



HENFIELD PARISH COUNCIL **HENFIELD MUSEUM COMMITTEE**

Meeting of the Henfield Museum Committee on Wednesday 26th August 2026 at 7:30pm in the Henfield Hall.

Present: Mr R Gordon (Chairman), E Goodyear and M Morgan, Mr A Barwick (Curator), Mr S Robotham (Assistant Curator) 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 J Potts.

3. Approval of Minutes from meeting held on 27th May 2026

These were approved. They were signed and dated by the Chairman.

4. Matter Arising

- 1 Signs for Berrett's Farm and above front door to Museum – The Chairman confirmed that he had to remeasure and will follow up.
- 2 Online Museum Survey – Cllr Goodyear confirmed that she would follow up on her return from holiday.
- 3 Conservation of Woodmancote Place Estate Map – The Chairman confirmed that FoHM have approved half the funding and that he is waiting to hear about a grant from Hall and Woodhouse in October. Cllr Goodyear suggested he try the Kindersley Trust if unsuccessful. The Curator said that the Conservators are due to take the map in September to begin work.
- 4 Purchase of second Square Payment Unit – The Chairman said that he had tried to get a discount and been unsuccessful so he will continue to investigate.
- 5 Workhouse Stays – It was confirmed that they are now with the School of Historical Dress and they are very grateful. It was hoped that a video could be sent of the work they have carried out. The Chairman said he would speak with the Costume Curator to follow up.
- 6 Metal Restoration – The Chairman said that Mr Jessop had offered to restore a number of the rusty Pokerlee Farm items by electrolysis and already has these items. He added that they might be displayed separately in their locational context or as a group in the future.

The Chairman adjourned the meeting.

Open Forum

There were no members of the public present.

The Chairman reconvened the meeting.

5. Chairman's Announcements

The Chairman said that Max Communications had revised the invoice and it would be paid by the Parish Council and that FoHM will reimburse the additional amount of approximately £260.

ACTION POINT: The PA would confirm details with the Clerk.

The Chairman thanked the PA for her work getting the revision and said that Max had provided a Flash Drive rather than a Hard Disc as quoted and he would contact them to get the right equipment.

ACTION POINT: The Chairman would liaise with Max Communications.

The Chairman said that the next project for Digitisation would need to be decided. The Curator said he felt that the new photographs should be next project and then the WI Albums. It was agreed that the items would be counted to get an indication of cost.

6. Museum Accreditation

- 1 Security Audit – The Curator said that he had tried to access the Arts Council Website to update the application but been unable. It was agreed that if no response from Arts Council, the Chairman would liaise with him and assist if he could.

ACTION POINT: The Curator and the Chairman to liaise over website.

- 2 Insurance Valuations for valuable items in the Collection – The Curator said he had been in contact with the Clerk about records of valuable items in the Museum but that the details could not be found. Cllr. Morgan noted an appraisal had been done in 1990s. It was agreed that the PA would look to find an auctioneer or valuer to appraise the more valuable items in the Museum. Cllr Goodyear said that they might be added to the Council's Assets Register. Cllr Goodyear said she would be happy for the cost of valuation to go into the budget for next year.

ACTION POINT: The PA would look at valuers, auctioneers etc.

7. Museum CCTV

To consider quotation for works to allow Remote Access to system – The Chairman said that he had thought remote access would have been included in costs already incurred. It was agreed that the PA would look at Council's CCTV policy to see who can access CCTV images. It was also agreed that PA and Chairman would liaise over the original quote and what would be included and make contact with Supplier.

ACTION POINT: The PA would investigate CCTV Policy and liaise with Chairman over remote access.

8. Year of Village Centre – 2026

Cllr Goodyear wondered whether the Museum may put on an exhibition of the High Street. It was also suggested that shops might display photos of how each shop appeared years ago either by actual photos or QR Code in shop window. Cllr Goodyear wondered whether the Museum had photos it could copy for the Parish Council or possibly the Henfield Community Partnership to use for the Year of the High Street. The Chairman confirmed that there were many books about the High Street with a large number of photos.

The Curator said he had also spoken with Access Henfield about the accessibility of Listed Buildings on the High Street.

The Chairman said he was aware that the Clerk often posts photos of the High Street in years gone by and hopes that some of those might be available to be used by the Museum.

9. Curator's Report – attached

- 1 Acquisitions – The accessioning of items in the Curator's Report were agreed by all.
- 2 Disposals – There was nothing to report.
- 3 Costume Curator's Report – This was discussed earlier in the meeting in Matters Arising.

10. Friends of Henfield Museum Report – attached with minutes from 5th August 2026

The Chairman said that the Roving Display Case would be moved shortly and hoped that the Evangelical Church or Haven would be the next recipients. It was hoped the move could take place next week.

Mr Bates said the FoHM Christmas party would be taking place on 10th December with Erika Szyszczak talking about the Glasby family. He said that the Mudlarks Day earlier in the year had been well received.

11. Clerk's Report

It was confirmed that Museum expenditure was £1,621.25 out of a budget of £2,000 (81.1%). This does not include the invoice from Max Communications that is still being queried. It was also confirmed that income was £107.50 out of a budget of £500 (21.5%).

12. Correspondence

- 1 Museum Development – Annual Museum Survey – This was noted.
- 2 Henfield Museum CCTV - response from Kestrel – This was discussed earlier.

13. Any other Urgent Matters

The Chairman said that he had been approached by a Graduate in Ancient History about project work and he was waiting to hear whether she was interested in coming to the Museum to carry out voluntary work. Likewise whether an artist would gain funding to proceed with a project work on Veronica Burleigh.

The Chairman stated that Horsham Museum would close for four months because of problems with the roof.

The Chairman said Henfield Cricket Club Presidents Day had been a worthwhile event for the Friends who had a stand.

Mr Bates said that he had visited the West Sussex Records Office and it had been very interesting, he added that they might be prepared to offer a speaker for a Friends' evening if required.

There was some discussion on Blue Plaques in Henfield and the possibility of more for prominent women of Henfield, provided visible to the public.

The Chairman mentioned he and the Curator had had contact with Justin Russell who is researching the Sussex Rifle Volunteers and shooting ranges; he would like to survey/metal detect the site of the Common Sandpit range as collaborative event, it was agreed that permission from Clerk would be sought.

14. Date of Next Meeting

Wednesday 25th November 2026.

The meeting closed at 8.48pm.