



HENFIELD PARISH COUNCIL **MUSEUM COMMITTEE**

**Notice of a meeting of the Museum Committee on
Thursday 27th May 2026 at 7:30pm in the Henfield Hall**

Agenda

- 1. Election of Chairman for the forthcoming year**
- 2. Declaration of Members' Interests**
- 3. Apologies**
- 4. Election of Vice-Chairman for the forthcoming year**
- 5. Approval of the Minutes of the meeting held on 27th January 2026**

Open Forum

6. 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 Pair of Workhouse Stays – to receive an update
- 6 Emergency Disaster Plan – to receive an update

7. Chairman's Announcements

8. Museum Accreditation submitted 1st August 2025

- 1 To discuss Provisional Accreditation and way forward
- 2 Security Audit - backup system for the security alarms in event of power failure, and
- 3 Consideration review of insurance valuations of valuable items in the collection.
- 4 Novium Access Policy + email from Ms A Roberts – circulated 20.5.26

9. Upgrade of CCTV System

Installation of new system being carried out 27.5.26 – to receive an update

10. Doors in Museum

- 1 Fire Door – Henfield Hall team have completed repairs.
- 2 Front Doors

11. Year of Village Centre - 2026

Consider Museum Contribution (Possible retail-based exhibition or High Street trail)

12. Curator's Report - attached

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

13. Friends of Henfield Museum Report

14. Clerks Report

- 1 Financial Update

15. Correspondence

- 1 SMG AGM 2026 & Minutes from Accessibility in Museums – circulated 19.2.26
- 2 SMG - Minutes from AGM 2026 – circulated - 20.5.26

16. Any other urgent matters

17. Date of the next Meeting

Wednesday 26th August 2026 at 7:30pm.

A handwritten signature in black ink, appearing to read 'Kern Wight', written in a cursive style.

Clerk to Henfield Parish Council

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