

HENFIELD PARISH COUNCIL
MUSEUM COMMITTEE

**Notes of a meeting of the Museum Committee
held on Wednesday 24th February 2021 at 7:00pm via Zoom conferencing.**

Present: Cllrs A Donoghue (Chairman), J Jones and A Sharp, Mr A Barwick (Curator), Mr R Gordon (Friends of Henfield Museum (FoHM)) and Mr L Jago (FoHM).

In Attendance: Mr S Robotham (Assistant Curator), Ms A Roberts (Museum Mentor) and 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 25th NOVEMBER 2020

These 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

1 Noticeboard – Website Poster is in place at the bus shelter noticeboard.

2 & 3 Purchases via Museum Website and Cashless payment system – Mr Gordon confirmed that a Tablet and Square reader had been purchased. The tablet can be used in the museum as well as to take payments. The Chairman confirmed that the Curator had prepared list of items for sale and had researched postage costs. She had agreed to hand deliver locally purchased items and take others to post office when needed.

ACTION POINT: Mr Gordon to set up purchase links on museum website.

4 Volunteers – The Curator was hopeful that the two volunteers who made contact last year would still be willing to join once the lockdown had ended. He also hoped that posts on social media after the Museum was allowed to open would bring forward more interest.

ACTION POINT: when a date of opening established, the Curator to contact the Parish Administrator about emailing current volunteers and checking supplies of wipes, spray etc.

5 Annual report and Annual Parish Meeting – The Chairman confirmed that she had already circulated the Annual Report for the Museum, now available on-line and would be displayed on the window of the Parish Office next week. She explained the format of the Annual Meetings this year as "Bite Size" meetings via Zoom taking place next week: Monday - Meet the Chairman, Tuesday - the Parish Council meeting, Wednesday - Henfield outdoors: the Commons and Green Spaces and Thursday - Henfield Village: Community Buildings and a digitisation strategy presented by Paul Crowe, Chairman of HCP and the Museum website by Rob Gordon.

Each virtual meeting starts at 7pm and lasts 30mins including time for Questions and Answers and would also be streamed on Facebook. There would also be a short survey available post each session. The Chairman said that she would welcome this committee to join on Thursday or any/all of the sessions.

ACTION POINT: The Parish Administrator to circulate the details including Zoom login for the Annual Meetings and Committee members were encouraged to come along virtually and to circulate to other interested groups eg FOHM and History Group.

5. CHAIRMAN'S ANOUNCEMENTS AND CORRESPONDENCE

There were none.

6. FORWARD PLAN FOR 2021/2022

1 Scanner and Computer – The Curator said that he and Cllr Simmonds had looked at a number of options and had provisionally selected a new Computer and A3 Scanner/printer at a cost of approximately £1,600 including installation from a local company.

It is understood to be small enough to fit where the existing computer is and that the computer would be set up with the software to run the Access program.

Mr Gordon said that he felt it would be important to know in advance where and how the digitised items would be stored and that it would be important to follow the Museum digitisation plan. The Chairman said that the Museum would need a protocol for doing the work before the equipment was purchased. She also wondered whether students might be able to help carry out the scanning work. Ms Roberts said that in Chichester there is a volunteer who does nearly all their scanning. The Chairman said we needed to identify a protocol and process prior to purchase.

Ms Roberts suggested that the procedure needed to be broken down:-

Who can do the scanning?

What needed scanning – an approximation of the number of items requiring Digitisation and the categories they could be divided into?

How to store those digitised items?

The order in which they are scanned?

It was agreed that The Curator and Assistant Curator would decide which items would be digitised to get a clearer idea of what is involved and to share a list of categories and approximate volume.

Ms Roberts said that care was needed with regard to copyright and who can access the images in the future. Mr Gordon said that even if copyright was not an issue it would be good practice to give credit for items anyway.

ACTION POINT: Ms Roberts to send example of a job description and procedural document for scanning. The Curator and Assistant Curator to assess the categories for the items to be scanned.

The Chairman said that she would be happy to call a short meeting before the planned one in May if all details have been finalised in order to agree the purchase of the equipment.

2 Forward Plan - Agree next Action points – The Chairman suggested it might be helpful if the original smaller group reviewed the Forward Plan to work out what has already been completed or nearly completed and what were the best items to look at in the immediate future.

ACTION POINT: Cllr Jones, the Curator and Mr Jago would meet during the week commencing 8th March 2021 and review Forward Plan.

From this, the committee could identify a smaller number of items to try and engage Volunteers including from the History Group and to continue reaching out via Social media as the curator had been doing.

