

HENFIELD PARISH COUNCIL
MUSEUM COMMITTEE

**Notice of a meeting of the Museum Committee to be held on
Wednesday 22nd February 2023 at 7:30pm in the Henfield Hall**

AGENDA

1 DECLARATION OF MEMBERS' INTERESTS

2 APOLOGIES

3 APPROVAL OF MINUTES OF MEETING HELD ON 23RD NOVEMBER 2022

OPEN FORUM

4 MATTERS ARISING

1. Electronic payments training – RG
2. Museum Opening Times - AB

5 CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE

1. HPC Safeguarding Policy – attached.
2. HPC election of Councillors - 4 May
3. Museum Signage in Car Park – AB/JJ/LJ/RG

6. ANNUAL PARISH MEETING – 7TH MARCH 2023

1. Museum Annual Report – Already circulated.
2. Museum Display

7 DIGITISATION PROJECT UPDATE AND NEXT STEPS

I-Cloud proposal - To consider proposal to upload the digitised images to the Cloud in the museum Google account to ensure they are accessible, searchable and backed up on Google Drive and upgrade to Premium level at £79.99 p.a. to accommodate what was digitised last year (approx. 225GB) and for future digitisation. (currently Free for 15GB only) - RG

8 ANNUAL REVIEW OF POLICIES AND FORWARD PLAN - AB

9 CURATOR'S REPORT - attached

1. Horsham District Museum Group Meeting Notes – 24.1.23 - attached
2. Acquisitions - AB
3. Disposals - SR

10 FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT

Members' Update – a 2022 Retrospective – attached

11 CLERK'S REPORT

1. Financial Update
2. Budget for 2023-2024

12 CORRESPONDENCE

13 ANY OTHER BUSINESS

14 DATE OF NEXT MEETING

Wednesday 31st May 2023 at 7:30pm

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