

HENFIELD PARISH COUNCIL
MUSEUM COMMITTEE

Notice of a meeting of the **Museum Committee** to be held on **Wednesday 13th November 2019** at **7:00pm** in the Parish Office at the Henfield Hall.

A G E N D A

1. **DECLARATION OF MEMBERS' INTERESTS**
2. **APOLOGIES**
3. **APPROVAL OF MINUTES OF MEETING HELD ON 28th AUGUST 2019**

OPEN FORUM

4. **MATTERS ARISING**
 - a) Museum Signage in the Village Centre
 - b) Henfield Parish Council Website Update
 - c) TV Programme – The Repair Shop – Update
 - d) Access Database
5. **CHAIRMAN'S ANNOUNCEMENTS**
 - a) Annual Report
6. **FUTURE MANAGEMENT OF THE MUSEUM**
 - a) Draft Museum Forward Plan – Vision, Forward Plan and Situation Review
 - b) Draft Digitalisation/IT Plan
7. **CURATOR'S REPORT**
 - a) Acquisitions
 - b) Disposals
 - i) Postcards – Proposals for Those Not Sold
 - ii) Disposals - Update on the Disposals Agreed at the August Meeting
 - iii) Next Steps on Further Disposals
 - c) Review of Henfield Museum Collections' Policy
8. **FRIENDS OF HENFIELD MUSEUM – REPORT FROM ROB GORDON**
9. **FINANCIAL REPORT – REPORT FROM THE CLERK**
 - a) Progress Report – 2019/20
 - b) Overview of the Museum Finances (HPC and FoHM) – Chair to Report
 - c) Budget for 2020/21 – Proposal of £500 Expenditure and £300 Income
 - d) Approve Payment of Honorarium to the Curator
10. **ANY OTHER BUSINESS**
11. **DATE OF NEXT MEETING**

Wednesday 26th February 2020 at 7:00pm.