3 Henfield Hall –The Chairman confirmed that she had met with a local architect to discuss space and storage, he had agreed to come back with a proposal for expanding the space and likely idea of costs to prepare a design and then to build. With that information, the committee could agree next steps including talking with the Hall and financing.

ACTION POINT: The Chair to report back once a report from architect received.

7. MUSEUM EMERGENCY/DISASTER PLAN

The Chairman confirmed that a number of dates had been added to the Emergency and Disaster Plan Checklist which meant it was now ready to be signed off. Mr Gordon said that his name should appear under section 3 Rescue team. It was agreed that the copy which would be put on website would not have the phone numbers of the Rescue team.

The Chairman suggested that it would make sense to reorder the checklists at Appendix F and G so that those areas checked once a year were together with boxes to detail dates and those areas checked daily or weekly would just be listed rather than with tick boxes.

Subject to the amendments above, the plan was agreed.

ACTION POINT: The Parish Administrator would re-circulate the full document having made the amendments above and put a redacted copy on the HPC website.

8. MUSEUM POLICY, GOVERNANCE AND MANAGEMENT DOCUMENT

The Curator asked if there were any queries having received the pre-circulated document; there were none. The changes (in red in the copy) were accepted by all.

ACTION POINT: Final document to be put on HPC website.

9. CURATOR'S REPORT

1 Acquisitions

- A. WI Tapestry – The Curator confirmed that the Tapestry is complete.
- B. Video of Henfield in 1960s – The Curator confirmed that he had written to the owner of the video on 4th February and was awaiting a reply.

Mr Gordon confirmed that the two Friends bought accessions; the two 17th century trade tokens and the 17th century Bishop Marked envelope would be donated after this year's AGM.

- 2 Disposals - Mr Robotham said that he had circulated to accredited museums a second list of items for disposal; only one item had any interest and that had been put on hold because of lockdown. Mr Gordon did question whether with more space would the Museum want to keep more of the items it was presently looking at releasing.

Ms Roberts confirmed that items needing disposal should be offered to the following:
An accredited Museum or another museum.
Public Sector organisation (possibly a school).
A Charity.
Return to donor if known.

The Chairman reminded the committee that it had previously discussed that if there were enough items to dispose of, whether a stall could be hired at the Monday Market when it is resumed to help income for the Museum.

ACTION POINT: The Assistant Curator to draw up a list of items for disposal and send to the Parish Administrator to include in the agenda for the next meeting on 24th May 2021.

Re-opening of Museum : The Curator asked about a possible opening date for the Museum. Ms Roberts said that the Government was proposing that Museums could open on 17th May but that a number of Museums are lobbying the Government for an earlier opening date in April along with Public Buildings.

Ms Roberts said she would share any updates she received on possible opening and it was agreed that the Museum would following Government guidelines and only open as soon as it was safe and possible to do so. Mr Jago wondered whether a Grand Opening could be organised later in the year.

ACTION POINT: The Museum to re-open within Government guidelines.

10. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT

Mr Gordon said that good progress had been made on Arborea; with some school engagement Mr Gordon confirmed that the PayPal system had been set up and can be used for donation to the museum.

The Newsletter was ready to be printed and distributed. The FoHM AGM would be held on Tuesday 27th April at 7.30pm which would including a talk on Lawrence of Arabia and the

Mr Gordon confirmed that social media interest had been steady First World War. For the forthcoming year Mr Gordon confirmed that he would step down as Chair and that Mr Jago would take that role and Mr Gordon would become Vice Chairman; subject to the votes at AGM.in the last few months with 1,500 engagements on Facebook. 5,000 people had viewed the photo of Nep town. The followers were up to 666, making consistent progress. He was continuing his work on Trails with Cllr Eastwood.

Mr Gordon had been sharing information on the history of the Sandpit area and surrounding field with Cllr Eastwood. Mr Robotham thought that he might have a contact who might be able to help.

11. CLERK'S REPORT

1 Financial Update 2020-2021 – The Chairman confirmed that £692.49 had been spent and income of £480.62 had been received so overall £11.87 over budget.

2 Budget Update 2021-2022 – The Chairman confirmed that the budget for the next financial year remained the same at £500 for income and £300 expenditure.

12. ANY OTHER BUSINESS

There were none.

13. DATE OF NEXT MEETING

Wednesday 26th May 2021 at 7:00pm via Zoom conferencing. Although a short meeting may be called to agree the purchase of Computer and Scanner/Printer if necessary.

The meeting ended at 8.59 pm.