

HENFIELD PARISH COUNCIL
MUSEUM COMMITTEE

**Meeting of the Museum Committee held on Wednesday 24th November 2021
at 7:30pm in the Committee Room, Henfield Hall**

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

In Attendance: Mrs B Samrah (Parish Administrator)

MINUTES

1 DECLARATION OF MEMBERS' INTERESTS

There were none.

2 APOLOGIES

Were received from Cllrs Simmonds, A Sharp and Mr S Robotham (Assistant Curator).

3 APPROVAL OF MINUTES OF MEETING HELD ON 25TH AUGUST 2021

These were approved and signed by the Chairman.

The Chairman adjourned the meeting.

OPEN FORUM

The Chairman reconvened the meeting.

Mr Gordon joined the meeting at 7.40pm

4 MATTERS ARISING

1. **Purchase Link on Museum Website and electronic payments** – Mr Gordon confirmed that it is active and the first book had been sold. With regard to electronic payments, this would be trialed at the upcoming Christmas Fair (5 Dec) and thereafter he would create a user guide which would be trialed as agreed by Mr Barwick and Cllr Sharp. He said that he needed to be told if things ran out so they could be removed from the website.

ACTION POINT: Mr Gordon to prepare and test the User Guide for electronic payments with Mr Barwick and Cllr Sharp.

2. **Sale of Cards** – Mr Gordon said that he had a selection of prints ready to be made into cards with FOHM agreed wording. It was hoped that they may be available to sell at the Christmas Fair on Sunday 5th December.
3. **Sussex Heritage Trust** –The Chairman said there was still no sign of Henfield's photos having been used. She said that it had been a useful exercise and she has now a list of street furniture should this project be taken further locally in future.
4. **The Henfield Hall** – The Chairman confirmed that she attended a meeting on Monday with representatives of HPC and Hall Committee to update on status of new Hall Committee and future HPC and Hall working together. Application for Registration as a CIO had been submitted but that it could take up to 6 months. At that point, the newly agreed constitution would be implemented which would include a member of HPC. Meanwhile they are working on their Website and electronic booking system.
5. **Museum Leaflet** – It was confirmed that these have been distributed locally with the Trails Leaflets. The Curator confirmed that he had given 100 to the library and that they would also distribute to four other libraries.
6. **The Sandpit** – It was confirmed that the Assistant Curator had received quotes for a Ground penetrating Radar Survey at £400 and a Magnetron Survey at £300. Mr Gordon had passed the information back to Cllr Eastwood who had originally made the enquiry and would discuss with him next steps.
7. **Red Oaks – Roving Table** – The Curator had created a new display of kitchen items in the roving table which would now be moving to Red Oaks. Mr Gordon agreed to photograph the display so this could be put on social media and suggested that perhaps the curator could consider a tactile session could be arranged with the display if Covid regulations allowed. The next venue for the roving table needs to be identified - perhaps Upper Mead or St Peter's school.

ACTION POINT: The Curator would liaise with the Parish Administrator and Parish Office about transporting the Roving Table and confirm when it would next be available to move.

8. **Fire and Burglar alarms** – No further progress has been made in contacting the provider. Action remains with Mr Robotham. It was agreed that the back door could remain closed as long as the two front doors were open and that masks were worn by volunteer. All visitors would be expected to wear a mask.

ACTION POINT: The Curator to inform all volunteers.

9. **Kneelers at St Peter's Church** – Mr Gordon confirmed that St Peter's Church had indicated in August that a full asset inventory would take place over the next few months. Mr Jago agreed to take photographs if the kneelers and tapestry were located.

ACTION POINT: Mr Gordon to link Mr Jago with the Church Warden.

10. **Creative Collections Grant** – It was confirmed that Mr Jago had attended an introductory presentation but that the Museum would not qualify for a grant. The Chairman said that she was exploring two other avenues for grants. The Chairman was reminded that she had agreed to contact the V & A Museum about the pram and she agreed to do that this week.

5 CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE

1. **Henfield Parish Council Annual Report** - The Chairman confirmed that she would compile the report with assistance from the Curator, Mr Jago and Mr Gordon and then distribute to the committee for agreement via email, as it would be required before the next Committee meeting.

ACTION POINT: The Chairman to compile the draft report and distribute for comment and final agreement before submitting to Clerk, HPC.

2. **Queen's Platinum Jubilee** – It was confirmed that Stephanie Richards is a part of the Working Group looking at plans for events in the village. There is likely to be a Fancy Dress competition and she planned to do a costume display in the Museum. She was also liaising with Mr Barwick about a display of other related items. Mr Gordon said that he hoped to use the photos of Festival of Britain from 1951 as an indicator of the costumes of the Day. The Chairman suggested that the coronation bench on the corner of Bishops Close should somehow be included in the Jubilee commemorations.

