

FAIRLYNCH MUSEUM AND ARTS CENTRE
GENERAL MEETING HELD 19th July 2011 AT 10AM

PRESENT: Margaret Brett,(Chair) Iris Cooper (Hon Sec), Joy Gawne, Iris Ansell, Margaret Williams, Michael Downes, Henriette Feltham, Ann Hurt, Sylvia Merkel, Ann Hack and Marion Johnson.

Apologies: Priscilla Hull, Bob Johnson, Brian Pepperrell, Tony Colmer, Liz Prothero, Pam Dobson and Amanda Murrell.

1. Minutes of the Meeting held 15th April 2011

These were agreed and signed

2. Matters Arising

a) **Newsletter:** Copy is required by 1st September, production on 2nd September and delivery week commencing 5th September.

b) Gala week Stall: Thanks to all who helped man the stall. Profit was £71.00.

3. Stewards

Tea Party: Henriette, with others, organised a tea party for Stewards and this was a great success. Thanks are given to all the organisers.

Stewards' manual: Any suggestions for changes in practice should, in the first instance, be put in the Stewards' letter box and not in the manual.

Visitor Survey: RAMM have requested that Stewards ask visitors to complete a survey. It is quick and easy to fill in and will be collated by RAMM. All East Devon Museums are involved and the results will be sent to us when known. Having this sort of information is helpful when applying for grants.

Desk chair: This is found to be uncomfortable and a replacement is to be sought.

4. Education

Smugglers Gold, a theatrical company will be performing on the lawn on Saturday 27th August at 11am and 2.30pm. Sylvia, Henriette and Ann volunteered to be Stewards. The show is being performed free throughout East Devon, the aim is to encourage children to visit museums. They are given a leaflet with all the E. Devon museums shown with a space for a sticker when visited. Stickers and instructions on Stewards desk.

Storyteller: A storyteller will be present at the museum on Monday 8th August 11am & 2pm and will tell tales relating to Raleigh. The museum will be open all day with free entry. (Donations encouraged)

5. Displays for Next Year

As 2012 is Olympic Games year and the Queen's Diamond Jubilee, displays will relate to these events.

Costume will depict the Olympic Games and lace will show royal lace given by Miss Lennox who had relatives as royal nannies. Local History will display the "royal" china and memorabilia. It is expected that the Levick exhibition will remain particularly as it is hoped that Meredith Hooper, author on Levick, will speak at the 2012 B. S. Literary Festival, and therefore aid publicity for Fairlynch. R F Delderfield will also feature.

A meeting to discuss the displays of those involved was arranged for 4th October.

6. Publicity

Michael reported that the Devon Museums website had caused many frustrations but seems to have settled and is easier to use. The Fairlynch website still exists but is out of date and deleting it is not possible.

Press releases have continued and a display in the Public library was held in June with another planned for August.

7. Any Other Business

a) Cream Tea with Stalls: Marion is organising this event on Saturday 24th September 2pm-4.30pm

The museum will be open with free entry. Books, plants etc will be available for sale and help plus saleable items will be needed.

b) The next Stewards meeting is 21st November at 10am

c) Musical Evening. This would be a fund raising event to boost the restoration fund of the square piano. Michael has contacts- John Pearce and Nicky Marshal who have offered to organise the evening and it was agreed Michael would convey our grateful thanks.

d) A mediaeval ring found in Newton Poppleford has been purchased. Tony Colmer is to donate this in memory of his wife Angela. The ring is at the British Museum where it was assessed and valued. It is being collected in the next few weeks and then the matter of conserving it will be undertaken.

e) A banner is to be purchased showing "Free entry today"

f) 11th September is part of Heritage weekend – the Museum will have free entry on that day.

Report from Alexis Zane:

Alexis had kindly attended a meeting in the Public Hall this morning where there was a discussion on action to be taken within the town should we have severe winter weather.

Volunteers will be required:

To spread grit by shovel

To collect shopping and/or prescriptions

To offer their 4X4 cars

To give their telephone number for a volunteer list kept at the Town Hall

There will be a separate contact phone line at the Town Hall for those in need.

