

HENFIELD PARISH COUNCIL
MUSEUM COMMITTEE

**Meeting of the Museum Committee held on Wednesday 23rd November 2022
at 7:30pm in the 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), Mr L Jago (FoHM) and Ms A Roberts (Museum Mentor).

In Attendance: Mrs B Samrah (Parish Administrator (PA)).

MINUTES

1 DECLARATION OF MEMBERS' INTERESTS

There were none.

2 APOLOGIES

Were received from Mr Robotham.

3 APPROVAL OF MINUTES OF MEETING HELD ON 24th AUGUST 2022

These were approved and 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 – The Chairman confirmed that some training had taken place but was still ongoing. This would be reviewed at next meeting to see if back up plan needed for those uncomfortable with technology.

ACTION POINT: Curator to report back on status at February Meeting.

2. Museum Opening Times – The Curator confirmed that the new time recording of visitors to the Museum had not produced a big difference between the first or second hour of opening. It was agreed that the monitoring would continue and reviewed at next meeting.

ACTION POINT: Curator to ask volunteers to continue recording visitors.

3. Standard Email sign off – Mr Gordon confirmed that he is using the new sign off on his museum related emails. He thought that it was possible that two recent donations may have been as a result of using this.

ACTION POINT: Mr Gordon to send the details to the Curator to use on his museum related emails.

5 CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE

1. Annual report for Parish Meeting in 2023 – The Chairman confirmed that she would prepare draft report for 2022 and email the Committee for their input as it would be required pre next meeting.

ACTION POINT: The Chairman to draft report and email to committee for input

2. Horsham District Council Volunteers Christmas (14.12.22)– As only two volunteers had expressed a wish to attend, it would not be possible to utilise the minibus.

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

The Curator had previously circulated a schedule of items for phase II of Digitisation Project. It was agreed that the Chairman would apply for a grant(s) for the full schedule in the first instance.

ACTION POINT: The Chairman to identify and apply for relevant grants funding and report back to Committee.

7 MUSEUM FORWARD PLAN

1. Development plan – 2019-2023 – No further update at this stage apart from agenda items.
2. Museum Signage in car parks – After discussion, it was agreed that Cllr Morgan would approach HDC about placing two x A1 sized Posters on the rear wall of the Public Conveniences in the Library Car Park, this would need to be approved by the Village Amenities Committee as well. It was also agreed that the Curator, Cllr Jones, Mr Jago, Mr Gordon and possibly Mr Bailey would

meet as a working group to discuss the style and photos to be used and report back to including funds required.

ACTION POINTS: Cllr Morgan agreed to speak with HDC about any planning permissions needed for the siting of posters. The Working Group to set date to discuss type, style and material of posters as well as costing. PA to follow up on VAC agreement which had been sought via email.

3. Charging customers for research – It was agreed to continue to use the new email sign off to encourage donations in return for research work done.

8 SUMMER UNIVERSITY VOLUNTEER-

Mr Gordon reported back on the summer placement that he and the Curator had organised for the university student. He agreed it could be considered in the future for mutual benefit for the right placement.

9 CURATOR'S REPORT - attached

1. Acquisitions – After some discussion it was agreed that PA would check whether the Parish Office already had the minutes in question and if not to offer them. All other acquisitions were agreed.

ACTION POINT: PA to check on Parish Council minutes held to identify if duplicate or should be retained.

2. Disposals- No further update.

10 FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT

The Curator confirmed that sales of the new Henfield High Street Book were doing well with many sold at the Charities Christmas Fair held earlier in the month. The Chairman also agreed to email the owner at the Post House Café to see if he could circulate details to all traders in the High Street. The book is also featured on the website and in BN5.

Mr Gordon confirmed that the article on James Vinal had been well received. He had additionally prepared articles for both BN5 and the Parish magazine about current displays.

He also said that he hoped new greeting cards would be available soon.

The Arboria project was proving popular; two 17-year-old Giant Redwood saplings had been gifted as replacements for the tree lost in Mill Drive. One had been planted at the Orchard and the other at a private home. He hoped to find seeds for Cedars of Lebanon, perhaps from Kew, to replace the Cedars lost in Cedar Way and at Spring Hills.

Other articles shared on social media included the Unknown Warrior, Captain Brooks from Shermanbury and others. A Wade painting of a house in Jolesfield was proving interesting too.

He reported that the Curator at Horsham Museum hoped to form a group of local museums including Horsham, Henfield, Storrington, Amberley and Steyning with a first meeting set up in the near future.

11 CLERK'S REPORT

- 1 Setting aside the income/expenditure from phase 1 of the digitisation project (which was funded by reserves, FOHM and Arts club donation), Income totaled £102 from the sale of books and donations.

Known expenditure totaled just under £260, the Chairman said that as previously discussed she would be asking FoHM to make up the difference if there was a deficit between income and expenditure at end of financial year. This would not include the rent and insurance for Museum which was currently paid by HPC precept.

Budget for 2023-2024 – This was confirmed as £400 for expenditure and £400 income.

2. Curator's Honorarium

It was **Proposed** by Cllr Jones, **Seconded** by Mr Gordon and **Agreed** by all to pay the Curator's £150 honorarium.

12 ANY OTHER BUSINESS

There were none.

13 DATE OF NEXT MEETING

Wednesday 22ND February 2023 at 7:30pm.

The Meeting closed at 8.55pm.

Meetings in 2023 - all starting at 7.30pm –22nd February, 31st May, 30th August, 29th November.