

**HENFIELD PARISH COUNCIL**  
**MUSEUM COMMITTEE**

**Meeting of the Museum Committee**  
**held on Wednesday 25<sup>th</sup> November 2020 at 7:00pm via Zoom conferencing.**

**PRESENT:** Cllr A Donoghue (Chairman), J Jones, A Sharp, C Simmonds, Mr A Barwick (Curator), Mr R Gordon (Friends of Henfield Museum – FoHM), Mr L Jago (FoHM).

**IN ATTENDANCE:** Mrs B Samrah (Parish Administrator).

**MINUTES**

**1. DECLARATION OF MEMBERS' INTERESTS**

There were none.

**2. APOLOGIES**

There were none.

**3. APPROVAL OF MINUTES OF MEETING HELD ON 26<sup>th</sup> AUGUST 2020**

They were approved to be signed by the Chairman at a later date in the Parish Office.

*The Chairman adjourned the meeting*

**OPEN FORUM**

There were no members of the public present.

*The Chairman reconvened the meeting*

**4. MATTERS ARISING**

a) Noticeboard in Bus Shelter

The Chairman confirmed that the glazing problem had been rectified and that the re-varnishing would be completed in warmer weather. The Curator agreed to put up a poster advertising the Museum website if Mr Gordon would email one across.

**ACTION POINT: Mr Gordon to email Curator with a poster.**

b) New Museum website

Mr Gordon said that the PayPal account was linked to Museum website and that payments by card can be handled that way but not using PayPal because it could not cope with an inventory system. He also explained that it could be used for donations and membership of FoHM at the moment but not for purchases, but this was being looked into.

**ACTION POINT: Mr Gordon to find out how purchases can be made with the system**

c) Cashless payment system

The Chairman confirmed that grant money for this was likely limited given the demands due to COVID-19 and therefore proposed that the purchase be funded by Parish Council and/or FOHM. Mr Gordon clarified that he felt the Museum should go for a tablet which could then have other uses such as purchases via website plus a basic scanner. This could also then be utilised when the museum was presenting or selling items at events in the Hall. The Curator said it needed to be a simple system with clear instructions for volunteers on how to use it; perhaps a trial would be useful.

**ACTION POINT: Cllr Sharp and Curator to trial the instructions for usage prior to finalising instructions for volunteers.**

While the museum had a sign regarding voluntary donations, it was felt that this could perhaps be more prominent, but all agreed should not specify an amount.

The committee agreed the purchase and Mr Gordon and Mr Jago confirmed that if necessary they could ask the FoHM to contribute to the cost. The Chairman suggested that when the committee got to item number 9 on the agenda the how it would be funded could be decided then.

**ACTION POINT: Mr Gordon to email details of required tablet and scanner to Parish Administrator for HPC to purchase (share of funding subject to further discussion)**

d) Publicity of Voluntary Opportunities to assist with Forward Plan  
The Curator confirmed that he had advertised on Facebook opportunities for new volunteers; two people who had showed an interest; one to help with displays and the other to be a volunteer in the Museum which was welcomed as some volunteers had recently stood down. The Chairman said that she was heartened by the response, particularly in difficult conditions.

**ACTION POINT: The Curator to follow up with two volunteers once museum open again and to continue the publicity via Facebook.**

e) Museum opening/closing  
The Chairman stated that the Museum had opened on 24<sup>th</sup> September and had closed on 5<sup>th</sup> November and if the Government announcement on 26<sup>th</sup> November put Sussex in tier 1 or 2 the plan would be to open the Museum again. The Curator proposed opening on Monday 7<sup>th</sup> December 2020 if the volunteers were willing and there was someone working in the Parish Office.

**ACTION POINT: The Curator and Parish Administrator to contact volunteers once Government confirmation received. Updates to be posted on Museum and Parish Websites.**

f) Emergency Plan  
The Chairman confirmed that the Curator had been working on the Disaster and Emergency Plan and although a number of areas had been finalised we awaited confirmation from the Henfield Hall Committee on their checks and responsibilities. It was agreed if this were received soon, a final copy would be circulated and agreed by this committee rather than waiting until the next meeting in February.

**ACTION POINT: The Curator and Parish Administrator to circulate Final Disaster and Emergency plan once confirmation received from the Clerk on behalf of HPC actions and the Chair of Henfield Hall Committee.**

g) HPC website – museum pages  
The Chairman said that some of the Museum pages had been hidden when tidying up was done on the HPC Website. The Curator had provided some information to be included but that it was considered important to direct traffic to the Museum website.

**ACTION POINT: Cllrs Jones and Donoghue to review museum pages on HPC website and update as necessary.**

h) Henfield Hall – building extension and storage  
The Chairman confirmed that there was no further update and hoped to have something to report at next meeting.

**5. CHAIRMAN'S ANOUNCEMENTS AND CORRESPONDENCE**

a) 2020 Report for Annual Parish Meeting  
The Chairman explained that a Report for the Parish Council would be prepared even if there is not an Annual Parish Meeting and that this would be required before next Museum Committee meeting.

