**CURATOR’S REPORT FEBRUARY 2022**

Steve has attended a training session at Crawley Museum on how to deal with paper objects damaged by water.

The total number of visitors last year was 771. Covid restrictions meant that the museum was only allowed to open from mid-May onwards.

The museum photographs for scanning were collected by Max Communications Ltd on 9th February.

Two new volunteers have been taken on following an appeal on the Henfield Museum Facebook page.

The roving display case was moved from Red Oaks to Henfield Library on the 17th February, and will remain there for two months.

Donations to be considered for accessioning are: A book on the Provincial Banks of Sussex with a reference to Henfield. Some photos of Henfield, A coat which belonged to a Henfield person who lived here in the 1940s & 1950s. A Violet Nurseries coat hanger. A wartime christening gown from a Henfield resident which would add to the costume collection. Glasby family ephemera. A small dish with a Rowland Emett designed contraption on it (He lived in Henfield in the early 1950s). A small painting of the Lydds windmill.

REVIEW OF POLICIES ETC.

(a) Forward Plan. This has been reviewed by me, Jane Jones, and Leo Jago and will be discussed under an item on the agenda.

(b) Long Term Loans. The framed railway timetable on load from Michael Scutt is up for renewal, and has been extended for another three years with Michael’s permission. This is therefore to be reviewed again in February 2025.

(c) Emergency Plan. As this was only finally approved towards the end of last year I suggest it is reviewed again in 2023.

(d) Adequacy of Workforce. We are now up to full strength.

(e) Museum Security. A survey covering general security issues is due to be carried out by the police in 2025.

(f) Instruction Sheet for Volunteers. We are still using the sheet revised for operating under Covid conditions. I suggest we carry on using this for the time being.

(g) Volunteer Agreement. I see no need to alter this.

(h) Collection Care and Conservation Policy. This does not require changing.

(i) Collection Development Policy. The date for review of the policy on the first page should be changed to 2024.

(j) Museum Mentor Agreement. I suggest Amy Roberts continues in the role, and therefore the agreement remains the same.

(k) Arrangement for Storage of Objects Offsite. I have spoken to Ray Osgood and he is happy for the museum objects to remain at his place for another year.

(l) Need for an Access Survey. This is due, and I will ask if members of the Self Help Group would like to carry this out.

(m) Visit of Fire Brigade. This should be carried out in 2023.

(n) Data Protection Policy. This was approved in 2018 and I see no need to revise it. The Parish Council should check that they are not holding personal details of volunteers who are no longer on the rota list.

(o) Museum CCTV Policy. I believe this now comes under the PC policy and is therefore redundant.

(p) CCTV Privacy Input Assessment. I see no reason to change this.

(q) Governance & Management Document. It has been suggested by Ann Donaghue that forms should be included for the appointment of Curator and Assistant Curator something along the lines of the museum volunteer form. The document says that these positions are filled by the Management Committee which implies candidates would be interviewed for the posts. How the appointments are made should perhaps be made clear in the document.

Alan Barwick

Curator