

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

**Meeting of the Museum Committee**  
**held on Wednesday 26<sup>th</sup> May 2021 at 7:30pm in the Committee Room, Henfield Hall.**

**Present:** Cllrs A Donoghue (Chairman), J Jones, 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) and Mrs B Samrah (Parish Administrator).

**MINUTES**

**CONFIRMATION OF MUSEUM COMMITTEE MEMBERSHIP FOLLOWING PARISH COUNCIL AND FRIENDS AGMS**

Cllr Donoghue confirmed that at the Parish Council AGM there were no changes to the Museum Committee membership. She also confirmed that at the FoHM AGM Mr Jago was elected Chairman and Mr Gordon, the Vice Chairman.

**1 ELECTION OF CHAIRMAN FOR FORTHCOMING YEAR**

Cllr Donoghue reminded all that the Chairman must be one of the four Councillors on the Committee in order to attend the HPC FRC meetings.

Cllr Jones **PROPOSED** Cllr Donoghue as the Chairman, this was **SECONDED** by Cllr Sharp and **AGREED** unanimously by all.

**2 ELECTION OF VICE-CHAIRMAN FOR FORTHCOMING YEAR**

Mr Jago **PROPOSED** Cllr Jones for Vice Chairman, this was **SECONDED** by Cllr Sharp and **AGREED** unanimously by all.

**4 DECLARATION OF MEMBERS' INTERESTS**

There were none.

**5 APOLOGIES**

There were none.

**6. APPROVAL OF MINUTES OF MEETING HELD ON 24<sup>TH</sup> FEBRUARY 2021**

These were approved and signed by the Chairman at the meeting.

*The Chairman adjourned the meeting.*

**OPEN FORUM**

There were no members of the public present.

*The Chairman reconvened the meeting.*

**7. MATTERS ARISING**

1 Purchase Link on Museum Website – Mr Gordon suggested we expand the items for sale before activating the link. He hoped to put together two sets of five cards probably from the Henfield High Street pictures.

**ACTION POINT:** Mr Gordon to select the photos for the cards and arrange printing and circulate to the Committee for information.

With regard to purchases made within the museum, Mr Gordon confirmed that the Museum was open, training could be completed.

**ACTION POINT:** Mr Gordon to organise a date with Cllr Sharp, the Curator and Assistant Curator in the first instance who could then train other volunteers.

2 Re-opening of Museum – The Curator confirmed that the Museum opened on 17th May with visitor numbers approximately 50% less than normal; the first week of opening had seen about ten visitors and there had been three so far this week. He was pleased that two sets of visitors had travelled from Burgess Hill to visit.

The Curator confirmed that he planned to open the Museum on Sunday 27th June when the Hall had planned an Open Day.

**ACTION POINT:** The Chairman to inform Peter Shepherd who was writing an article for the Hall for BN5 magazine.

Mr Gordon confirmed that he had also written an article of about 500 words for the BN5 magazine which would advertise the Museum.

3 Post Annual Parish Meeting Survey – The Chairman confirmed that the survey had generated 127 responses; of that 115 said they were interested in Museum, 61 thought it was important and 12 said they would be willing to volunteer (which may have included those currently doing so). As the survey was anonymous, we could not identify who these potential volunteers were and a subsequent message on Facebook had not elicited any contacts.

4 Museum Notice Board at bus Shelter – The Chairman confirmed that Cllr Simmonds had repaired and renovated the Notice Board; it looks vastly improved. The Committee asked that thanks were passed onto Cllr Simmonds as he was absent from the meeting.

**ACTION POINT:** Mr Gordon would email the items to be displayed on notice board to the Curator.

5 Henfield Hall – The Chairman stated that the Board of the Henfield Hall have requested that any further action on exploring an extension to the Hall for the use of the Museum are put on hold until the Hall have been able to establish their new governance. They are in progress of becoming a CIO and have drafted a business plan. They have indicated that there may be more space available in the future which might save the cost of additional building work. Once the new governance structure is agreed, it is intended that a member of the Museum Committee is part of that.

6 Emergency/Disaster Plan – All those listed in the plan need to be briefed by The Curator who confirmed that he was available on a Wednesday afternoon or at a mutually convenient time.

**ACTION POINT:** All listed in plan to contact Curator for briefing.

7 Museum Leaflet – had been updated and circulated to committee and was now ready to print and distribute. The Curator confirmed that he had received a previous quote from David Page: 500 copies for £95, 1000 for £110 and 2000 for £130.

**ACTION POINT:** Mr Gordon would liaise with the Parish Administrator to finalise copy and that an order for 2,000 copies would be placed with David Page unless the price had increased a great deal.

8 The Sandpit – The Assistant Curator confirmed that the Sussex University are no longer carrying out digs around the Henfield area.

