



## HENFIELD PARISH COUNCIL MUSEUM COMMITTEE

**Notice of a meeting of the Museum Committee on  
Thursday 22<sup>nd</sup> January 2026 at 7:30pm in the Henfield Hall**

### AGENDA

#### **1. DECLARATION OF MEMBERS' INTERESTS**

#### **2. APOLOGIES**

#### **3. APPROVAL OF MINUTES OF MEETING HELD ON 27<sup>TH</sup> AUGUST 2025**

#### **OPEN FORUM**

#### **4. MATTERS ARISING**

- 1 Signs for Berrett's Farm, Summer Fair and Above Museum Entrance
- 2 Online Museum Survey – to receive an update
- 3 Conservation of Woodmancote Place Estate Map – to receive an update
- 4 To consider purchase of second Square Payment Unit

#### **5. CHAIRMAN'S ANNOUNCEMENTS**

#### **6. MUSEUM ACCREDITATION DUE 1<sup>ST</sup> AUGUST 2025 – to receive an update**

#### **7. CONSIDER QUOTATION FOR UPGRADE CCTV SYSTEM** - Attached

#### **8. DIGITISATION PROJECT UPDATE AND NEXT STEPS**

- 1 Scanning outside Museum – consider quote from Max Communications for £204.22 – circulated 20.11.25

#### **9. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN**

- 1 Digitisation and IT Policy – requires update – attached.

#### **10. CURATOR'S REPORT - attached**

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

#### **11. BUDGET FOR 2026-2027**

To agree the Budget.

#### **12. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT**

- 1 Minutes of FoHM Committee Meeting held 5.11.25 – attached

#### **13. CLERK'S REPORT**

- 1 Financial Update
- 2 Curator's Honorarium for 2025

#### **14. CORRESPONDENCE**

- 1 MDSE Open Grants Round 2 from 8<sup>th</sup> September 2025 – circulated 29.8.25.
- 2 Home Office webinar on Martyn's Law – circulated 15.9.25
- 3 Sussex Museums Group - Harwell membership - £54.60
- 4 Sussex Museums Group Event February 2026: Accessibility in Museums – circulated 20.11.25

#### **15. ANY OTHER URGENT MATTERS**

#### **16. DATE OF NEXT MEETING**

Wednesday 25<sup>th</sup> February 2026 at 7:30pm or Wednesday 27<sup>th</sup> May 2026 at 7.30pm