

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

**Notice of a meeting of the Museum Committee  
to be held on Wednesday 24<sup>th</sup> February 2021 at 7:00pm via Zoom conferencing.**

**AGENDA**

- 1. DECLARATION OF MEMBERS' INTERESTS**
- 2. APOLOGIES**
- 3. APPROVAL OF MINUTES OF MEETING HELD ON 25<sup>th</sup> NOVEMBER 2020**

**OPEN FORUM**

**4. MATTERS ARISING**

- 1 Noticeboard – Website Poster – to receive an update
- 2 Purchases via Museum Website – to receive an update
- 3 Cashless payment system – to receive an update
- 4 Volunteers – to receive an update
- 5 Annual report and Annual Parish Meeting

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

**6. FORWARD PLAN FOR 2021/2022**

- 1 Scanner – to receive an update -AB/CS
- 2 Computer - AB
- 3 Agree next Action points - All
- 4 Henfield Hall – to receive an update - AD

**7. MUSEUM EMERGENCY/DISASTER PLAN**

Final draft attached for agreement

**8. MUSEUM POLICY, GOVERNANCE AND MANAGEMENT DOCUMENT**

To review document - attached

**9. CURATOR'S REPORT**

- 1 Acquisitions
  - A. WI Tapestry – to receive an update
  - B. Video of Henfield in 1960s – to receive an update
- 2 Disposals- SR

**10. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT**

**11. CLERK'S REPORT**

- 1 Financial Update 2020-2021
- 2 Budget Update 2021-2022

**12. ANY OTHER BUSINESS**

**13. DATE OF NEXT MEETING**

Wednesday 26<sup>th</sup> May 2021 at 7:00pm via Zoom conferencing.

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Zoom details available from Parish Office.