6 DIGITISATION PROJECT UPDATE

The Chairman, the Curator and Mr Gordon had attended another Zoom Meeting with Max Communications (MC) about this project now that funding had been agreed between HPC and FoHM, plus a gratefully received donation of £300 from the Arts Society which recently featured in BN5. The plan was for the curator to prepare the material for transportation to MC in London w/c 10th January 2022. A selection would then be digitised and sent to the Museum team to review and confirm before the whole approximately 3,500 items were completed. The team had also been shown a demonstration of MC's archiving and point of sale (POS) systems. Mr Gordon said a request to combine the two and link to the Henfield Museum website would be something we would plan for in next step. It would be necessary to create a clear policy and division of profits for the sale of any prints.

ACTION POINT: Curator to prepare items for transport to MC w/c 10 January 2022.

7 CURATOR'S REPORT - attached

1. **Acquisitions** – The Curator said that the document relating to land at Staples Barn, he thought was called an Abstract of Title was very interesting going back from 1800s to 1918. He was looking forward to being able to view the Lucy Bishop film. The Accessions were agreed by all.
2. **Museum and Covid Safety** – covered earlier.
3. **Disposals**- There was no further update.

8 FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT

Mr Jago reported that the History of the High Street from 1800 book was now in its final design stage but unfortunately would not be ready to be sold at the Christmas Fair on 5th December in

Henfield Hall where the FOHM would have a table. The Chairman queried whether a mock-up of the cover could be produced to try and get names at the fair for pre-sales. Mr Gordon said this might also be an option for the greetings cards if they were not ready by that date.

Mr Gordon reported that they had had a Zoom call with an ex Henfield resident (1939-1954) now living in Canada to capture her oral history. BN5 had also requested access to some of the oral histories as they would like to run an article. Mr Gordon gave details of Social media engagements: **Facebook:** 759 followers, Reach: 7537, Engagement: 1,141 (in last 28 days). **Twitter:** 160 followers. **Website analytics:** 2,400 views, with an average 2mins 8secs engagement time. Since 25th August - 791 users (770 new) Average engagement: 2mins 19secs. The website has been viewed by those living in UK – 563, US – 96, Canada – 18, Australia – 16, Ireland – 16, France – 9, Netherlands – 8, Italy – 7, Belgium – 6, Finland – 6. Finally the Top pages by views were Home – 446, Blog – 405, Henfieldians Past – 139, Contact Us/Opening Times – 112, Exhibitions – 84, Blog 2 – 78, History Group – 72, Those Who Served - 64, Collections – 61, MJB Photo Collection - 46

9 **CLERK'S REPORT**

1. **Financial Update** – The Chairman confirmed that spending year to date was £192.90, with a further known spend of approximately £200 against the budget of £500. income was budgeted at £300 but only £190 had been received. The curator confirmed there were further donations/sales monies yet to be passed to the Clerk.

ACTION POINT: Curator to pass donations/sales income to the Clerk so that the shortfall can be assessed.

2. **Curator's Honorarium** – It was Proposed by Cllr Jones and Seconded by the Chairman and Agreed by all to continue with the Curator's Honorarium of £150. The Chairman thanked him for all his hard work.

ACTION POINT: Clerk to pay honorarium to the Curator.

3. **2022/2023 Budget** – The Chairman proposed that the Museum should aim to break even next financial year not including rent and insurance costs. It was agreed to propose to the Clerk that the Museum Budget for the next financial year would therefore be £400 income and £400 expenditure

ACTION POINT: Chair to take budget proposal to clerk for discussion and agreement with HPC.

10 **CORRESPONDENCE**

There was none.

11 **ANY OTHER BUSINESS**

Mr Gordon said that Mr Jago's name had come up on Sussex in History Page as he ran a soup kitchen in Brighton in 1960s. He felt that it would be interesting to have his story as part of the oral history project.

Mr Gordon circulated details of a possible Accession – an enameled metal sign from Roshbachs Water retrieved from the Dagbrook, he thought it could be from 1870 – 1914, and it is 2-3 metres long and in good condition. The family who found the sign have said they would be happy to donate to the Museum rather than send to auction. Restoration, storage, and display issues were discussed including external display. It was agreed that Mr Gordon would contact Horsham Museum and the Henfield Hall and ask the family to hold until this committee could consider and make a final decision on accession at next meeting in February.

ACTION POINT: Mr Gordon to contact the Horsham Museum, Henfield Hall and current 'owners' of the sign and together with Curator make a formal proposal on accession including restoration, storage and display at next meeting in February.

12 **DATE OF NEXT MEETING**

Wednesday 23rd February 2022 at 7:30pm

Subsequent meetings are Wednesday 25th May, Wednesday 24th August and Wednesday 23rd November 2022 all at 7.30pm.

The Meeting Closed at 9.20pm.