

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

**Meeting of the Museum Committee held on Wednesday**  
**24<sup>th</sup> August 2022 at 7:30pm in the Henfield Hall.**

**Present:** Cllrs A Donoghue, 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:** Mrs B Samrah (Parish Administrator (PA)).

**MINUTES**

**1 DECLARATION OF MEMBERS' INTERESTS**

There were none.

**2 APOLOGIES**

Were received from Cllr Jones, Mr S Robotham (Assistant Curator) and Ms A Roberts.

**3 APPROVAL OF MINUTES OF MEETING HELD ON 8<sup>TH</sup> JUNE 2022**

Amendment to previous minutes - FoHM funds were at £3,525.31 (not £2,000 as reported). This was noted and the minutes were signed and dated 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. Electronic payments training – Mr Gordon confirmed that an additional BT Disc was being installed in the Museum by HPC on 3<sup>rd</sup> September and it was anticipated that this would very much improve Wi-Fi coverage, at which point he would reschedule the training.

**ACTION POINT:** Mr Gordon would organise training with Cllr Sharp, the Curator and Assistant Curator.

2. Roving Table – It was confirmed that the roving table would be moved to the Free Church foyer with the existing Kitchen display and it was hoped it could remain there for a further period with a new display to reflect the Free Church history. It was also confirmed that there was no interest/space for it at the Catholic Church.

3. Fire and Burglar alarms – It was agreed by all not to spend any of our limited funds at this stage to change the setup between the Fire and Burglar Alarms within the Museum. This could be reviewed should circumstances change.

4. Queen's Jubilee photos – Mr Gordon confirmed that some photos from this year's events are already on the website with photos from previous jubilees, videos and sound recordings. It was confirmed that BN5 Magazine were also sorting photos from this year to pass onto Museum for inclusion.

**5 CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE**

1. Henfield Parish Council Business Plan - The Chairman confirmed that there was nothing further to report since last meeting.

2. South East Museum Development Newsletters: 1 and 15 August 2022 – The Chairman said that both contained interesting articles, grants etc and recommended reading.

**6 DIGITISATION PROJECT UPDATE AND NEXT STEPS – AD/AB/RG**

– An update report was circulated with the agenda. The Chairman confirmed that Max Communications have since sent a quote for potential future work using information provided by the Curator and Mr Gordon. The Curator had used that to estimate that approximately £4,000 would be required for this next phase and would complete an analysis in the coming weeks to enable a grant to be applied for. It was agreed to proceed. It was confirmed that the digitisation had already generated more interest in the Museum from all around the country.

**ACTION POINT** – Curator to review and prepare a list of resources and costings and the Chairman to approach SMG for assistance with the Grant application.

## **7 MUSEUM FORWARD PLAN**

1. Development plan – 2019-2023 – A draft update on the plan was circulated with the agenda. Mr Jago explained the thinking behind the change of name and wanted feedback on those areas written in red. It was agreed that those areas which are now completed would remain as part of schedule but under a separate section, as the Curator would use this as part of accreditation review in 2024. Mr Gordon reminded all that at the next review there were now other documents such as the Vision document that could also be shared as part of that review. It was agreed that finding additional storage space within the Henfield Hall would be a priority to be discussed with the new Hall Committee.

**ACTION POINTS** - Mr Jago to make agreed amendments to the Development Plan and circulate. Museum representatives (Cllrs Jones and Donoghue) on the Hall Committee to ask for a review of storage within Henfield Hall.

2. Museum Signage. It was agreed that external signage could be improved. Mr Jago agreed to circulate his ideas for a visual display relating to the Museum that could be positioned in the Library car park as well as others. Cllr Morgan confirmed that permission would be needed from Horsham District Council (HDC).

Mr Gordon felt that the existing sign on the front of the Henfield Hall was not eye catching enough and that possibly the Rossbach sign might be suitable or an upgrade to the existing sign.

**ACTION POINTS** – Mr Jago to circulate his idea for the Library car Park for comment and Cllr Morgan would discuss with HDC. Mr Gordon would further consider the existing Museum sign as well as the Rossbach sign. Any proposal there would need to be discussed with the Henfield Hall Committee.