**ACTION POINT: Chairman to prepare Museum annual report with input from members of the Committee and circulate for agreement prior to submission to Parish office.**

b) South East Museum Newsletter (circulated with agenda)  
The Chairman highlighted why she had circulated this newsletter; COVID-19 opening and closing toolkit, guidance for volunteers; both of which were useful information. Also, included was details of the Thriving Communities Fund from the Arts Council (grants: £25,000 to £50,000). However, it was agreed that the timing and criteria for this fund was not right for the Museum to be able to apply at this time.

6. **FORWARD PLAN FOR 2020/2021**

a) Scanner

The Chairman explained that this one of the three identified priorities from the Forward Plan agreed a year ago. Cllr Simmonds had done some initial research but it was now agreed that we needed a proposal with more detail around three options : Purchase, rental or borrow (Chichester or Horsham) including doing the work with volunteers or outsourcing.

**ACTION POINT: Cllr Simmonds and the Curator would work together on this and come back to the committee with a proposal at next meeting in February 2021.**

b) Museum leaflet

**ACTION POINT: To remain on hold until there is more certainty on full opening and appropriate distribution avenues.**

c) Year of Natural History

Mr Gordon confirmed that the main progress he had made was on building up the website but would welcome more contributions on trees. He had plans to publicise in BN5 and the Parish Magazine. The Chairman wondered whether other Henfield Societies could be approached to contribute such as Birdwatchers.

**ACTION POINT: Mr Gordon to provide request for information for contributions that others could then share with appropriate clubs/organisations**

d) Agree next Action Points from Forward Plan

The Chairman proposed that all committee members come to the next meeting in February 2021 with three ideas for future projects taken from the Forward Plan that could then be discussed and agreed.

**ACTION POINT: All Committee to review forward plan. Parish Administrator and Chairman to add to February 2021 meeting agenda.**

7. **CURATOR'S REPORT**

a) Acquisitions – agreed as per Curator's report

WI Tapestry (view of High Street) that had been hanging in Hall had been donated to museum (minus frame) as it was no longer planned to display this in the newly decorated Hall. The Curator confirmed this was something he could find storage for in the museum and that he wanted to check if it was complete, given he already had drawings for the tapestry in the museum. If not, it could potentially be a community project to do so and to look for opportunities to temporarily display.

**ACTION POINT: The Curator to check on tapestry completion.**

The collection of ephemera relating to Small Dole from the Beeding and Bramber Local History Society. These were an example of items that could be digitised in the future. Mr Gordon also suggested that a video available via Mike Ainscough depicting Henfield in the 1960s could be downloaded and acquired into the Museum subject to necessary permissions.

**ACTION POINT: The Curator to review video for acquisition.**

c) Disposals

As Mr Robotham was not at the meeting this would be carried over. Mr Barwick reported on some interest being shown on 1 or 2 items.

**ACTION POINT: Mr Robotham to update Committee on disposals at February 2021 Meeting.**

8. **FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT FROM ROB GORDON**

Mr Gordon reported that there were a couple of other pages on the website including the Henry Byshopp Page, there had been some photo restoration work; a couple of military photos, some in relation to the Rusting's Cottage and they have done well on social media. He would be writing an article for BN5 and Parish Magazine when he got time and was involved with writing about a couple more Heritage trails including the River Trail and these are on website. The next Trail would be incorporating Shermanbury and Wineham trail. The Chairman asked whether he

would be producing a Christmas Card and he said that as there were still stocks of Neptown Christmas Cards from last year which could be purchased.

**9. FINANCIAL REPORT – REPORT FROM THE CLERK**

a) Progress Report – 2020/21 – The Chairman reported that expenditure for the current year was estimated at approximately £400 against a budget of £500. To date £144.17 had been spent, mainly being purchases to ensure the Museum was COVID-19 compliant. Income totalled £35 (£20 in donations and £15 for book sales) against a budget of £300.

Therefore approximately £100 was left in this year's budget which could be used towards the cost of the Tablet and scanner. Any balance could be taken from reserves. Mr Gordon felt the tablet was likely to cost £160 - £300. Mr Jago felt it would be appropriate for the FoHM to make a donation for half the cost of the tablet and scanner.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Jones and **AGREED** by all to purchase the tablet and scanner split costs between HPC and FOHM.

**ACTION POINT: Once purchased by HPC, request to be made to FoHM for their contribution.**

b) Budget 2021-22

The Chairman confirmed that the Clerk was suggesting the budget for the year would remain as this year at £500 expenditure and £300 income for the next financial year.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Jones and **AGREED** by all to agree the budget for 2021/2022

The Curator left the Meeting at 8.25pm

c) Approve honorarium to curator

The Chairman asked if Committee agreed with the Curator's annual honorarium.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Simmonds and **AGREED** by all to approve the honorarium to Mr Barwick of £150.

**ACTION POINT: Parish Administrator to ask the Clerk to make payment.**

**10. ANY OTHER BUSINESS**

Mr Jago said that he had some display frames in his garage from the Treasure Box Project which was started in 2013, he said that a home would be needed for them and he was raising to see if Museum might be interested. Given the museum already had storage issues, it was felt unlikely but the Chairman thanked Mr Jago for the opportunity and suggested he might approach Henfield Community Partnership.

**11. DATE OF NEXT MEETING**

Wednesday 24<sup>th</sup> February 2021 at 7:00pm via Zoom conferencing.

**The Meeting finished at 8.30pm.**