

HENFIELD PARISH COUNCIL
MUSEUM COMMITTEE

**Meeting of the Museum Committee held on Wednesday 25th August 2021
at 7:00pm in the Garden Room, (although 7.30pm had been confirmed on agenda)**

Present: Cllrs A Donoghue (Chairman) and J Jones, Mr R Gordon (Friend of Henfield Museum (FoHM))

From 7.30pm: Cllr A Sharp, Mr A Barwick (Curator) and Mr L Jago (FoHM)

In Attendance: Mr S Robotham (Assistant Curator) and Mrs B Samrah (Parish Administrator)

MINUTES

1 DECLARATION OF MEMBERS' INTERESTS

Cllr Donoghue declared an interest in item 6.1 (Scanner) as a relative is an employee of Max Communications.

2 APOLOGIES

Were received from Cllr Simmonds

3 APPROVAL OF MINUTES OF MEETING HELD ON 26TH MAY 2021

These were approved and signed by the Chairman after 7.30pm.

Unfortunately the Agenda was sent out with a 7.30pm start time, whereas the usual start time of the meeting was 7.00pm. Therefore when only three committee members arrived, the start was delayed slightly and then the Chairman started with the points that she was able to report: 4.5 Sussex Heritage Trust and 5.5 Henfield Hall. The Chairman recapped when the rest of the Committee Arrived. The Parish Administrator apologised for the error on her part and it was agreed that a 7.30pm start would be more convenient in future.

The Chairman adjourned the meeting

OPEN FORUM

There were no members of the public present.

The Chairman reconvened the meeting

4 MATTERS ARISING

1&2 Purchase Link on Museum Website and Electronic payments in Museum – Mr Gordon confirmed that he had carried out some work on the system and that the Commons Book is now for sale on the website. He confirmed that the next stage would be the training firstly for Cllr Sharp and the Curator and Assistant Curator in September. He would develop a training system as well as producing instructions. The Chairman confirmed that the goal is to generate income and if necessary sales could remain online only. The Assistant Curator asked whether the system would maintain stock records and Mr Gordon confirmed it would, he also said that it will need manual updating when new items were added and that there would be some additional work for the Treasurer of the FoHM. He said that he would need to confirm the tax position as FoHM is an association not a charity.

The Chairman said it would be great if the online purchasing system were available before the Charities Fair in the Henfield Hall in mid-November.

ACTION POINT: Mr Gordon would organise training in September and add extra items to the website.

3 Sale of Cards - Mr Gordon confirmed that he was still working on this.

ACTION POINT: Mr Gordon to send a selection of pictures to the Committee to make a decision on which to use.

4 Re-opening of Museum – The Curator confirmed that in June there were 86 visitors to the Museum, in July – 114 and so far in August – 62, which across a year would be approximately 1,200. He also said that approximately 20 visitors visited on the Sunday of the Artisan Market and agreed that the Museum would again be open for a couple of hours for the next Artisan Market. It was agreed that the wearing of masks in the Museum should continue to be encouraged.

ACTION POINT: The Curator to confirm to volunteers that visitors to the Museum would continue to be asked to wear a mask.

5 Sussex Heritage Trust – The Chairman confirmed that SHT had been sent a picture of the pump in the car park but that she had not seen it displayed on their site.

ACTION POINT: The Chairman to follow up with SHT.

6 Henfield Hall – The Chairman confirmed that the Hall had agreed a legal structure and had agreed to meet with representatives of the Parish Council (Cllrs Eastwood, Donoghue and the Clerk) to discuss representation of both PC and Museum as appropriate in the new organisation.

ACTION POINT: The Chairman to keep the committee updated.

7 Museum Leaflet – The Chairman confirmed that the leaflets had been printed and she hoped that they could be distributed with the Trails Leaflets. Mr Jago said he thought that they could be distributed to all Libraries in the area and he would find the contact and ask. The Curator said he would make contact with Henfield Library and see if they would display the leaflet. Mr Gordon said he would follow up with the manager at the Post House Café who had previously agreed to display the leaflets.

ACTION POINT: Parish Administrator to see if the distribution of Trails and Museum leaflets can be coordinated should they be going to hospitality/tourist locations. Mr Jago agreed to check with West Sussex Library contact. Mr Barwick to make contact with Henfield Library and Mr Gordon would speak again with Owner of Post House Cafe re traders displaying leaflets.

8 The Sandpit – The Assistant Curator said that he knew of someone who would be willing to carry out a Geophysical investigation of the Sandpit but maybe a charge of approximately £200 per day and has asked for the precise location of the site.

ACTION POINT: Parish Administrator to identify the co-ordinates for the Sandpit and the Assistant Curator would find out further details of costs for a Geophysical survey so that this could be taken back as a proposal to Recreation and Open Spaces Committee (via Malcolm Eastwood).

9 Red Oaks – Roving Table – The Curator said that he had not been able to speak to Red Oaks about their hosting the Roving Table but he would do so in the next few weeks.

ACTION POINT: The Curator to make contact with Red Oaks.

5 CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE

1 CCTV and Privacy Impact Assessment - The Chairman confirmed that as the Parish Council had now installed a CCTV camera in the High Street and they had prepared a CCTV Policy which incorporated what had already been prepared by this Committee and was attached. She also said that she, the Curator and the Parish Administrator had prepared a Privacy Impact Assessment which was also circulated. She asked if there were any questions. It was agreed by all to accept both documents. She also stated that the purpose was to protect the Museum assets, the volunteers and any other visitors.

