

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

**Meeting of the Museum Committee held on Wednesday  
8<sup>th</sup> June 2022 at 7:30pm in the Garden Room, Henfield Hall**

**Present:** Cllrs A Donoghue, J Jones, M Morgan and A Sharp, Mr A Barwick (Curator), Mr R Gordon (Chair - Friends of Henfield Museum (FoHM) and Mr L Jago (FoHM)

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

**MINUTES**

**1 ELECTION OF CHAIRMAN FOR FORTHCOMING YEAR**

It was **PROPOSED** by Cllr Jones **SECONDED** by Cllr Sharp and **VOTED ALL IN FAVOUR** to elect Cllr Donoghue as Chairman for the forthcoming year.

**2 DECLARATION OF MEMBERS' INTERESTS**

There were none.

**3 APOLOGIES :** Ms A Roberts. (Museum Mentor)

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

It was **PROPOSED** by Cllr Sharp **SECONDED** by Cllr Donoghue and **VOTED ALL IN FAVOUR** to elect Cllr Jones as Vice-Chairman for the forthcoming year.

**5 APPROVAL OF MINUTES OF MEETING HELD ON 23<sup>RD</sup> FEBRUARY 2022**

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.*

Mr Robotham arrived at 7.35pm

**6 MATTERS ARISING**

1. Roving Table – The Curator confirmed that the Roving Table had moved to the Haven with kitchen theme and will remain there for two months. The Chairman said the Head of St Peter's School had provisionally agreed to have at school but wanted to view prior and therefore now likely not until the Autumn term. It was suggested that the next move might be to the Free Church if they were interested, and the Curator agreed to make contact.

Mr Jago said that at the previous evening's FoHM AGM it had been suggested that documents could be prepared relevant to schools in the past and he would make contact to see if St Peter's School were interested.

**ACTION POINT:** The Curator would contact the Free Church to see if they would like the Roving Table and Mr Jago would prepare details of what might be available for a Schools themed display and contact St Peter's School.

2. Fire and Burglar alarms – It was confirmed that this is still outstanding.

**ACTION POINT:** The Assistant Curator would investigate the matter.

Mr Gordon arrived at 7.40pm.

3. Electronic payments training- Mr Gordon confirmed that the training document has been completed but that the training has yet to be carried out.

**ACTION POINT:** The Curator, Mr Gordon and Cllr Sharp would find a suitable date for training.

4. Queen's Jubilee photos – The Chairman confirmed that BN5 had taken on the role of collecting the photos and would make them available to Museum, it was agreed that the Assistant Curator would select what would be retained.
5. Mystery Trails – It was confirmed that these were now live and can be accessed online, there are posters in some shop windows.

**ACTION POINT:** Mr Gordon agreed to link the Mystery trails to the website.

## **7 CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE**

1. Henfield Parish Council Business Plan (available on the HPC website) - The Chairman confirmed that the Parish Council now has a Business Plan which includes a point about making the Museum accessible to as many as possible.

## **8 MUSEUM REPRESENTATION ON NEW HENFIELD HALL COMMITTEE**

The Chairman confirmed that the Henfield Hall had made contact requesting representation from those who fulfilled their frequent user criteria to nominate representatives; the Chairman would represent the Museum. The Chairman, Cllrs Jones and Sharp and the Curator had attended a recent Hall meeting and the Henfield Hall AGM will be next Spring (within 15 months of incorporation as a CIO in February 2022). Until that time the existing trustees will remain in place and be joined by three newly elected trustees from groups; Cllr Jones representing Museum. Henfield Parish Council Vice Chairman would also be a trustee. At the meeting it was confirmed that Ann Hubner would take over as the new Chair, and they are looking for a new Treasurer. The next Hall Trustees' meeting was 28<sup>th</sup> June 2022 and Cllr Jones agreed to ask why those living in Small Dole people can't apply.

**ACTION POINT:** Cllr Jones agreed to ask at the next Henfield Hall Trustees meeting about the representation geographic area as it relates to Small Dole.

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

The Chairman confirmed that both had now been completed and signed by Curator and Asst. Curator.

**ACTION POINT:** Clerk to sign and copies returned to both Curator and Assistant Curator.

## **10 DIGITISATION PROJECT UPDATE AND NEXT STEPS**

The Chairman confirmed that approx. 3,000 photos had been scanned by Max Communications and originals returned to the Museum as well as a solid-state drive of the digitised copies. This work was paid for HPC Museum reserves, FoHM plus a donation from the Arts Society. As had been discussed last year, the next Stage is to make purchasing available online with the help of Max Communications. Example previously shared: <https://boroughphotos.org>. It was agreed that the Chairman, Curator and Mr Gordon would liaise with Max Communications to look at Stage 2 and also to consider what the next project would be if funding could be achieved. The Chairman had previously circulated information regarding Lottery Heritage Funding available for a new project.

**ACTION POINT:** The Chairman, Curator and Mr Gordon would set up a meeting with Max Communications to talk next steps and propose next project.

## **11 MUSEUM FORWARD PLAN**

Mr Jago confirmed that he would update the document as discussed in February meeting and actions taken since and this would then be an item for discussion at August meeting.

**ACTION POINT:** Mr Jago to update forward plan and Parish Administrator to add to August Agenda and pre-circulate.

## **12 SUMMER UNIVERSITY VOLUNTEER**

It was confirmed that a student from Newcastle University will be joining the Museum for two weeks at the end of August and including two days at Horsham Museum. The Projects could include Costume, Video Content, Research and writing an article, Contactless payment training and engaging with school. Mr Gordon confirmed that a report would need to be prepared and sent to her university after placement. The Chairman asked that with agreement of student, her placement is posted via social media posts, (potentially including BN5) so that it highlights youth involvement in Museum activity.

**ACTION POINT:** Mr Gordon to finalise brief for the placement. Assistant Curator to prepare a Risk Assessment for Student

**13** **CURATOR'S REPORT**

1. Acquisitions – These were agreed.
2. Disposals - Assistant Curator reported that he had started a new list and would present these at next meeting.

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

Mr Gordon had previously circulated social media statistics for recent months. The Curator confirmed that recording of the Oral Histories was starting again. The Curator said that the book about the High Street was likely to go to print in 2 or 3 weeks. Mr Gordon shared examples of greetings cards/notelets packs featuring museum arts. Once a printer had been identified, costings would need to be drawn up and the Chairman agreed to speak with the Clerk regarding payment options. It was confirmed that FoHM membership had increased to 82 members and that total FoHM funds were currently approx. £2,000, after £1,000 paid out for digitisation.

**ACTION POINT:** Mr Gordon to review card pack costing and share with Chair.

**15** **CLERK'S REPORT**

1. Financial Update – Only expenditure to date was Max Communications invoice for digitisation of photos as per above. No income received.

**16** **ANY OTHER BUSINESS**

The assistant Curator noted that it would be good to find out who had used a 360 degree camera at Beacon Lighting on Rothery as would be good to capture for future.

**17** **DATE OF NEXT MEETING**

Wednesday 24<sup>th</sup> August 2022 at 7:30pm

The meeting closed at 8.56pm