

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

**Meeting of the Museum Committee  
held on Wednesday 28<sup>th</sup> August 2019 at 7:00pm  
in the Council Office at the Henfield Hall.**

**Present:** Cllrs A Donoghue (Chairman), J Jones, 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:** Mrs R Grantham (Administrator), Cllr E Goodyear, Mr Steve Robotham (Assistant Curator) and Ms Amy Roberts.

**MINUTES**

**1. DECLARATION OF MEMBERS' INTERESTS**

Mr Robotham declared a personal interest in an acquisition, as he is a member of the Chanctonbury Morris Men.

**2. APOLOGIES**

None

**3. APPROVAL OF MINUTES OF MEETING HELD ON 26<sup>th</sup> JUNE 2019**

Approved, signed and dated by the Chairman.

*The Chairman adjourned the meeting.*

**OPEN FORUM**

None

*The Chairman reconvened the meeting.*

**4. MATTERS ARISING**

a) Agree next Meeting with Mentor, Amy Roberts

Amy Roberts was in attendance and will attend again next summer.

b) Museum Signage in the Village Centre

**Action - This will be discussed in the September Village Centre Committee meeting. Cllr J Jones to raise.**

**5. CHAIRMAN'S ANNOUNCEMENTS**

None

**6. FUTURE MANAGEMENT OF THE MUSEUM**

a) Museum Forward Plan – Draft and Next Steps

A draft was circulated prior to the meeting. The Curator confirmed a Forward Plan is needed for accreditation and was overdue. Cllr Jones talked through the plan and highlighted that it is a practical and hopefully achievable plan. The Chairman requested that the website and IT plans

are added as well as detail on the formation of the Committee, the voluntary workforce, costumes and the outreach work and roving exhibits. Rob Gordon also pointed out that there is already a Facebook page and requested that a general increase in the use of Social Media is included in the plan. Amy Roberts suggested an 'On This Day' feature and the Chairman volunteered to start to build a calendar and to post to Facebook. The Chairman also mentioned that there is also a broader Vision Plan and that all of these plans, including Digitisation, need to be cross referenced and linked.

**Action Point: Cllr Jones to update the Forward Plan with the above items.**

**Action Point: The Chairman to commence building a calendar for posting to Facebook.**

b) Draft Digitisation/IT Plan

A draft policy was circulated to the Committee prior to the meeting. Steve Robotham also handed out a list of his suggested requirements, including hardware, software and back up facility. There was also a request to include access to 'Find my Past', Census data and Tythe mapping as well as Wi-fi access from the museum. Rob Gordon confirmed that Windows 10 is a priority, as support for Windows 7 ends in January 2020. He also feels that bulk export and import into a new database system would be preferable and the ability to add a picture would be ideal. Amy Roberts confirmed that Novium Museum in Chichester uses the MODES programme which does allow photographs and large file uploads. Rob Gordon asked the Committee whether they wanted to apply timescales and suggested renaming future projects to objectives. The Committee agreed to adopt the policy with the agreed amendments.

**Action Point: Steve Robotham and Alan Barwick to enquire further as to whether the existing Access database will operate on Windows 10.**

**Action Point: Rob Gordon to update the Digitisation Policy.**

c) Henfield Parish Council – Museum Input to New Parish Council Website

Cllr Goodyear was in attendance in order to update the Committee on the new Henfield Parish Council (HPC) website. She explained the background and the reason a new website was needed. A draft front page including potential main headings for the museum had been circulated prior to the meeting and feedback was requested. Cllr Goodyear demonstrated an initial version of the general website in order to show how it would look and integrate with the rest of the Parish Council information. She suggested approaching Horsham District Council (HDC) to see whether there could be any available funding from the Year of Culture in order to include sound and video as well as mapping. The intention is for the Parish Council website to be ready by January 2020. Cllr Goodyear requested feedback on the main headings as well as two representatives to train to update the website and liaise with in regard to content. This is needed by the end of September.

*Cllr Goodyear left the meeting.*

The Chairman asked the Committee to consider any changes that they would like to the draft headings already provided and volunteered to be one of the representatives. Cllr Jones and Rob Gordon also volunteered to help. Mr Rob Gordon also requested a volunteer to assist with Social Media. The Chairman agreed to be an administrator on Facebook.

**Action Point: All Committee members to consider possible changes to main headings on proposed new museum website page and feed back to the Chairman by the end of September.**

**Action Point: Chair to confirm to Cllr Goodyear two names for website training.**

## 7. CURATOR'S REPORT

This report was circulated to the Committee prior to the meeting.

### a) Acquisitions

Mr Barwick circulated his report prior to the meeting. All proposed acquisitions were approved by the Committee.

### b) Disposals

i) Postcards - Proceeds from the July Toovey's Auction - £603.18.

ii) Disposals - Update on the 11 Disposals Agreed at the February Meeting

The campaign chair was taken by Seaford Museum and Cuckfield Museum took the saddle and harness, a flail, pitch-fork and a pitch-fork head.

iii) Next Steps on Further Disposals - The glass display case will remain on hold, as it may be useful for an outreach project. Remaining items will be offered to unaccredited museums

**Action Point: Curators to offer remaining items to unaccredited museums.**

### c) Review of Henfield Museum Acquisition and Disposal Policy

A draft Costume Acquisition and Disposal policy was circulated to the Committee prior to the meeting. Amy Roberts (Museum Mentor) recommended including the Costume Collection in the main policy rather than having an additional policy.

**Action Point: The Chairman will update the main policy to include the specific relevant parts of the costume collections policy, perhaps as an appendix and will liaise with Alan Barwick and Stephanie Richards.**

### d) TV Programme – The Repair Shop – Update

**Action Point: Curators to contact the TV repair Shop re the pram and invalid chair.**

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

Rob Gordon confirmed membership is at 69 and they currently hold approximately £3,000 in funds. The 'roving display on Borrer' is currently at the Haven and will move to St. Peter's Church. The One Hundred Object exhibition is currently on in Horsham and there is a Friends of Henfield Museum visit planned for October; it includes three items from Henfield. The book launch is also in October. He also mentioned a potential project to include costumes in collaboration with local theatre groups or with models posing in costume in relevant locations, perhaps to involve arts and photography groups.

## 9. FINANCIAL REPORT

Overview of the Museum Finances (HPC and FoHM)

A summary was circulated prior to the meeting. This will be discussed at a future meeting.

**Action Point: The Chairman to check the Rent and Utilities and Maintenance figures with the Clerk and update if necessary**

## 10. ANY OTHER BUSINESS

The Chairman advised that she will be on holiday when the next meeting is taking place. It was agreed to change the date of the next meeting to the 13<sup>th</sup> of November

## 11. DATE OF NEXT MEETING

Wednesday 13<sup>th</sup> November 2019 at 7:00pm.

**Meeting Closed at 9.22pm.**