

HENFIELD PARISH COUNCIL
MUSEUM COMMITTEE

**Meeting of the Museum Committee held on Wednesday
22nd February 2023 at 7:30pm in the Henfield Hall**

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

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

MINUTES

1 DECLARATION OF MEMBERS' INTERESTS

There were none.

2 APOLOGIES

Were received from Cllr Morgan.

3 APPROVAL OF MINUTES OF MEETING HELD ON 23RD NOVEMBER 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 Curator confirmed that training had been given to all but one volunteer however, as volunteers did not often use the device there was a lack of confidence to use. The Curator confirmed that the instructions were on the desk in the Museum for reference.
2. Museum Opening Times – It was agreed to continue to log visitor numbers by hour but not change opening times at this stage. It was suggested that we seek a volunteer to cover Saturdays between 12 and 2pm ie the gap between current opening hours.

ACTION POINT: All volunteers to continue logging visitor numbers.

5 CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE

1. HPC Safeguarding Policy – The Chairman asked that the Curator made sure that the volunteers were aware of the HPC Safeguarding policy which covers the Museum.

ACTION POINT: PA to circulate the Safeguarding policy to all volunteers.

2. HPC election of Councillors - 4 May 2023. The Chairman confirmed that Council elections would be required if more than 15 candidates (13 Henfield Ward and 2 Small Dole Ward) stood. Therefore, there may be a change of Museum committee members by the next meeting. As the FoHM AGM would be held on 15th April 2023, the Chairman requested that any changes to Chair and Vice Chair be notified to the Parish Office thereafter.

ACTION POINT: Mr Gordon and Mr Jago to keep Office Updated.

3. Museum Signage in Car Park – It was agreed that this will be carried forward to the next meeting in May as the working group was still in discussion.

ACTION POINT: PA to include in agenda for 31st May meeting.

6. ANNUAL PARISH MEETING – 7TH MARCH 2023

1. Museum Annual Report – The Chairman confirmed that the Annual report from the Museum Committee had been submitted after having been circulated to the Committee.

She gave an overview of meeting content and that it had already been communicated via HPC and BN5 social media.

2. Museum Display - The Curator confirmed that the Museum would have a display including a costume display organised by Stephanie. The Museum could be open from 6pm with a request that that this could be publicised via social media alongside the APM.

ACTION POINT: PA to ask for publicity regarding Museum opening to be included in future postings.

7 DIGITISATION PROJECT UPDATE AND NEXT STEPS

I-Cloud proposal - To consider the proposal to upload the newly digitised images to an Cloud Google account to ensure that Museum has an accessible back up. To upgrade to Premium level of 2TB of storage for £79.99 p.a. to accommodate what was digitised last year (approx. 225GB) and for future digitisation. (Currently only have 15GB which is free) – Additionally, Chairman confirmed that the Hard Disc had been purchased from Max Communications and currently stored all the digitised items but the Cloud storage would be a useful and accessible back up.

IT WAS PROPOSED BY Mr Gordon **SECONDED BY** Cllr Jones and **AGREED BY ALL** to upgrade storage to I-Cloud at a cost of £79.99 per annum for at least one year.

ACTION POINT – Mr Gordon confirmed that he would back up the Disc to I-Cloud on Saturday when he was in the Museum. He would also ensure that the HPC office had a copy of all the necessary passwords which could be kept in a secure place.

The Chairman confirmed that she was applying for full funding grants from Heritage and the National Lottery who both offered grants between £3,000 and £10,000 for phase two of the items to be digitised. There were likely to be waits of 8 – 12 weeks for decisions on these grants. She would continue to investigate others.

8 ANNUAL REVIEW OF POLICIES AND FORWARD PLAN

The Curator had reviewed the Museum Policies, Governance & Management Document, Development/Forward Plan and Emergency and Disaster Plan and his recommendations for amendments were circulated to the committee prior to the meeting and were accepted by all. It was also agreed that the addition of names to the Emergency and Disaster Plan would be held over until the next meeting in case the committee membership had changed. It was formally agreed to stop Covid procedures.

ACTION POINT: PA to amend documents in line with Curator's suggestions.

9 CURATOR'S REPORT - circulated with agenda

1. Horsham District Museum Group Meeting Notes – This was noted.
2. Acquisitions – It was agreed that all items listed in the Curator's report would be accepted in to the Museum. It was also agreed that a Bronze Age Copper alloy Axe head recently purchased by FOHM would be accepted. Mr Gordon said that it would be shown at the FOHM AGM on 19 April and then it would be necessary to find a suitable case in which to display it within the Museum.

Mr Gordon said that he was in discussion with Westdene College about their ability to analyse the composition of the Axe and make recommendations on storage.

3. Disposals – Mr Robotham confirmed that there were still a few items left having followed and complied with the Collections Policy and Process. It was agreed to display some of the smaller items alongside photos of the larger items and offer them to attendees at the Annual Parish Meeting on 7 March. A donation to the Museum would be welcomed but not required.

ACTION POINT: Chairman and Mr Gordon to draft suitable wording to display. Mr Robotham to arrange items of display on the evening.

10 FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT

Members' Update – a 2022 Retrospective – This was circulated to members prior to meeting. Mr Gordon reminded members that the Roving Table was now in the Free Church and encouraged them to visit.

11 **CLERK'S REPORT**

1. Financial Update – The Chairman reported that income for the year was £234.00 and expenditure was £382.09 (including £79.99 agreed earlier in the meeting for storage).

2. Budget for 2023-2024 – HPC had agreed that the Museum budget would be £400 income, £400 expenditure.

12 **CORRESPONDENCE**

There was none.

13 **ANY OTHER BUSINESS**

Mr Robotham said that the Henfield History Group would like to make a financial donation to the Museum for a project following a recent sale of donated books. He would have more information on the amount after the next History Group committee meeting. The Chair asked Mr Robotham to pass on their thanks, as the Museum would be delighted to accept a donation.

14 **DATE OF NEXT MEETING**

Wednesday 31st May 2023 at 7:30pm.

The Meeting Closed at 9.24pm.