**ACTION POINT:** The Assistant Curator agreed to ask Horsham District Archaeological group if they would be interested; it was thought that some funding may be available.

## **8. CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE**

1 Sussex Heritage Trust - Public Realm Campaign – The Chairman asked for three suggestions from the pre-circulated list that could be sent for inclusion in their leaflet. It was agreed that Photographs of the following would be sent: WI Iron Bench seat outside the old Lloyds Bank, Tyrring Disc set in the pavement at Golden Square and the Pump in the Library car park.

The Broader list could be considered as a project (for the forward plan) to capture and collate items to be shared via the Museum website with perhaps a link to Hidden Henfield website.

Perhaps a role for a future volunteer.

**ACTION POINT:** The Chairman would liaise with Mike Ainscough re photographs of the three suggested items for inclusion in the Public Realm Campaign.

2 Red Oaks – The Chairman visited Red Oaks with Henfield Community Partnership (HCP) and met the Manager and Events coordinator. From that, Stephanie had agreed to give a talk on costumes and the Curator agreed he would be willing to do likewise on a mutually agreed topic. Red Oaks also agreed to house the Roving Table for a few weeks with a suitable display for the residents.

**ACTION POINTS:** The Chairman to connect Curator and relevant personnel in Red Oaks. The Works Officer would be asked to assist with the transport of the table by the trailer as had been done previously.

## **9. FORWARD PLAN FOR 2021/2022**

1 Proposal for Scanner – Two suggestions had been made in the pre-circulated document with regard to scanning approximately 3,500 photographs in the first instance.

Scanning in-house having purchased a scanner and computer and using volunteers, taking about three years to complete at an approximate cost of £1,600.

Outsourcing the work for approximately £1,900 which would take approximately 1month plus the time it would take for the Curator to sort and pack the photos.

The Chairman said that following a recent discussion, a grant of at least £250 might be available for the project from the Arts Society and perhaps other grants could be sourced. Additionally, decisions would need to be taken about storage of the digitised images and ongoing costs.

**ACTION POINT:** The Chairman to arrange a Zoom conference between the Curator, Mr Gordon and herself with a professional company for further discussion to identify more details to ensure the company could give a more accurate quote based on real data.

2 Computer – The Curator said that the existing laptop is working fine at the moment and that a replacement need not be considered until after a decision had been made on the scanning project.

3 Review Forward Plan 2019–2023 – The sub-group had reviewed and updated the plan. The Chairman noted a number of items required more volunteers. Mr Gordon said that there had been some success with volunteers in recent months with the Arborea and other projects. The Curator said that he had a couple of people to whom he could call if a volunteer was unavailable and a couple of potential volunteers. The Chairman suggested the list of items be reviewed at next meeting to delete those that had been completed and consider those remaining and whether any new items should be added.

**ACTION POINT:** The Assistant Curator agreed to email the History Group to see if any could offer assistance with any of the projects on the Forward Plan.

## **10. CURATOR'S REPORT**

1 Acquisitions – Those in the Curator's report were agreed.

2 Disposals - The Assistant Curator provided copies at the meeting of the current list. The list had gone through the Museum protocol including being offered to other museums in the first instance. It was agreed that the Pram would be taken off the list of disposals and remain in its current storage location. The Assistant Curator had emailed the list to the History Group and had received a request for the stretcher, bandages and invalid chair to a new First Aid collection. It was agreed to donate those items to that individual who agreed that should Henfield Museum want the items in future they could be returned.

It was agreed that after the Museum disposal policy had been followed, any items still remaining on the disposals list would be offered to FoHM members and members of the History Group at the same time on a first come first served basis.

**ACTION POINT:** The Assistant Curator would send the updated list of disposals, once the above already allocated items had been removed, to Mrs Sharp to circulate to the FoHM.

**12 CLERK'S FINANCIAL REPORT**

The Clerk had confirmed there had been no expenditure and no income in this budget year to date.

**13 ANY OTHER BUSINESS**

Mr Jago confirmed that FoHM funds were £3,395.58, he said that the sale of DVDs and books had provided a large portion of the income.

Mr Gordon informed the meeting of the analytics for social media including -

**Museum website:** 2,408 page views, 865 total users

**Facebook:** 625 likes, 700 followers, Last 28 days, 5,364 reach, 546 engagements.

**Twitter:** 106 followers, Mudlark keys post: 3,402 impressions, 101 engagements.

He also said that he had been interviewed, as well as HPC and CPRH, by a HDC production team for a future video which may include some of the Museum projects.

**11. DATE OF NEXT MEETING**

Wednesday 25<sup>th</sup> August 2021 at 7:00pm in the Henfield Hall.

The Meeting closed at 9.45pm.