

HENFIELD PARISH COUNCIL
MUSEUM COMMITTEE

**Meeting of the Museum Committee
held on Wednesday 26th February 2020 at 7:00pm
in the Parish Office at the Henfield Hall.**

Present: Cllrs A Donoghue (Chairman), C Simmonds, J Jones, A Sharp and Mr A Barwick and Mr R Gordon.

In attendance: Mrs R Grantham (Administrator) and Mr S Robotham (Assistant Curator).

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

None.

2. APOLOGIES

Mr L Jago.

3. APPROVAL OF MINUTES OF MEETING HELD ON 13th NOVEMBER 2019

Approved, signed and date by the Chairman.

The Chairman adjourned the meeting

OPEN FORUM

None.

The Chairman reconvened the meeting

4. MATTERS ARISING

a) Museum Signage in the Village Centre

This has already been discussed in the Village Centre Committee. The two new digital displays installed by Horsham District Council (HDC) are now in place and are live. Cllr Jones confirmed that museum material will be able to be displayed on them once the process to do this has been clarified by the office. Mr Barwick suggested that a sign be placed on the carpark wall or at the end of the ramped corridor in Budgens. Cllr Jones said the wall is owned by HDC and that some of the wall may be removed due to the planned installation of a new cycle shelter. The Committee agreed to monitor the progress of the digital displays for the time being.

b) Henfield Parish Council Website Update

The Chairman demonstrated the museum section of the new Henfield Parish Council website (<https://www.henfield.gov.uk/>) and confirmed that she and Cllr Jones have been trained how to load content. She also commented that she has had a volunteer (Mike Ainscough) to work on and fund a separate website for two years. Mr Barwick, Mr Gordon and Mr Robotham agreed to meet with the volunteer to work up the proposal and come back to committee. It was commented that the Costume Curator may also be willing to be involved.

Action Point: Messrs, Barwick, Gordon and Robotham to come back with a proposal.

c) TV Programme – The Repair Shop – Update

The application for the program to be included has been made to the programme, no feedback has been received yet. The closing date for applications is the end of February.

d) Access Database and scanner

Mr Barwick has spoken to a contact who confirmed there is, in theory, no problem using Windows 10 to operate an older Access database. He also confirmed the database is saved to a memory stick but that he believes that it can only be opened in Windows 7.

Mr R Gordon joined the meeting.

Mesrrs Gordon and Robotham confirmed that they also believed that the database should run successfully on Windows 10 but that there are multiple versions of Access. Mr Barwick said that when the database was originally installed, Windows 10 had to be removed from the existing computer, hence the reason for some doubt.

Action Point: Mr Robotham to test the memory stick with the database on his Windows 10 computer.

Action Point: Cllr Jones to speak to the contact to confirm that the museum wish to purchase a new Windows 10 computer and ask whether the Access 97 database will definitely operate, she will then confirm the situation to Mr Barwick.

e) Annual Report

The Chairman re-confirmed that the Annual Report has been finalised and bullet points will be on display at the Annual Parish Meeting.

f) Noticeboard in Bus Shelter

The Chairman confirmed that the noticeboard will be reinstalled once the telephone box has been removed.

5. **CHAIRMAN'S ANNOUNCEMENTS**

None.

6. **MUSEUM TABLE FOR ANNUAL PARISH MEETING – 3 MARCH**

The Chairman has requested three tables and has produced a chart with some excerpts from the Forward Plan and an additional poster to display requesting volunteers. Mr Barwick confirmed that the museum has standing display boards. Mr Gordon confirmed he is also planning to launch his latest project, Henfield in Colour, and that the Costume Curator will be bringing a mannequin to display a costume. The museum will not be open that evening – visitors will be directed to the display in the Hall.

Action Point: The administrator to produce a Forward Plan chart in A3 to display together with the A3 “Henfield Museum Needs You” poster.

7. **FUTURE MANAGEMENT OF THE MUSEUM**

To consider agreeing the documents circulated prior to the meeting.

