

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

**Meeting of the Museum Committee  
held on Wednesday 13<sup>th</sup> November 2019 at 7:00pm  
in the Council Office at the Henfield Hall.**

**Present:** Cllrs A Donoghue (Chairman), A Sharp and C Simmonds.  
Mr Leo Jago (Friends of Henfield Museum), Mr Alan Barwick (Museum Curator) and Mr Robert Gordon (Friends of Henfield Museum).

**In attendance:** Mr Steve Robotham (Assistant Curator).

**MINUTES**

1. **DECLARATION OF MEMBERS' INTERESTS**  
There were no declarations made.
2. **APOLOGIES**  
Cllr J Jones and Ms Amy Roberts.
3. **APPROVAL OF MINUTES OF MEETING HELD ON WEDNESDAY 28<sup>th</sup> AUGUST 2019**  
Approved, 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**
  - a) **Museum Signage Village Centre**  
The Parish Council minutes stated that they would not support any more signage but that Horsham District Council will be erecting two information boards (one in the car park and one to be advised), which would include information on the Museum. The Curator expressed his disappointment as he felt a 'brown' sign would be appropriate for those driving along High Street, as other signage was pedestrian biased. Rob Gordon also suggested that the Museum signage on the Henfield Hall could be looked into to improve visibility.
  - b) **Henfield Parish Council Website Update**  
The first mock-up should be available and shared with members before next meeting, to enable any feedback in a timely manner.
  - c) **TV Programme – The Repair Shop - Update**  
Steve Robotham reported that he has the TV application form to fill in. Peter Bates to be asked if he would head up the presentation to the programme, as the pram was something he donated to the Museum. The Bath Chair was discussed as to likely disposal, firstly to unregistered museums and then offered locally.  
**ACTION: Steve Robotham to speak to Peter Bates and complete the application.**
  - d) **Access Database**  
Rob Gordon outlined how our existing database could be made accessible on Windows 10 and multimedia.

**ACTION: The Curator to speak to his IT contacts in the village and ask if a) willing to do work and b) if there would be a cost involved. He will report back to the Committee.**

It was decided to look into the various options of having the use of a scanner. The main focus is to be able to copy between 50 and 100 maps of various sizes and a large number of photographs and digitise them, as well as all items in collection. The options discussed were to either purchase a scanner, outsource or a mixture of both. Members to investigate the options and report back at the next meeting and to ascertain if records exist elsewhere e.g. County records.

**ACTION: Curator to speak to 'All things covered.' Assistant Curator to speak to Dave Page, from D T Page Print & Graphic.**

**5. CHAIRMAN'S ANNOUNCEMENTS**

Annual report for the Annual Parish Meeting in March will be due before the next meeting.

**ACTION: The Chairman will draft the annual report and circulate it to members in January for comments, before submitting to the Clerk.**

**6. FUTURE MANAGEMENT OF THE MUSEUM**

**a) Draft Museum Forward Plan – Vision, Forward Plan and Situation Review**

It was agreed, due to the amount of work required, to have another meeting on Tuesday 14th January at 7pm in the Parish Office, solely to review all the items.

**ACTION: The Chairman to circulate updates (after receiving comments) and then circulate the draft Forward Plan to all members.**

**ACTION: All to review and bring any suggested amends (priorities, resources, timing etc) to the meeting in January.**

**b) Draft Digitisation/IT Plan**

**ACTION: To be considered by members in the context of the Forward Plan.**

**7. CURATOR'S REPORT**

The Curator's report was circulated to the Committee.

**a) Acquisitions**

The report was accepted.

**b) Disposals**

**i) Postcards**

The Curator reported that all duplicate postcards have now been sold.

**ii) Disposals**

The Curator and Assistant Curator will clear the remaining items from the list of disposals and will start another list.

**iii) Next Steps on Further Disposals**

The Assistant Curator will list the remaining items on unregistered museum sites. Any remaining items should then be offered to local organisations.

**Action: The Curator and Assistant Curator to begin another disposals list.**

**c) Review of Henfield Museum Collections' Policy**

The copy circulated prior to the meeting was agreed.

**8. FRIENDS OF HENFIELD MUSEUM – REPORT FROM ROB GORDON**

Rob Gordon updated the committee. There are 74 members and eight members visited the Horsham Museum. There is a new display in the Museum on Small Dole. FoHM are holding their Christmas party on Wednesday 4<sup>th</sup> December 2019 from 4.30pm to 7pm in the Henfield Hall and all of the Committee has been invited.

9. **FINANCIAL REPORT**

a) **Progress Report – 2019/20**

A report on the Museum Finances was circulated by the Clerk prior to the meeting.

b) **Overview of the Museum Finances (HPC and FoHM)**

Corrections to the budget statement on the situation report as follows:

- i) The annual allocation its £500 not £600.
- ii) The rent is £6,000 not £6,500.
- iii) The reserve fund is £2,900.00 not £2,500.00.

c) **Budget for 2020/21 – Proposal of £500 Expenditure and £300 Income**

The proposed budget for 2020-2021 of £500.00 and £300 (i.e. the same as the current year) was proposed by Rob Gordon, seconded by Chris Simmonds, agreed by all.

*The Curator and Asst Curator left the meeting.*

d) **Approve Payment of Honorarium to the Curator**

It was proposed by Cllr Simmonds, seconded by Rob Gordon and agreed by all that an Honorarium of £150 be paid to the Curator.

*The Curator re-joined the meeting and the Chair informed him of the Honorarium and thanked him for all his work this year*

Rob Gordon said he would circulate the minutes of the Friends of Henfield Museum to the committee.

10. **ANY OTHER BUSINESS**

Rob Gordon reported that Christmas cards will shortly be on sale in the Museum (price to be agreed).

The Museum notice board in the bus shelter has been removed during renovations.

**ACTION: Curator to check with Parish Office on its whereabouts.**

11. **DATE OF NEXT MEETING**

Wednesday 26<sup>th</sup> February 2019 at 7:00pm.

**Meeting Closed at 9.20pm.**