

RAYLEIGH TOWN MUSEUM WORKING PARTY MEETING

Friday 24th October 2014 10.00am at Rayleigh Town Council Offices.

Attendees and Welcome

Mike Davies, Sue Smith, David Pymer, Trevor Rand, Viv Irvine, Tony Harvey, Terry Joyce, Gemma Smith, Alan Davison, Linda Davison and Kerry Cumberland.

Mike welcomed Linda and Alan who have volunteered to administer the Friends Group.

Minutes of last meeting agreed by Trevor Rand and David Pymer.

Apologies.

Spencer Welsh, Eddie Dray and Cheryl Roe.

Update on Present Position/Individual Task Update.

We now need to finalise our application to the HLF, as we need to submit within the next 2 weeks. More input is needed for the website to keep people interested. If anyone has any news, contact Gemma, who will add it to the website. Linda asked if the Friends Group could be linked to the website, this was agreed. It was suggested that the Friends Group would launch on 1st February 2015 (initial "friend's to be called Founder Friends). Friends Group benefits to include 10% off the cost of booking the museum. Other details to be finalised.

Gemma has volunteered to take over responsibilities for planning weddings at the museum. Terry asked if we needed a hearing loop, Trevor advised that after the Windmill inspection it was noted the Windmill did not have this facility, therefore a hearing loop will be added to the costings. We need to approach a disabled group for advice on what they would like to see in the museum. Kerry advised contacting Paul Beckers (Rawreth District Council). We also need to look into Braille signs.

Trevor has booked a stall at the Rayleigh lights switch on (27th November). A refundable cheque of £25 is required. Trevor will email everyone with the relevant details for the night. If we canvas for new volunteers we must make a note of how many days/hours they are willing to commit. Trevor will produce a Volunteers Handbook. Tony has produced an excellent maintenance plan.

Through a family connection David has been offered the services of Map Accountants, who will advise us (at no charge) on the question of VAT. Significant savings can be made if we can reclaim VAT on purchases. We would need to travel to London for a meeting. David has looked into training packages in museum studies from Leicester University, which would help towards accreditation.

Robbie the Roebuck needs a project manager, Mike asked for volunteers.

We need to obtain planning permission from RDC for signage. Mike has a meeting with Ian Ward to discuss various planning issues such as signage, floor loading and structural survey requirements.

The notice board at Manns Corner, will display museum relevant information.

We need to look into lanyards and badges for the Museum volunteers (2 quotes awaited).

Mike and Viv did a test run around the museum with a buggy, to highlight any access problems.

A project manager is required for organising coach trips etc. Also someone needs to be responsible for marketing RTM merchandise.

Our charity application has been acknowledged, and we have a reference number 505738. Thanks to Eric Skinner. Information sheets were distributed.

Mike has received the Draft Lease, if anyone would like to read it.

Mike has approached the Rotary/Chamber/Lions re available grants of up to £500.

Thanks for CV's already submitted, 3 awaited.

RTTLG have paid for a Christmas tree at Holy Trinity Church. Viv, Sue and David to decorate.

Mike has a meeting with Amy at the ERO on 28th October, at present only Viv able to attend with Mike.

Mike asked if everyone could scrutinise the costings/business plan for any mistakes/discrepancies.

We have been offered a window from "Palmer's", which was a shop next door to 91.

Mike passed around a picture.

We need to work out a budget for the shop merchandise of between £500-£1000.

Our application to the HLF will amount to £78,700.

Meeting finished at 11am, followed by a short visit to 91 High Street.

Action Required.

Mike: To contact Paul Beckers. RDC planning issues. Notice Board at Mann's Corner (completed). Contact Blind Association.

Gemma: Publish minutes of meetings on the website. Look into logistics re weddings.

Trevor: Formulate plans for the Rayleigh Lights switch on, and email relevant details to all.

David: Arrange trip re VAT (possibly January 2015).

David, Sue and Viv: Holy Trinity Christmas Tree Festival.

Alan and Linda: To work on Friends Group documentation.

All: Send Gemma museum related items for website.

Anyone: Take on the Robbie the Roebuck Project.

Date of next meeting Friday 5th December 2014 at Rayleigh Town Council Offices.