



HENFIELD PARISH COUNCIL **MUSEUM COMMITTEE**

**Meeting of the Museum Committee held on
Wednesday 27th August 2025 at 7:30pm in the Henfield Hall**

Present: Cllrs J Potts, (Chairman) M Morgan, E Goodyear, 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 **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to elect Cllr Potts as Chairman.

2. DECLARATION OF MEMBERS' INTERESTS

There were none.

3. APOLOGIES

Were received from Cllr M Chandler.

4. ELECTION OF VICE-CHAIRMAN FOR FORTHCOMING YEAR

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to elect Mr Gordon as Vice Chairman.

5. APPROVAL OF MINUTES OF MEETING HELD ON 28TH MAY 2025

These were approved. They were signed and dated by the Chairman.

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 he had the content for sign and would be approaching the same company that prepared the sign on that is at the rear of the Bus Shelter and they have quoted £74 plus VAT for the aluminum style and £64 plus VAT for the plastic style. He suggested that it might be worth buying three signs, he thought that an additional one could be produced for the Summer Fair and another one for the empty brick space above the Museum door as long as the Henfield Hall were agreeable to it being placed there. Cllr Goodyear said she would liaise with Hall Committee. He said it was likely to be a total of £250 - £300 for three signs.
It was **PROPOSED** by Mr Gordon, **SECONDED** by the Chairman and **VOTED ALL IN FAVOUR** to purchase three signs at a cost of up to £300. It was also agreed that the Coat of Arms would be used.

ACTION POINT- Mr Gordon would purchase the signs with the Coat of Arms. He would liaise with the Operations Manager (OM) over the digitized version of the Coat of Arms. Cllr Goodyear would liaise with the Hall Committee over the placement of the sign above the Museum Door.

- 2 Signs for Blacklands Farm – The Chairman said he had spoken with the owner but that he had not been able to find any suitable images although he hoped that he might be able to find a map and would bring to the Parish Office if he found one.
- 3 Museum Volunteers having access to toilets – Cllr Goodyear said that the Hall Committee had agreed to the volunteers having a key to the main door when the Museum was open but the rest of the Hall was locked.

ACTION POINT- The Curator would liaise with the volunteers who worked on Saturdays and Wednesday afternoons.

7. CHAIRMAN'S ANNOUNCEMENTS

The Chairman expressed his appreciation for all the volunteers of the Museum but especially the Curator, Assistant Curator, Costume Curator, Mr Gordon and Mr Bates. He congratulated those who had worked on the digitisation project Digitisation project.

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

The Chairman thanked the Curator for submitting the details in a timely manner and said that a decision was awaited. The Curator said that there may be more documents needed to be submitted when the portal was reopened.

9. DIGITISATION PROJECT UPDATE AND NEXT STEPS

- 1 Scanning outside Museum – Mr Gordon said that phase 1 of this project in 2021 and 2022 had been the scanning of photographs and that phase 2 had been the recent project scanning framed photographs and paintings. He said that the next phase would be to send physical objects and would be sent when Max Communications were happy to receive them. Mr Gordon said that the images would be uploaded to the cloud as well as the drive. The Curator said that he thought four of the Glasby Cartoons should be included in the next phase which was likely to cost about £400 along with two maps and other items which the Curator would sort and count. It was believed that £1,200 remained in the budget and this would cover the cost of Phase 3. Mr Gordon would liaise with Max Communications about a date for collection. It was agreed that any new photographs received since phase 1 would be saved until at least 100 had been collected.

ACTION POINT- The Curator would count the objects and inform Mr Gordon who would Liaise with Max Communications over timescales.

10. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN

- 1 Henfield Museum Access Assessment & Access Action Plan – It was **Agreed by All** to accept this document.
- 2 To confirm agreement on the following policies- it was **Agreed by All** to accept the following documents
Digitisation & IT Policy
Volunteer Agreement
Documentation Policy & Procedure
Forward Plan Resources
Data Protection Policy
Documentation Action Plan
Collections Development Policy
Objects Entry Form
Mr Gordon said that once the scanning was complete that the Digitisation Policy would need updating and this was **Agreed by All**.
Mr Gordon said that the website now includes additional text about accessibility including disabled access and re-iterated that the 3D Scanning Project makes more Museum items more accessible to a wider audience.

11. CURATOR'S REPORT - attached

- 1 Acquisitions – The Curator said that although it was expensive he felt it would be worthwhile to conserve the Woodmancote Place Estate Map. Cllr Goodyear said that the Parish Council may be able to help with funding this project and wondered if FoHM could also help. It was hoped that there might be suitable grant available in the next six months for this project.

ACTION POINT: It was agreed to add this to the agenda for the next meeting. (PA to ensure included)

- 2 Disposals – SR – There was nothing to report.
- 3 Costume Curator's Report – This was noted and the Chairman thanked Costume Curator for her input and hard work.

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

Cllr Goodyear said that it was good to see visibility of the Museum further afield. Mr Gordon said that any updates on the website usually generated 200-300 reactions. He also added that Dr Shaw's interview had gone very well and that his memories of dentistry in Henfield in the 1950s and 1960s had been very interesting.

13. CLERK'S REPORT

- 1 Financial Update – It was confirmed that expenditure was £894.71 (£792.71 was to Max Communications for the digitisation project) and income was £236 being made up of two donations received from the Museum collection box. The Curator confirmed that donations were about £200 per year. Mr Gordon said that many visitors to the Museum no longer carried cash and that it might be a wise investment to purchase a second Square which could receive donations from a credit card or phone very quickly and easily.

ACTION POINT: It was agreed to add this to the agenda for the next meeting. (PA to ensure included)
Mr Gordon agreed to look at the costs.

- 2 Curator's Honorarium – The Curator left the room. It was **PROPOSED** by Mr Gordon, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to pay the Curator an honorarium of £300 for 2024.

14. CORRESPONDENCE

- 1 Henfield Museum- SMG annual renewal £25 paid June 2025 – This was noted.
- 2 MDSE - Newsflash: 16 June 2025 – This was noted.
- 3 Kestrel Alarms Site visit to repair fan – 16th June – This was noted.
- 4 AIM – grants available – This was noted.
- 5 MDSE Newsflash: 21 July 2025 new contact – This was noted.
- 6 Archaeological archives - Query on recent toolkit and deposition guidelines/cost updates – This was noted. The Curator said that the Stretham Manor final report would be a similar document.
- 7 Freedom of information request answered by Clerk on 19.8.25 - This was noted. Mr Gordon said that copyright details for the cards were credited.
- 8 St Peters Church – To consider request for Museum Display for Harvest Celebrations 3rd – 12th October – The Curator confirmed that he is already working on this project and stressed that he would be considering safety issues with any objects that might be displayed. Mr Gordon said that it might be necessary to broaden this to farming not just harvesting.
- 9 Summer Fair – Mr Gordon said that the Museum would be represented and that volunteers would be welcome to assist on the day. He said that Quoits would be offered on the stall as well as a display, he believed that the organising committee would provide tables.

15. ANY OTHER URGENT MATTERS

The Curator asked about Mr Bates' Pram and whether there had been any response to the Online Survey. Cllr Goodyear said that she would take another look at this project and liaise with the Operations Manager (OM) about the format.

ACTION POINT: Cllr Goodyear would liaise with the OM over the format. It was agreed to add this to the agenda for the next meeting. (PA to ensure included)

Mr Bates read an exchange of letters from 1965 about mice eating part of a coat whilst the wearer was at a Council Meeting and a list of the organisations in Henfield in 1959.

16. DATE OF NEXT MEETING

Wednesday 26th November 2025 at 7:30pm.

The meeting closed at 8.30pm.