At the Rayleigh Town Council Chamber.

Meeting finished at 11.00am