



HENFIELD PARISH COUNCIL **MUSEUM COMMITTEE**

**Notice of a meeting of the Museum Committee to be held on
Wednesday 28th May 2025 at 7:30pm in the Henfield Hall**

AGENDA

- 1. ELECTION OF CHAIRMAN FOR FORTHCOMING YEAR**
- 2. DECLARATION OF MEMBERS' INTERESTS**
- 3. APOLOGIES**
- 4. ELECTION OF VICE-CHAIRMAN FOR FORTHCOMING YEAR**
- 5. APPROVAL OF MINUTES OF MEETING HELD ON 25TH FEBRUARY 2025**

OPEN FORUM

- 6. MATTERS ARISING**
 - 1 Signs for Berrett's Farm
 - 2 Oral History Programme
 - 3 Roving Display Case
- 7. CHAIRMAN'S ANNOUNCEMENTS**
- 8. MUSEUM SIGNAGE**
- 9. MUSEUM ACCREDITATION DUE 1ST AUGUST 2025 – to receive an update**
- 10. DIGITISATION PROJECT UPDATE AND NEXT STEPS**
 - 1 Scanning - In-house scanning completed by 15.4.25.
 - 2 Scanning outside Museum – to receive an update
 - 3 Digitisation and IT Policy - Attached
- 11. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN**
 - 1 Emergency & Disaster Plan - attached
 - 2 Constitution & Statements of Purpose - attached
 - 3 Forward Plan - attached
 - 4 Instructions to Museum Volunteers - attached
 - 5 Collection Care & Conservation Policy - attached
 - 6 Review of Documents by Curator.
- 12. CURATOR'S REPORT - attached**
 - 1 Acquisitions – AB – attached
 - 2 Disposals – SR
 - 3 Costume Curator's Report - attached
- 13. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT - attached**
- 14. CLERK'S REPORT**
 - 1 Financial Update
- 15. CORRESPONDENCE**
 - 1 Museum Development South East – Update circulated 17.3.25
 - 2 Deaf Awareness Training - Eastbourne - 8th May 2025 – circulated 6.4.25
 - 3 MDSE - Annual Museums Survey – Circulated 16.4.25
 - 4 New Hall and Woodhouse Grant closing date 13th July – circulated 20.5.25.

16. REQUEST TO HAVE ACCESS TO HENFIELD HALL TOILETS WHEN MUSEUM OPEN

17. ANY OTHER URGENT MATTERS

18. DATE OF NEXT MEETING

Wednesday 27th August 2025 at 7:30pm

A handwritten signature in black ink, appearing to read 'Ken Wight', is written over a light blue rectangular background.

Clerk to Henfield Parish Council

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