The last few amendments were agreed at an additional meeting in January. The Chairman stated and all agreed that the documents are now all complete and ready to include on the new Henfield Parish Council (HPC) website.

- a) Forward Plan
- b) Vision
- c) Digitalisation/IT Plan
- d) Situation Review

8. **PLAN FOR 2020**

To agree priorities for 2020 from the Forward Plan and plan resources.

The Chairman suggested that a few of the 23 items are chosen quarterly to focus discussion and actions on. Cllr Simmonds suggested one of the first ought to be scanning due to the potential loss of maps and documents in case of a fire. Mr Barwick suggested a new leaflet. Mr Gordon suggested a Year of Natural History project. It was agreed to take these suggestions forward.

Action Point: Cllr Simmonds to research scanning and feedback to the Committee. Mr Barwick to assist.

Action Point: Mr Gordon to lead on the Year of Natural History Project.

**Action Point: Mr Barwick to start work on a new leaflet. Cllr Jones to assist.
All Committee members to feedback ideas and suggestions for a new leaflet to Mr Barwick.**

Action Point: The Chairman to ensure updates on these three projects are included on the next agenda.

9. CURATOR'S REPORT

The report was circulated prior to the meeting. Mr Robotham requested that his name was added to the fourth paragraph.

a) Acquisitions

The Committee agreed all of the acquisitions. Mr Gordon has looked into buying a Byshopp Mark, which will likely cost around £150. He suggested this could be funded by the Friends of Henfield Museum (FoHM). It was agreed by the Committee that the Museum would gratefully receive it and display it. Additionally it was suggested the Museum could consider having a Byshopp 'stamp' made up to use for visitors.

Action Point: Mr Gordon to contact FoHM to first gain approval and then purchase the Byshopp Mark.

b) Disposals

i) Next Steps on Further Disposals.

Mr Robotham confirmed he is working on a new list and will present at next meeting in May.

Action Point : Discuss next list of Disposals at May meeting.

c) Annual Review of Policies

Mr Barwick had reviewed all the museum policies. He noted that a few minor amendments are needed to the Emergency Plan and the Instruction to Volunteers information sheet. It was agreed some of these policies will be included on the HPC website, with exceptions to protect personal data.

Action Point: Mr Barwick to make the required amendments to the two policies and to then circulate to members.

10. FRIENDS OF HENFIELD MUSEUM – REPORT FROM ROB GORDON

The report was circulated prior to the meeting. Mr Gordon invited questions. He confirmed that the date of the AGM clashes with a Sustainable Henfield 2030 presentation so the meeting may be postponed. He also confirmed that the FoHM are still needing a publicity officer. As his tenure as Chair was limited to three years in duration by the constitution, he intends to discuss swapping Chair for Vice-Chair positions with Mr Jago. He also confirms the roving display needs a new venue for one to two months until the library is ready for it. The medical centre and primary school were suggested.

Action Point: Mr Gordon to contact the medical centre.

Action Point: The Chairman to discuss with the school.

In terms of the Year of Natural History, Mr Gordon has researched some Borrer manuscripts in Cambridge, discovered a new portrait and has digitised many letters which he intends to ask volunteers to transcribe. All of the Committee volunteered to assist.

Action Point: Mr Gordon to email the images of Borrer letters to Committee members for transcribing.

11. FINANCIAL REPORT – REPORT FROM THE CLERK

a) Progress Report – 2019/20

The Chairman reported that expenditure from the Parish Council is currently at £245. The income stands at £1,355. She has discussed this matter with the HPC Finance Risk and

Change Committee and it was agreed to move the surplus of income into Museum reserves this year.

b) Overview of the Museum Finances (HPC and FoHM)

The Chairman commented that the treasurer of the FoHM has declined to alter their financial calendar in order to allow easy comparison by both committees in assessing the total income and expenditure of the Museum and that she found this disappointing but all agreed this would not be pursued further.

12. ANY OTHER BUSINESS

None.

13. DATE OF NEXT MEETINGS

Wednesday 27th May 2020.

Wednesday 26th August 2020.

Wednesday 25th November 2020.

Meeting Closed at 8.55pm