



HENFIELD PARISH COUNCIL **MUSEUM COMMITTEE**

**Notice of a meeting of the Museum Committee to be held on
Wednesday 27th August 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 28TH MAY 2025

OPEN FORUM

6. MATTERS ARISING

- 1 Signs for Berrett's Farm
- 2 Signs for Blacklands Farm
- 3 Museum Volunteers having access to toilets

7. CHAIRMAN'S ANNOUNCEMENTS

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

9. DIGITISATION PROJECT UPDATE AND NEXT STEPS

- 1 Scanning outside Museum – to receive an update

10. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN

- 1 Henfield Museum Access Assessment & Access Action Plan – attached
- 2 To confirm agreement on the following policies:-
Digitisation & IT Policy, Volunteer Agreement, Documentation Policy & Procedure, Forward Plan Resources, Data Protection Policy, Documentation Action Plan, Collections Development Policy and Objects Entry Form.

11. CURATOR'S REPORT - attached

- 1 Acquisitions – AB – attached
- 2 Disposals – SR
- 3 Costume Curator's Report - attached

12. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT - attached

13. CLERK'S REPORT

- 1 Financial Update including £951.25 paid to Max Communications for Scanning
- 2 Curator's Honorarium

14. CORRESPONDENCE

- 1 Henfield Museum- SMG annual renewal £25 paid June 2025
- 2 MDSE - Newsflash: 16 June 2025 – circulated 17.6.25
- 3 Kestrel Alarms Site visit to repair fan – 16th June – circulated 17.6.25
- 4 AIM – grants available – circulated 21.7.25
- 5 MDSE Newsflash: 21 July 2025 new contact details – circulated 22.7.25
- 6 Archaeological archives - Query on recent toolkit and deposition guidelines/cost updates – circulated 7.8.25
- 7 Freedom of information request answered by Clerk on 19.8.25
- 8 St Peters Church – To consider request for Museum Display for Harvest Celebrations 3rd – 12th October
- 9 Summer Fair – To consider request to hold a stall

15. ANY OTHER URGENT MATTERS

16. DATE OF NEXT MEETING

Wednesday 26th November 2025 at 7:30pm

A handwritten signature in black ink, appearing to read 'Ken Wight', is positioned to the left of the title 'Clerk to Henfield Parish Council'.

Clerk to Henfield Parish Council

Published 22nd August 2025