



HENFIELD PARISH COUNCIL **MUSEUM COMMITTEE**

**Meeting of the Museum Committee held on
Wednesday 28th May 2025 at 7:30pm in the Henfield Hall**

Present: Cllrs Morgan, Jemmett, Mr A Barwick (Curator), Mr S Robotham (Assistant Curator), Mr R Gordon (Friends of Henfield Museum (FoHM)) and Mr P Bates (FoHM).

In Attendance: Mrs B Samrah (Parish Administrator (PA)).

MINUTES

1. ELECTION OF CHAIRMAN FOR FORTHCOMING YEAR

It was agreed to carry this forward to the next meeting. Cllr Morgan agreed to Chair this meeting.

2. DECLARATION OF MEMBERS' INTERESTS

There were none.

3. APOLOGIES

Were received from Cllrs Goodyear and Potts.

4. ELECTION OF VICE-CHAIRMAN FOR FORTHCOMING YEAR

It was agreed to carry this forward to next meeting.

5. APPROVAL OF MINUTES OF MEETING HELD ON 25TH FEBRUARY 2025

These were approved subject to the correction that Mr Bates had agreed to contact the Bidding Room about the Pram but not to arrange repairs.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present.

The Chairman reconvened the meeting.

6. MATTERS ARISING

- 1 Signs for Berrett's Farm – Mr Gordon said that this project was almost complete and that he would welcome a reminder early in June.

ACTION POINT: PA agreed to send a reminder.

- 2 Oral History Programme – It was confirmed that Cllr Shaw's father has agreed to be "interviewed" for this programme when he next visits Cllr Shaw. Mr Gordon said that there had been some progress on the archiving of Oral Histories with five more added. He had been disappointed that two volunteers had not carried out any interviews. He said that there were now 50 oral histories already in Museum. Mr Robotham said that there was a Henfield resident now living in Dorset who had indicated that she would be happy to be interviewed. It was confirmed that there were a number of people who would be willing to be interviewed.
- 3 Roving Display Case – The Curator confirmed that this had recently been moved to the Free Church for the next few months he said that the posters from Goodnight Tom had been replaced with other literature and items for VE and VJ Day commemorations. The next location for the Roving Display case was confirmed as the Library.

7. CHAIRMAN'S ANNOUNCEMENTS

There were none.

8. MUSEUM SIGNAGE

Mr Gordon said that he believed that this was in relation to Blacklands Farm and that Cllr Potts was following this up. The PA agreed to liaise with Cllr Potts.

ACTION POINT: PA to liaise with Cllr Potts.

9. MUSEUM ACCREDITATION DUE 1ST AUGUST 2025 – to receive an update

The Curator said that once the documents were approved, he would be able to start the Accreditation process.

10. DIGITISATION PROJECT UPDATE AND NEXT STEPS

- 1 Scanning - In-house scanning completed by 15.4.25 – Mr Gordon said that he had checked a sample of the items that had been scanned and the work was of a good quality. The Curator confirmed that the scanning had been completed much more quickly than expected.
- 2 Scanning outside Museum – Mr Gordon said that there were a number of items that could be scanned outside of the Museum and that once that the final cost for the scanning already carried out was calculated he anticipated that there would be capacity for more scanning. The Curator said that other items already in storage boxes which could be scanned offsite. Mr Gordon confirmed that the digitization project already included items from Marjorie Baker, a large number of photographs and that this time artworks were included.
- 3 Digitisation and IT Policy – Mr Gordon said that he had produced the schedule as he wanted to ensure that the details were safely stored.

ACTION POINT: PA would ensure that a copy was stored in the safe as well as on the Parish Council's system.

11. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN

- 1 Emergency & Disaster Plan – It was confirmed that some dates needed updating from the Henfield Hall. It was agreed by all to accept this document.
- 2 Constitution & Statements of Purpose – It was agreed by all to accept this document.
- 3 Forward Plan – It was agreed by all to accept this document. Cllr Jemmett asked that the figures for rent were checked.

ACTION POINT: PA would check with the Clerk on the rent figures quoted in this document.

- 4 Instructions to Museum Volunteers – It was agreed by all to accept this document.
- 5 Collection Care & Conservation Policy – It was agreed by all to accept this document.
- 6 Review of Documents by Curator. – The Curator said that a number of documents had been circulated prior to the previous meeting, it was confirmed that there were still some that required agreement from this committee

ACTION POINT: PA would circulate the eight documents (Digitisation & IT Policy, Volunteer Agreement, Documentation Policy & Procedure, Forward Plan Resources, Data Protection Policy, Documentation Action Plan, Collections Development Policy and Objects Entry Form) to the Committee, and that any queries should be raised promptly and if none they would be taken as accepted. The Chairman said if there were a number of queries it might be necessary to meet briefly again to agree. Cllr Jemmett said that it was important that checklists be kept up to date and that policies were followed.

12. CURATOR'S REPORT - attached

- 1 Acquisitions – It was agreed by all to accept the Accessions.
The Chairman said that he had some original documents from Elizabethan Times and agreed to leave them at the Museum for the Curator and Mr Gordon to check over.

ACTION POINT: The Chairman would leave the document(s) with the Office to pass to the Curator.

- 2 Disposals – Mr Robotham said that he had begun photographing the items to be included in the disposals list and once complete would circulate details to other museums in the area who may be able to take them. Mr Gordon asked that the exercise clubs be retained at least until the Summer Fair as they could be used on the Museum Stall.
- 3 Costume Curator's Report – This was noted. Mr Gordon said that the Costume Curator had prepared a display with items beginning with each letter of the alphabet.

13. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT – attached

Mr Gordon said that the Curator had already prepared a lot of work for the accreditation. The Curator was thanked by the committee for this work.

Mr Gordon said that there had been contents updates on website, he said that it made accessing information more straight forward and the ability to make contact is easier.

Mr Gordon showed the Memory Box that had been created in a small suitcase which contained items from recent history, including 45rpm records, knitting patterns and wool, games including dice and cards and books, and could be given to those living with Dementia. He explained that as the items were not valuable, they could be handled and could be lent to The Haven or other organisations to use from time to time. It was agreed that this was a good project to support and would help with accessibility for those who could not come into the Museum. Mr Gordon said that he would photograph the items and advertise the project.

14. CLERK'S REPORT

Financial Update – It was confirmed that income was £170.00 and there was no expenditure since 1st April.

Mr Gordon said that the Museum tablet is mainly used for payments, it could also be used for donations and might be something to consider in the future. He said he thought it likely that this may cost approximately £200.

15. CORRESPONDENCE

- 1 Museum Development South East – Update - This was noted.
- 2 Deaf Awareness Training - Eastbourne - 8th May 2025 - This was noted.
- 3 MDSE - Annual Museums Survey - This was noted.
- 4 New Hall and Woodhouse Grant closing date 13th July – Mr Gordon said that this might be suitable for the restoration of the map or more scanning.

ACTION POINT: PA would send a copy of the application form to the Curator and Mr Gordon.

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

It was agreed that the PA would request a key for use when the rest of the Hall was closed for Museum Volunteers and possibly visitors to the Museum.

ACTION POINT: PA would email the Henfield Hall Chairman to enquire.

17. ANY OTHER URGENT MATTERS

The Chairman asked that the Curator's Honorarium should be discussed at the next meeting.

ACTION POINT: PA would ensure this was included on the next agenda.

18. DATE OF NEXT MEETING

Wednesday 27th August 2025 at 7:30pm

The Meeting closed at 8.40pm.