

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

**Meeting of the Museum Committee held on Wednesday  
31<sup>st</sup> May 2023 at 7:30pm in the Henfield Hall**

**Present:** Cllrs M Morgan, N Farrell and E Goodyear, 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. ELECTION OF CHAIRMAN FOR FORTHCOMING YEAR**

It was agreed that Cllr Morgan would chair this meeting.

**2. DECLARATION OF MEMBERS' INTERESTS**

There were none.

**3. APOLOGIES**

Were received from Cllr Jones.

**4. ELECTION OF VICE-CHAIRMAN FOR FORTHCOMING YEAR**

This will be carried over to the next meeting.

**5. APPROVAL OF MINUTES OF MEETING HELD ON 22<sup>ND</sup> 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.

Subject to these changes the minutes 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.*

**6. MATTERS ARISING**

1 Opening Times and additional volunteers for Saturdays 12 - 2pm or other times – The Curator confirmed that visitor numbers are fairly consistent; he said that during the last three months 181 had visited in the first hour and 187 in the second hour. It was agreed to leave the opening hours as now. He said that he had no new volunteers. He confirmed that there would be a table at the Volunteers Event on 24<sup>th</sup> June in the Henfield Hall and that the Museum would also be open

2 Safeguarding Policy circulated to volunteers on 24.2.23 – This was noted.

3 Response to the evening opening during the APM on 7<sup>th</sup> March. – The Curator confirmed that six people had visited the Museum in the 45 minutes before the Annual Parish Meeting, Mr Gordon said that a good number of people had visited the stand in the main hall and felt it was a worthwhile exercise.

He also said that he had kept the Museum open on a date when PSA testing was being carried out in the main hall and that had generated about 20 visitors.

**7. CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE**

1 Roving Display Case – '*Henfield's Nonconformists - a Tale of Religious Freedom*' – It was confirmed that this had been moved from Free Church to Library on 19<sup>th</sup> May where it would stay for two or three months so hopefully will be seen by more people.

2 Horsham District Volunteer Awards 2023 – The Chairman congratulated the Curator on his award and said that he hoped he would enjoy the presentation evening at Leonardslee.

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

The Chairman confirmed that the details of the car park sign had been circulated by Mr Jago who said that he needed to get a quote for an A1 size poster in Dybond from a local company. He confirmed that the sign would go behind the Ladies' toilets next to the steps from the car park to the High Street. It was also anticipated that the Works team would be able to install the sign.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to go ahead with the poster up to £100.00 (exclusive of VAT)

The Chairman thanked Mr Jago for his work on this. Mr Gordon said that it was important to ensure that the photos used were of the highest resolution and quality and he would check with Mr Jago.

**ACTION POINT: Mr Jago would get a quote and if it was £100.00 or less, he would go ahead and get the poster produced. He would liaise with PA about getting the assistance of the Works Team with putting up the poster.**

## **9. DIGITISATION PROJECT UPDATE AND NEXT STEPS**

Mr Gordon said that being able to offer a link to specific images from the Museum collection on GDrive was very helpful. He confirmed that some images he had anticipated would be there were not and that he is compiling a list to make sure they are added/scanned in future.

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

- 1 Names in Emergency/Disaster Plan – Cllrs Farrell, Goodyear and Morgan agreed that their details could be added to the Emergency/Disaster Plan. It was also confirmed that objects from the Museum would be removed and may be placed in the car park until the Free Church could be accessed. The Assistant Curator said that most fires start in the early hours of the morning.
- 2 Costume Curator – Formalising Role –The Curator said that he felt this important role should be added to the Policy, Governance & Management Document and this was agreed by all. It was also agreed that she should be invited to attend meetings if she wished. Mr Gordon noted that when fielding enquiries to the museum email or engaging with outside parties on projects, he used descriptor 'Chair: Friends of Henfield Museum, Lead: Digital Engagement'. He did not think this currently required additional formalisation.

**ACTION POINT: The Curator would liaise with PA to update the document and she would liaise with Ms Richards about attending meetings if she wished.**

## **11. CURATOR'S REPORT - It was confirmed that this had been circulated with the agenda and read by all. The Curator said that he and the Assistant Curator had found the Sussex Museum's Group AGM interesting.**

- 1 Acquisitions –These were all agreed. Mr Gordon said that earlier in the day someone had offered a 1940s wedding dress to the Museum.
- 2 Disposals - including response from APM table of items – The Assistant Curator said that a few of the disposals had been given away but that there were still many left. It was agreed that a number of items would be available at the Volunteering event on 24th June to be given away stressing that all other avenues had been exhausted with giving items away. It was also confirmed that duplicate items could be given away via online sites if appropriate.

## **12. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT**

Mr Gordon had previously circulated midyear report from the Friends and added that the Museum Website had been added to the British Library Archive Service in addition to the Internet Archive non-profit. He also said that the photos that the Clerk posts on the Henfield Photo Page had encouraged interest in the history of Henfield and the Museum. He also said that a trip is being planned to visit Stoneywish Park where there is an exhibition of work by Roland Emmett.

## **13. CLERK'S REPORT**

Financial Update – It was confirmed that the only expense was £20 for the Sussex Museums Group Annual Subscription. There was no income.

#### **14. CORRESPONDENCE**

The Chairman said that 2024 will be 50 years since the Museum was based in Henfield Hall and wondered whether it might be worth celebrating. He confirmed that Cllr Jones is the Museum Representative on the Henfield Hall Committee. For the volunteering event on 24th June, the Museum will have a table, Mr Gordon will be in Museum and the table will be manned by volunteers. The Museum will be selling items, but not in the event.

Mr Gordon said that when the Roving Case was moved from the Henfield Library they had said that the Library will be closing in September for works to be carried out on the roof and that they had enquired about using Museum space for the loaning of books, although it was felt that it was important to be helpful if possible the Chairman thought that the Haven would be a better space. Mr Gordon agreed to get more detail from the library and then liaise with the Chairman.

#### **15. ANY OTHER BUSINESS**

Mr Jago asked whether a poster might be able to be put up at Sainsbury's. Cllr Goodyear agreed to give the contact details to PA. PA also agreed to laminate any posters that the Curator wanted to put up on the Museum Notice board

#### **16. DATE OF NEXT MEETING**

Wednesday 30<sup>th</sup> August 2023 at 7:30pm

The meeting closed at 8.30pm