

HENFIELD PARISH COUNCIL
MUSEUM COMMITTEE

**Notice of a meeting of the Museum Committee to be held on
Wednesday 31st May 2023 at 7:30pm in the Henfield Hall**

AGENDA

1. ELECTION OF CHAIRMAN FOR FORTHCOMING YEAR

2. DECLARATION OF MEMBERS' INTERESTS

3. APOLOGIES

4. ELECTION OF VICE-CHAIRMAN FOR FORTHCOMING YEAR

5. APPROVAL OF MINUTES OF MEETING HELD ON 22ND FEBRUARY 2023

Three amendments to the previous minutes were noted by Mr Gordon

- 1 Item 7 should read Google Drive not I-Cloud for storage,
- 2 Item 10 the display should be referred to as the Roving Case not table,
- 3 Item 10 Mr Gordon had attended the Sussex Museums Group meeting at Worthing Museum where the presentation on the Roving Case went down well.

OPEN FORUM

6. MATTERS ARISING

- 1 Opening Times. Additional volunteers for Saturdays 12 - 2pm or other times.
- 2 Safeguarding Policy circulated to volunteers on 24.2.23
- 3 Response to the evening opening during the APM on 7th March.

7. CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE

- 1 Roving Display Case - 'What's in the Kitchen?' – from Free Church to Library – 19.5.23
- 2 Horsham District Volunteer Awards 2023 - Award Winners Announced

8. MUSEUM SIGNAGE IN CAR PARK – AB/JJ/LJ/RG

9. DIGITISATION PROJECT UPDATE AND NEXT STEPS

10. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN – both attached

- 1 Names in Disaster/Emergency Plan
- 2 Costume Curator – Formalising Role

11. CURATOR'S REPORT – attached

- 1 Acquisitions – AB
- 2 Disposals including response from APM table of items – SR

12. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT

13. CLERK'S REPORT

- 1 Financial Update

14. CORRESPONDENCE

15. ANY OTHER BUSINESS

16. DATE OF NEXT MEETING

Wednesday 30th August 2023 at 7:30pm



Clerk to Henfield Parish Council

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