

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

**Meeting of the Museum Committee held on Wednesday 23rd February 2022  
at 7:30pm in the Garden Room, Henfield Hall**

**Present:** Cllrs A Donoghue (Chairman), A Sharp, C Simmonds, Mr A Barwick (Curator), Mr L Jago (Chair Friends of Henfield Museum (FoHM) and Mr R Gordon (FoHM)

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

**MINUTES**

**1 DECLARATION OF MEMBERS' INTERESTS**

There were none.

**2 APOLOGIES**

Were received from Cllr Jones and Ms A Roberts.

**3 APPROVAL OF MINUTES OF MEETING HELD ON 24TH NOVEMBER 2021**

These were approved and signed by the Chairman.

The Chairman adjourned the meeting.

**OPEN FORUM**

There were no members of the public present.

The Chairman reconvened the meeting.

**4 MATTERS ARISING**

1. Purchase Link on Museum Website and electronic payments – Mr Gordon confirmed that the system is now working for both online purchases and in person and had been used. Preparation of the user guide and trial for volunteers was still outstanding.

**ACTION POINT:** Mr Gordon would prepare the training aid for the purchase of items in museum and organise a trial with Cllr Sharp and the Curator.

2. Magnetron Survey – Mr Gordon confirmed that Magnetometry work had started in one field, with the other hopefully scheduled for the coming days. Once the report was received, it would inform next steps and any future actions.
3. Roving Table – This has been moved from Red Oaks to the Library on 17<sup>th</sup> February and is likely to be there for a maximum of two months.

**ACTION POINT:** Mr Gordon and Chair to explore next potential location for the Roving Table including St Peter's School, Free Church or Upper Mead Care Home.

4. Fire and Burglar alarms – This matter is still outstanding.

**ACTION POINT:** The Assistant Curator would follow up and report back to the Committee.

5. Kneelers and Tapestry at St Peter's Church – This matter is still outstanding.

**ACTION POINT:** Mr Jago would follow up and report back to Committee.

6. Queens Platinum Jubilee – The Chairman confirmed that a committee had been set up to look at events being organised in June for the Jubilee. Committee included Ms Richards, Costume Curator. A member of the public had suggested setting up a digital repository of photos from local Jubilee celebrations. Mr Gordon confirmed that he could set up a Gallery Page on the Museum Website and the assistant Curator agreed to filter photographs coming in and select suitable ones for inclusion.

**ACTION POINT:** The Chairman would speak with Cllr Goodyear about this project being part of the Jubilee Committee's plans and to help publicise. Mr Gordon agreed to create a Gallery Page for the Museum Website and the Assistant Curator would prepare specification for which photographs could be used and would filter the photographs that were received.

7. CCTV – Annual Maintenance - It was confirmed that the annual maintenance had been carried out on 7<sup>th</sup> February 2022.

**5 CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE**

The Chairman confirmed that HDC are developing Mystery Trails around the district including Henfield. They were already aware of the Hidden Henfield, Henfield Museum and Henfield Library Websites. She said she would keep committee updated as she received any further information.

**6 DIGITISATION PROJECT UPDATE**

It was confirmed that Max Communications had collected the collection of 3004 photos on 9<sup>th</sup> February and a sample of the digitisation had just been sent through to Mr Gordon and the Curator to check for quality. Max Communications could complete the project by 25<sup>th</sup> March. It was agreed that the backs of the photos should be scanned where notes existed if no additional cost to quote was involved. If there was additional cost, the decision would be taken by the Chairman, Curator and Mr Gordon. There was a request to be reminded about next steps including potential sales of items to the public. The Chairman suggested at the next meeting, consideration should be given to the next batch of digitisation, she asked the Curator to review this including ephemera, pictures, maps, more photographs etc.

**ACTION POINT:** The Chairman to resend summary of project as previously sent to committee on 6th September 2021. The Parish Administrator would make sure that next Agenda included a discussion on next steps on this project.

**7 HENFIELD PARISH COUNCIL ANNUAL MEETING – 1<sup>ST</sup> MARCH 2022**

The Chairman confirmed that the Annual Parish Meeting was at 7pm on Tuesday 1<sup>st</sup> March and there would be displays to look at from 6.30pm. The meeting will also be available via Zoom. The Curator and Ms Richards had already prepared a display for the evening.

**ACTION POINT:** The Assistant Curator agreed to open the Museum from 6.30pm. Mr Gordon agreed to bring the tablet and square to enable the sale books or other items from the Museum.

**8 MUSEUM FORWARD PLAN**

The updated forward plan had previously been circulated to Committee members. Mr Jago said that the Sub-group were recommending that completed items be removed from the list including 6, 11, 12, 15, 16 and 18, but it was agreed to move these to a back page to be retained for record. There were other items discussed in the meeting that needed to be added into the updates on progress such as the Magnetometry Survey, presentations to Brighton University on costume and U3A and Digitisation Project.

**ACTION POINT:** Mr Jago to update Forward Plan to reflect discussions in meeting.

**9 DRAFT CURATOR'S AND ASSISTANT CURATOR'S AGREEMENT**

The Chairman confirmed that she had prepared a draft Curator's Agreement which was a requirement of the governance documents. This was now with the Curator for his comments and would then be circulated to the Committee, she would then work on an Agreement for Assistant Curator and Costume Curator.

**ACTION POINT:** The Curator agreed to review draft agreement and feedback to the Chairman. The Chairman would then circulate to Committee.

**10 CURATOR'S REPORT**

1. Acquisitions detailed in Curator's report were accepted.
2. Museum Policies and Processes to Review – It was agreed that the majority of the policies and processes did not require any change this year; the dates for review were noted as per Curator's report.

The Curator suggested that with change in Government Covid regulations that the Museum could return to a pre-Covid procedures including no necessity for visitors to sign in, masks no longer mandatory, increase in numbers allowed in Museum at one time. It was agreed that volunteers would still be asked to wipe surfaces touched by visitors and that the donations box and items for sale would be placed near the entrance again. Where possible non-cash transactions would be encouraged.

**ACTION POINT:** The Curator agreed to draft a communication to be sent to all volunteers by the Parish Administrator.

3. Disposals - The Assistant Curator said that there had been no further progress on the disposal of items.
4. Costume Collection November 2021 to February 2022 – prepared by Ms Richards – This was noted.

**11 FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT**

An update had already been circulated by Mr Gordon and this was noted.

**12 CLERK'S REPORT**

**Financial Update**

It was confirmed that Museum Expenditure to date was £384.90 against a budget of £500 and Income was £595.00 (including £300 from Arts Club) against a budget of £300, a further £116 from the donation box had been banked earlier in the day.

**13 ANY OTHER BUSINESS**

There was none.

**14 DATE OF NEXT MEETING**

Wednesday 25th May 2022 at 7:30pm in the Garden Room at the Henfield Hall

The Meeting Closed at 9.21pm