

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

**Notice of a meeting of the Museum Committee to be held on  
Wednesday 30<sup>th</sup> August 2023 at 7:30pm in the Henfield Hall**

**AGENDA**

**1. ELECTION OF THE CHAIRMAN FOR THE FORTHCOMING YEAR**

**2. DECLARATION OF MEMBERS' INTERESTS**

**3. APOLOGIES**

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

**5. APPROVAL OF MINUTES OF MEETING HELD ON 31<sup>ST</sup> MAY 2023**

**OPEN FORUM**

**6. MATTERS ARISING**

- 1 HDC – Volunteers award presented to the Curator – photo attached.

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

**8. MUSEUM SIGNAGE IN CAR PARK**

- 1 Installed 21.6.23 Photograph attached

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

**10. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN**

- 1 Emergency/Disaster Plan - updated and on website without phone numbers
- 2 Policy, Governance & Management Document - updated and attached
- 3 Costume Curator – Formalised Role
- 4 Training on Emergency/Disaster Plan

**11. CURATOR'S REPORT – attached**

- 1 Acquisitions – AB
- 2 Disposals - SR

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

**13. CLERK'S REPORT**

**14. BUDGETS FOR 2024 - 2025**

**15. CORRESPONDENCE**

- 1 Museum Development Officer introductory and second email – circulated 12.7.23
- 2 South East Museum Development Newsletter: 15 July – circulated 17.7.23

**16. ANY OTHER BUSINESS**

**17. DATE OF NEXT MEETING**

Wednesday at 7:30pm on 29<sup>th</sup> November 2023



Clerk to Henfield Parish Council

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