



HENFIELD PARISH COUNCIL **MUSEUM COMMITTEE**

**Meeting of the Museum Committee on
Thursday 22nd January 2026 at 7:30pm in the Henfield Hall**

Present: Cllrs J Potts, (Chairman) M Chandler, M Morgan, 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. DECLARATION OF MEMBERS' INTERESTS

There were none.

2. APOLOGIES

Were received from Cllr E Goodyear.

3. APPROVAL OF MINUTES OF MEETING HELD ON 27TH AUGUST 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.

4. MATTERS ARISING

- 1 Signs for Berrett's Farm, Summer Fair and Above Museum Entrance – Mr Gordon said that this project was nearly complete.
- 2 Online Museum Survey – to receive an update – It was agreed to carry this forward to the next meeting. Mr Gordon said he thought that some questions could be asked on Love Henfield.

ACTION POINT: PA would ensure both points were on the agenda for the next meeting.

- 3 Conservation of Woodmancote Place Estate Map – to receive an update – The Curator said he had received a quote for £2,040.50 for the renovation work, the Assistant Curator said that he knew of another Map restoration expert in the village and he could ask her for a quote. The Curator said that there might be a grant available to help with this project and Cllr Morgan said that the Parish Council might be able to donate towards project.

ACTION POINT: The Assistant Curator agreed to get a second quote locally.

- 4 To consider purchase of second Square Payment Unit – Mr Gordon said that it could be used as a donation point in the Museum, as many visitors no longer carry cash and said it would cost less than £200.

It was PROPOSED BY Mr Gordon, SECONDED by the Chairman and AGREED BY ALL to purchase the Square Payment Unit at a cost of up to £200.

ACTION POINT: Mr Gordon would investigate and send details to the Parish Office for purchase.

5. CHAIRMAN'S ANNOUNCEMENTS

There were none.

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

The Curator said that he was hoping for a security report from the police, and it was confirmed that Clerk had written to PCSO to assist with this request.

7. CONSIDER QUOTATION FOR UPGRADE CCTV SYSTEM - Attached

It was agreed that PA would ask the engineer when he visited next month for Annual Service about fire risk. It was also agreed that the Option 2 of IP Upgrade costing £1315.00 plus VAT would be the best option and could be considered in the next Financial Year as long as there was no immediate risk. Cllr Morgan said that if problems arose during the year then the Finance, Risk and Change Committee (FRC) could consider earlier installation.

ACTION POINT: PA would speak with engineer on his service visit. She would also ensure that this was added to the Agenda for the November 2026 Meeting.

8. DIGITISATION PROJECT UPDATE AND NEXT STEPS

- 1 Scanning outside Museum – consider quote from Max Communications for £904.22.

It was PROPOSED BY Cllr Morgan, SECONDED by Mr Gordon and AGREED BY ALL to go ahead with the next Scanning project at a cost of £904.22.

ACTION POINT: The Curator or Mr Gordon would liaise direct with Max Communications and arrange collections of the items concerned.

9. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN

- 1 Digitisation and IT Policy – It was agreed to hold over until early 2027.

ACTION POINT: PA would ensure that this was added to the Agenda for the February 2027 Meeting.

The Curator said that the Emergency Disaster Plan needed updating to reflect that the Hall Caretakers would receive a call if the Museum Alarm was activated.

ACTION POINT: PA would ensure that the Emergency Disaster Plan was updated.

10. CURATOR'S REPORT - attached

- 1 Acquisitions – AB – The Curator confirmed that Mr Osgood had agreed to continue storing Museum items for a further year.
- 2 Disposals – SR – The Assistant Curator said there had been no changes and agreed to bring details of the items to the next meeting.

ACTION POINT: The Assistant Curator agreed to produce a list of disposals for the next meeting.

- 3 Costume Curator's Report – Mr Gordon said that the Costume Curator had been approached by a specialist about the Workhouse Stays and that if it was felt they could be more useful as part of their collection she would donate on a long term loan. He added that the specialist conservation required would be up to £5,000.

ACTION POINT: Mr Gordon agreed to liaise with Costume Curator about this item.

11. BUDGET FOR 2026-2027

To agree the Budget – It was confirmed that the budget had been agreed by Council with income expected at £400 and expenditure of £2,000 expected for financial year 2026-2027.

The Curator said that a new computer may be necessary in the next year or so.

The Chairman thanked all the volunteers for their hard work over the last year.

It was agreed that the Henfield Maps could be sold at the Annual Parish Meeting on 3rd March. The Chairman agreed to liaise with Henfield Community Partnership (HCP) about selling price.

ACTION POINT: The Chairman would liaise with HCP about price.

12. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT

- 1 Minutes of FoHM Committee Meeting held 5.11.25 – Mr Gordon said that a number of renewals had already been received at the Christmas Party. He said that the talk on St Hugh's Charterhouse was well received and he agreed to share the presentation with the Chairman. He hoped that the next Newsletter would be published in the next month or so and that he had prepared an article for Parish Magazine on "Hidden Shoes"

13. CLERK'S REPORT

- 1 Financial Update - It was confirmed that expenditure is £965.29 and income is £458.50 so far this financial year.
- 2 Curator's Honorarium for 2025

It was PROPOSED BY Mr Gordon, SECONDED by Cllr Morgan and AGREED BY ALL to that the Curator's Honorarium for 2025 would be £400.

ACTION POINT: PA would advise the Clerk.

14. CORRESPONDENCE

- 1 MDSE Open Grants Round 2 from 8th September 2025 – This was noted.
- 2 Home Office webinar on Martyn's Law – This was noted.
- 3 Sussex Museums Group - Harwell membership - £54.60 – This was noted.
- 4 Sussex Museums Group Event February 2026: Accessibility in Museums – The Curator and Assistant Curator had tried to get tickets for this event and had been advised it was sold out. Mr Gordon said that digitisation had made the Museum more accessible for a wider audience and that it was accessible to wheelchair users. The Curator added that Museum Volunteers were happy to lift down objects that were on higher shelves for easier visibility.
- 5 MDSE - Timely news and Offers for Sussex Museums – This was noted.

15. ANY OTHER URGENT MATTERS

Mr Gordon said that the Roving Display Case would be moving to the Library next week. He added that the Haven would not be able to home the Display Case for some months as they were having work undertaken on the entrance area.

He said that a metal detectorist had unearthed a large number of objects near Pokerlee Farm including French jetton, cannonball and musket balls.

Mr Bates said that FoHM were planning another talk on Mudlarks by Mr duHeaume in the Hall in the near future. He added that Geoffrey Munn, an expert on the Antiques Roadshow may also talk. There was also likely to be a trip to Christs Hospital School soon.

16. DATE OF NEXT MEETING

Wednesday 27th May 2026 at 7.30pm

It was agreed that the February meeting would not be necessary and should be cancelled.

The meeting closed at 8.45pm.