



HENFIELD PARISH COUNCIL **MUSEUM COMMITTEE**

**Notice of a meeting of the Museum Committee on
Thursday 22nd 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 27TH 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 1ST 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 8th 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 25th February 2026 at 7:30pm or Wednesday 27th May 2026 at 7.30pm

Clerk to Henfield Parish Council

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