



HENFIELD PARISH COUNCIL **MUSEUM COMMITTEE**

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

Present: Cllrs J Potts, (Chairman), E Goodyear and M Morgan, Mr A Barwick (Curator), Mr R Gordon (Friends of Henfield Museum (FoHM)) and Mr P Bates (FoHM).

In Attendance: Mrs B Samrah (Parish Administrator (PA)).

Minutes

1. Election of Chairman for the forthcoming year

It was **PROPOSED** by Cllr Morgan **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to elect Cllr Potts as **Chairman for the forthcoming year**.

2. Declaration of Members' Interests

There were none.

3. Apologies

Were received from Cllr M Chandler and Ms A Roberts.

4. Election of Vice-Chairman for the forthcoming year

It was **PROPOSED** by Cllr Goodyear **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to elect Mr R Gordon as **Vice Chairman for the forthcoming year**.

5. Approval of the Minutes of the meeting held on 27th January 2026

These were approved by all. 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.

6. Matters Arising

- 1 Signs for Berrett's Farm, Summer Fair and Above Museum Entrance
Mr Gordon said that the Museum have agreed to take a table at the Henfield Cricket Club's (HCC) President's Day on Sunday 19th July, he said that he would need help to set up gazebo and with manning the table.
Mr Gordon showed a mockup of the sign for above the Museum entrance door which he said would be 12cm x 60cm long and made of aluminium. He said that Sussex Sign Centre had quoted £126.00 for this sign as well as a larger sign for Berrett's Farm. He agreed to contact Henfield Hall via Cllr Goodyear to arrange the fixing of the sign.

It was PROPOSED BY Mr Gordon, SECONDED by Cllr Morgan and AGREED BY ALL to purchase the two signs for £126.00.

ACTION POINT: Mr Gordon would purchase the signs and send details to PA for payment.

- 2 Online Museum Survey – it was agreed to carry this forward to the next meeting.
- 3 Conservation of Woodmancote Place Estate Map – Mr Gordon confirmed that the current quote for this project is £2,040 and he had applied for a Hall and Woodhouse grant for half the cost with FoHM paying the rest. Cllr Goodyear suggested that if this grant application was not successful that he try the Kindersley Trust. The Curator confirmed that the work is scheduled to start on 7th September.
- 4 To consider purchase of second Square Payment Unit – Mr Gordon said he would send details to PA for payment. (as agreed at meeting on 22nd January)

ACTION POINT: Mr Gordon would send details to PA for payment.

- 5 Pair of Workhouse Stays – It was confirmed that the stays were now with conservator who has carried out emergency work. It was confirmed that the School of Historical Dress in London are keen to have the stays and would be prepared to pay for their full conservation.
It was agreed that the stays should be offered to the School on the understanding that if they close down the stays are returned to Henfield Museum and that Henfield Museum should be able to borrow them periodically for a few weeks. The Curator agreed to speak with Costume Curator for her to liaise with School.

- 6 Emergency Disaster Plan – It was confirmed that this has been updated and a hard copy is in the Fireproof safe in Parish Office. A redacted copy is on the Council's website.

7. Chairman's Announcements

The Chairman thanked everyone for their hard work. He said he was pleased that so many had attended the recent Mudlarks event (202 visitors, with 42 visiting Museum). Mr Gordon said that the timings and charges were well received. He also said that he has many photos to use on social media.

8. Museum Accreditation submitted 1st August 2025

- 1 To discuss Provisional Accreditation and way forward – The Curator said that he was having difficulty accessing the online system at times. He wanted to confirm that the Security Survey has now been carried out. He said that there would be a few minor changes to be completed before next accreditation and that there were some suggested improvements. It was agreed that he would update early in 2027 when Museum Documents are reviewed. He added that he had received helpful documents from the Mentor.
- 2 Security Audit - backup system for the security alarms in event of power failure – This would be carried forward to the next meeting.
- 3 Consideration review of insurance valuations of valuable items in the collection – This would be carried forward to the next meeting.
- 4 Novium Access Policy and email from Ms A Roberts – This was discussed earlier.

9. Upgrade of CCTV System

Installation of new system being carried out 27.5.26 – It was confirmed that all the work had been carried out earlier in the day and that the Curator had received a brief training session in the changes. He said that quality of pictures was better and that the whole museum was now covered. He said that a secure box had been fitted to the wall and held the hard drive. PA agreed to ask Kestrel for detail about remote access, how long the film is kept and whether just one camera shot can be viewed easily on screen.

ACTION POINT: PA would liaise with Kestrel about these matters and report to Curator.

10. Doors in Museum

- 1 Fire Door – Henfield Hall team have completed repairs.
- 2 Front Doors – Cllr Goodyear said that a recent Health and Safety inspection of the Henfield Hall had raised a query on the open door during opening hours.

11. Year of Village Centre - 2026

Consider Museum Contribution (Possible retail-based exhibition or High Street trail) – Cllr Goodyear said that she hoped that the Museum might help, possibly with photographs of the current High Street shops as they looked in years gone by for those shops to display in their windows. She said that the Year of the Village Centre would carry over top 2027. The Curator said that the next display in the Museum would be on railways as it was 60 years since Henfield lost the railway station and that would commence in June 2026 but he could consider a display about the High Street and the shops. It was confirmed that Henfield Community Partnership are co-ordinating this project. Mr Gordon said that it would make the High Street more attractive to have trees or planters and a uniform appearance to shops. It was agreed to carry this forward to next meeting.

12. Curator's Report - attached

- 1 Acquisitions – The Curator confirmed that the Museum volunteers do not usually carry our projects but man the Museum. Mr Gordon said that students had previously carried out projects for the Museum. He added that volunteers were always welcomed for projects like the oral history project.
Mr Gordon said that the metal objects would need treating and that he would contact a local resident about the best way and report back at the next meeting.

ACTION POINT: Mr Gordon would liaise with local resident about metal restoration.

- 2 Disposals – There was nothing to report.
- 3 Costume Curator's Report – The Curator said that the students that come along learn from Costume Curator the displays and talks rather than carrying out projects for the Museum.

13. Friends of Henfield Museum Report

There were no questions for Mr Gordon.

14. Clerks Report

- 1 Financial Update – It was confirmed that there was no income so far this year and no expenditure although the cost of the CCTV upgrade was £1585.00 plus VAT and had yet to be paid

15. Correspondence

- 1 SMG AGM 2026 & Minutes from Accessibility in Museums – This was noted
- 2 SMG - Minutes from AGM 2026 – This was noted.

16. Any other urgent matters

The Chairman asked about accessibility and Mr Gordon said that this meant physical accessibility as well as website accessibility, he added that posters and signs were designed for a wide range of access and that some items in the museum were for the sense of touch and that the oral histories were for people to hear.

17. Date of the next Meeting

Wednesday 26th August 2026 at 7:30pm.

The Meeting closed at 8.41pm.