2 Creative Collections Grant Launch Event: The Chairman confirmed that there may be a grant available to those who attended a series of Zoom seminars, the first being on 1 September. Mr Jago agreed to attend that meeting and report back. Both the Chairman and Cllr Jones agreed to attend later meetings as necessary.

ACTION POINT: Mr Jago to register and attend the first of these series of seminars on 1 September.

6 FORWARD PLAN FOR 2021/2022

1 Proposal for Scanner – The Chairman confirmed that she, Mr Gordon and Mr Barwick had had a virtual meeting with Max Communications to further discuss and understand the initial scanning proposal. Mr Gordon confirmed that the meeting had been positive, the company showed that they care about heritage and they had already completed similar projects with very prestigious museums for over 22 years. They also talked about archiving and cataloguing with their Dryad system. The Curator said that he felt the company had a good track record with large and small commissions and the meeting had been useful to clarify how they would scan the photos. The

Chairman reported that it should lead to better reproductions of items which could then be sold and that would generate income for the Museum.

The Chairman said that if this was to go ahead, agreement on funding would be the next step. She confirmed that the Arts Society had agreed to make a donation of at least £250 which would be presented to her early in September. She proposed that this was something that the money in reserves could be used for together with a contribution from FOHM so as not to delay getting the work started. Meanwhile grants could be sought and applied for such as mentioned in 5.2 above. Cllr Jones reminded everyone that this project had been a long time in discussion and that unless there were other projects that required money at this stage then this would seem a good use of reserves. The Committee agreed that they felt this would be a good way forward.

ACTION POINTS: Parish Administrator to check on the number of quotes required by HPC regulations for this specialised sort of work. The Chairman said she would continue to look for grants. Chairman to discuss the use of Museum reserves with HPC FRC at next meeting (21 September). Chairman to write full summary of this project and circulate to committee. Mr Jago and Mr Gordon to take the funding proposal to FoHM committee.

2 Review Forward Plan 2019–2023 – The Assistant Curator said he would seek further volunteers from the History Group.

ACTION POINT: The Assistant Curator confirmed that he would ask for volunteers from the History Group at their next meeting on 13th September.

7 CURATOR'S REPORT

1 Acquisitions – These were noted. The Curator added a further one at the meeting; an Estate Plan of Woodmancote Place from 1819 which was accepted. Mr Gordon asked that it be photographed before any framing took place.

ACTION POINT: All acquisitions including the Estate Plan were agreed.

2 Disposals – The Assistant Curator circulated the Disposals and reconfirmed, as previously agreed, that the Pram should not be on the list. It was agreed that the ladle will go to Rye and the seed drill was possibly wanted by Hassocks Museum. He thought he could find somewhere for at least one, if not all of the Jack Planes. Cllr Sharp said that he would like the four-pronged Canterbury Hoe for the Conservation group. The Assistant Curator said he would collect the Stretcher for the First Aid Museum and trenching tool from storage and pass the latter to Mr Gordon.

ACTION POINT: The Chairman said that she would find a contact for the V & A and the Museum of Childhood to see if either were interested in the Pram.

8 FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT

Mr Gordon said that the website had received 763 users with an engagement/bounce rate of 2 minutes. He had made quite a few updates on website; local history section with photos, completed waistcoat wardrobe page including Perkins mauve waistcoats. There was also now a small page for Gresham Charity but this is work in progress. He gave an update on Social media; twitter and Facebook. He had prepared an Article for BN5 ready for a future edition.

Another project was the production of a booklet about the history of the High Street in 1800s. It is intended producing this in time for sale at the Charities Fair (where FoHM has a table) mid-November and available to purchase online pre-Christmas.

9 CLERK'S REPORT

1 Financial Update - The Chairman confirmed that there had been no income received in this financial year so far. Expenditure in the current financial year totals £150.00 (£130.00 for the 2,000 Museum leaflets and £20.00 for the Sussex Museums' Group Annual Membership).

2 Museum Key holders – The Parish Administrator (PA) explained that the Parish Office will not always be manned at both opening or closing times. Currently on the odd occasion the Curator has been available and contacted (as a key holder) to assist volunteers. It was felt this may increase going forward should the Parish Office staff work from home more. The Curator said that the alarm and the positioning of boards outside would be a greater problem rather than unlocking the doors. PA confirmed this was not an immediate concern but something that may need to be planned for in future.

10 **ANY OTHER BUSINESS**

The Assistant Curator said that he found it strange that the alarm should be activated every time the fire door is opened even though the alarm is off. He agreed to investigate further.

ACTION POINT: Parish Administrator to get name of Fire and Burglar Alarm companies and pass to Assistant Curator.

Mr Jago said that Sussex Nature Trust had sent out details "Know your Butterflies" and he hoped it might be a format for the FoHM or History Group to look at as part of ongoing work. He also spoke about the old Kneelers from St Peter's Church which he believes were embroidered by locals.

ACTION POINT: Mr Gordon would make contact with Church Warden to establish that the kneeler(s) was in existence and Mr Jago to make contact with parties that might be interested in working on a project to research/restore/display the kneeler.

Mr Gordon said that he had been approached by another museum (Cuckfield) for help with their new website. He also said that HDC website is now showing the videos aimed at boosting the visitor economy in their rural towns, that were produced last year including Henfield Village and museum.

11 **DATE OF NEXT MEETING**

Wednesday 24th November 2021 at 7:30pm. It was agreed that future meetings would commence at 7.30pm

The Meeting Closed at 9.00pm.