3. Museum Opening Hours. Requests had been received to consider keeping the Museum open into the lunch period. Members of the committee who volunteered in the Museum shared their experience of visitors coming later in the open sessions. It was agreed to ask all the volunteers to track visitor numbers in the mornings by hour i.e. 10-11am or 11-12pm. With this information, it may then be a discussion with volunteers regarding revising opening hours.

**ACTION POINT** - PA to draft email to be sent to all Museum volunteers regarding the change in tracking visitor numbers from September.

4. Wi-Fi for Museum – This had been covered earlier item 4.1

5. Charging customers for research – It was agreed to retain a request for donation/social media review rather than instigating a fixed charge at this point.

**ACTION POINT** - PA to draft a more comprehensive (i.e. including bank details, social media details) email tagline that would then be used by Curators and Mr Gordon on emails to research/resource requests.

## **8 SUMMER UNIVERSITY VOLUNTEER- RG**

It was confirmed that the student was arriving on 26<sup>th</sup> August and would meet with the Curator, Mr Gordon and Ms Richards to have an induction to the Museum and local area. She would also spend a couple of days the following week in Horsham Museum. If successful, it was hoped another placement could be sourced for next year.

## **9 CURATOR'S REPORT – circulated with agenda**

1. Acquisitions – All agreed to the accession of the 1920s dress.

The Curator said that visitor numbers for the first six months of 2022 were 500 which was 200 down on pre-Covid Times.

2. Disposals- SR – In the absence of Assistant Curator at meeting, the Curator confirmed that he has prepared a list of appropriate disposals ready to send Sussex Museum.

## **10 FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT**

1. Horsham Museum - Open Evening - 5 August 2022

The Curator and Ms Richards had attended the Open Evening and found it to be enjoyable. It was agreed that the Curator from Horsham would be invited to visit Henfield Museum again next year.

The Chairman asked whether the High Street Book was near publication and ready for sale in the lead up to Christmas. Cllr Sharp agreed to ask Mrs Sharp to review progress.

**ACTION POINT** – Cllr Sharp to ask Mrs Sharp to follow up.

2. Mr Gordon said that HDC would send a Jubilee Scroll to the Curator at the Museum shortly. A Bronze Age axe head, (found in 2017 in Woodmancote) would be purchased using FoHM funds (£240). He would post on Social Media when it arrived and work with the Curator on display.

Mr Gordon would send PDF to Committee of the Post Mark.

He has a proposal that he will take to next FoHM meeting to license images to produce notelet cards for sale rather than producing them which was not proving to be cost effective.

Website and social media figures had been pre-circulated with agenda. These showed an increase in visitors year by year, the most popular pages being the blog followed by Henfield Past, History Group, Historical Photograph Collection and Arborea. The Chairman thanked Mr Gordon for all the work he had put in to the website as well as others who had assisted.

Mr Gordon had responded to a university project on digital engagement.

Mr Jago confirmed that a talk on Dialects was planned for Wednesday 28<sup>th</sup> September in the Henfield Hall and this would be publicised including in BN5 and Parish Magazines.

It was confirmed that a table had been booked by FoHM for the Charities Christmas Fair in November.

## **11 CLERK'S REPORT**

1. Financial Update - It was confirmed that £2,631.30 was paid to Max Communications on 1.6.22 for digitisation and £1,000 was received from FoHM on 13.6.22 towards cost of digitisation. The balance would be funded within reserves and not the 2022/2023 budget figures.

From the 2022/2023 budget, £20 was paid to Sussex Museums' Group Annual membership in June. No income had been recorded to date but there may have been physical donations made within Museum.

**ACTION POINT:** The Curator agreed to check the donations box when next in the Museum and deposit any received with Parish office.

2. Statement for HPC budget Reserves - draft wording pre-circulated with agenda – The Chairman asked for comments on the draft. Mr Gordon said that he felt it was important that the Museum "Tells the Story of Henfield", not just the physical objects it contained.

**ACTION POINT:** Chair to amend wording to include above comment and submit to Clerk for September Finance, Risk & Change Governance meeting.

## **12 ANY OTHER BUSINESS**

There were none.

## **13 DATE OF NEXT MEETING**

Wednesday 23<sup>rd</sup> November 2022 at 7:30pm.

The Chairman asked if anyone had matters to be included in agenda, they could send them through before the meeting.

The meeting closed at 9.23pm.