A leaflet with details will be produced by the Town Council for all households

Date and Time of Next Meeting Tuesday 18th October 2011 at 10am

FAIRLYNCH MUSEUM AND ARTS CENTRE GENERAL MEETING HELD 18th October 2011 AT 10AM

PRESENT: Margaret Brett,(Chair) Iris Cooper (Hon Sec), Joy Gawne, Iris Ansell, Michael Downes, Ann Hurt, Sylvia Merkel, Alexis Zane and Jeremy Robinson.

Apologies: Priscilla Hull, Marion & Bob Johnson, Brian Pepperrell, Liz Prothero, Pam Dobbins, Amanda Murrell, Margaret Williams, and Henriette Feltham.

1. Minutes of the Meeting held 19th July 2011

These were agreed and signed

2. Matters Arising

a) Cream Tea with Stalls: This event held on 24th September was a great success and the card of thanks from the Trustees was passed round.

b) The mediaeval ring has gone for cleaning and on its return will be displayed in memory of Angela and Tony Colmer.

c) The square piano. Originally a fund had been set up to restore the piano but advice from experts has revealed that as square pianos have a wooden frame they need tuning frequently and this is expensive. It was therefore decided to investigate having the outside case restored and if this is too expensive to consider disposing of the piano. *Additional comment requested* 'The square piano is much admired by many of the visitors'

3. Shop

It was agreed that a brain storming meeting needs to be arranged to gather ideas to substantially increase the shop profit. We can then perhaps offer free entry to the Museum. At present Friends of Fairlynch are given free entry although the uptake is small and consideration could be given to free admission to the winter talks for Friends.

4. Stewards

The next Stewards meeting is 21st November at 10am.

Suggestions for increasing Stewards were: a leaflet drop to new houses (Westfield Road) and a welcome pack for Estate Agents to distribute. The content of the packs needs devising. Jeremy is willing to help distribute leaflets and make contact with the Estate Agents.

5. Education

Jeremy is the Fairlynch representative for St Peter's School and reported that encouraging changes are happening in the school which may mean a closer liaison with the Museum.

6. Publicity/Website

Michael reported that the local press cover is good and rather than using other publications at a cost of £300 -£400 per small advert, leaflets are more cost effective.

The Devon Museum website is dominated by Fairlynch and has had many 'hits'.

The article in the newsletter by Margaret Williams on the Spitalfields silk dress has had over 500 views.

Copy for the next Newsletter is 1st February 2012

7. Any Other Business

a) Hugh Williams a Trustee of the Endowment fund has moved from the area and therefore resigned. The remaining Endowment Trustees are Jeremy Robinson, Diana Tremlett and Susan Ward. For further discussion at the next Fairlynch Trustees meeting.

b) Budleigh in Bloom Award. Congratulations to Ann Hurt and helpers for achieving a First prize in the Community gardens category. Also Tesco's awarded a bottle of champagne and chocolates to Ann as the First prize winner.

c) The Scott Film is in the Public Hall on 26th October. A joint event with the O.V.A,

d) Late night shopping is 2nd December when mince pies and mulled wine is served at Fairlynch.

e) A Christmas party for all volunteers will be held on 16th December in Fairlynch 6-8pm.

f) Arts Council England (ACE) has replaced the MLA and is the responsible body for Accreditation of Museums. Future accreditation will include an Induction Manual for volunteers and job descriptions, with volunteers being asked to describe how they see their role, and consultation with users (visitor surveys) will be necessary.

g) Marion Johnson is willing to fund raise next year and asked all to bring suggestions to the next meeting.

h) Marion and Bob will do the Toys and Dolls display next year called 'Transport through the Ages.' Joy to advise the committee where the display will be placed.

i) -Alexis asked for ideas for the 2012 winter talks. *Amended to read* 'Alexis asked for people to sponsor and organise the 2012 winter talks as she felt her ideas for subjects would not suit everyone. She did however agree to be overall co-ordinator.'

Stop Press

To celebrate the 10th anniversary of the Jurassic coast being identified Fairlynch, along with other Museums in the area, will be open on 13th December 11am – 3.30pm. Advertising material to follow.

Date and Time of Next Meeting Monday 16th January 2012 at 10am