

Helen Revell,



31/10/01

The inaugural meeting of the Saxmundham Museum was held on 30th. October, at the U.R.C. Hall, Saxmundham.

The President, Major Phillip Hope-Cobbold welcomed everyone and said how pleased he was to see such a good attendance with nearly every seat taken. He commended this project and hoped that an asset like this would be well supported.

Chairman of the Trustees, Mr. Richard Crisp introduced the Committee and gave a brief history of how the museum idea had started and what would be needed to get it underway.

The Secretary Helen Revell went through the form that was given out explaining what sort of help was required and hoped that everyone would find something they could do.

The Treasurer, Mr. Richard Smith MVO went through the present financial position, but did not want to take any money this evening as we were waiting to obtain charitable status.

Chairman of the "Friends of the Museum", Mr. Richard Paston detailed what he hoped the Friends would be needed for and what "perks" would be given.

A Trustee, Mr. Gary Eves explained how we could get grants and the correct way to obtain them. They would be one of the first things that we needed to get on with.

The President then chaired a question and answer session with some very useful ideas put forward for both the starting and running the Museum. Refreshments were served and many forms returned with a gratifying amount of help offered.

Marion Andrews - a Trustee also present.
Minute Secretary Jane Hill absent on holiday.

Please can you get something into the papers etc. I enclose a form which is obtainable from me, Gary Eves at Elizabeth and Richard Crisp in H.G. Crisp's shop.

Helen Revell,



Dear

Thank you for your kind offer of help for the Museum project.
To give us some idea of how we can utilize your skills or help, could you indicate whether any of the following would be applicable.

Monetary e.g. Friend with yearly subscription minimum £10, when charitable status granted.
One off donation

Practical Skills e.g. Making display items.
Painting
Design
Computer

General Help e.g. Putting up displays.
Tidying up areas
Being on duty during opening hours.

Please could you reply to me on the pro-forma below which kind of help you feel you could offer so that we know who to ask when we start getting the Museum underway.

Yours sincerely,

Secretary Saxmundham Museum Steering Committee

In BLOCK CAPITALS PLEASE

Name:

Address:

Post Code:

Tel. No.

Monetary

- a) Friend with yearly sub. minimum £10/
- b) One off donation /

Practical Skills:

- a) Making display items./
- b) Painting and decorating./
- c) Design work./
- d) Computer./

General Help:

- a) Putting up displays./
- b) Tidying up area./
- c) Being on duty during opening hours./

Please tick any you can help with.