

# **HENFIELD MUSEUM POLICY, GOVERNANCE & MANAGEMENT DOCUMENT**

## **MUSEUM STATEMENT OF PURPOSE**

To collect, preserve, and exhibit objects of local interest in an imaginative and informative way to excite interest in the history of the village and the surrounding area. To make the museum a focal point in the community for local studies, and a centre of excellence in the education of all groups in society.

## **ACCESS POLICY STATEMENT**

The museum recognises that physical, cultural, social, intellectual, and emotional barriers exist, and will do what it can, within the financial restraints which exist, to remove or reduce these at all levels so that visitors can engage with, use, and enjoy the services offered.

## **ENVIRONMENTAL SUSTAINABILITY STATEMENT**

HPC undertakes to use low energy light bulbs where possible in the museum, and to maintain heating levels as low as possible, but still provide a comfortable environment for the Volunteers and visitors.

## **GOVERNANCE**

Henfield Museum is owned and governed by Henfield Parish Council (HPC) under powers granted in the Localism Act of 2011.

## **FUNDING**

The running of the museum is funded through the HPC precept which is set each financial year. The museum holds a reserve fund which has been built up over the years through fund raising projects, and from surplus museum precept money being transferred to the fund.

## **MANAGEMENT STRUCTURE**

HPC works under Standing Orders which delegates powers to the Museum Committee (MC) to run the museum. The MC shall comprise four Parish Councillors, Curator and two representatives from the committee of the Friends of Henfield Museum. The Assistant Curator may deputise for the Curator. The MC meets every three months. The chair of the MC has a seat on HPC's Finance Risk & Change Governance Committee. The Terms of Reference for the MC state; "Dealing with the provision, maintenance, and management of the Council's Museum and its contents including the maintenance of proper books in accordance with the rules and regulations laid down by Arts Council England." Management shall include the approval of all documentation produced in connection with the running of the museum, and approval of expenditure within limits set by HPC. The MC shall also be responsible for approving new acquisitions, and authorising the disposal of the objects which fall outside of the current Collections Development Policy, or need to be disposed of for other reasons.

## WORKFORCE

Henfield Museum is run by volunteers with support from the Parish Clerk and Parish Administrator who are paid by HPC. The volunteer workforce shall comprise Curator, Assistant Curator and ideally a minimum of thirty Volunteers.

## APPOINTMENTS BY MUSEUM COMMITTEE

The MC appoints the Curator, Assistant Curator, Costume Curator and Museum Mentor (for professional input). The Assistant Curator, Costume Curator and Museum Mentor are invited to attend and speak at MC meetings but have no voting rights. Signed agreements with HPC shall be put in place between the Curator, Assistant Curator, Costume Curator, Museum Mentor, and Volunteers.

## DELEGATION OF POWERS

The MC delegate powers to the Curator to produce displays, prepare the Forward Plan, prepare and maintain all necessary documentation, process donations coming into the museum, care for the collection to meet the standards laid down for an accredited museum, and to appoint Museum Volunteers. The Curator may delegate the Assistant Curator to undertake certain duties. These duties are to be agreed between both parties and set down in writing.

## MUSEUM VOLUNTEERS

Museum Volunteers are inducted into their role by the Curator or Assistant Curator and given a set of written instructions to deal with any eventualities which might happen while they are carrying out their duty at the museum. The Volunteers deal with any issues raised by the visitors, but if unable to do so record the particulars in a designated book for the Curator to deal with. Volunteers are asked to enter into an agreement with HPC.

## REVIEW OF POLICIES ETC.

The following are to be reviewed each year in January or as soon after as possible:

- (a) The Forward Plan.
- (b) Emergency Plan and need to have an emergency exercise to judge how the plan works.
- (c) Long term loans.
- (d) Adequacy of workforce.
- (e) Need for report on museum security (every five years).
- (f) Instruction sheets for Volunteers.
- (g) Volunteer agreement
- (h) Collection Care and Conservation Policy.
- (i) Collections Development Policy.

- (j) Data Protection Policy
- (k) CCTV Policy
- (l) Museum Mentor agreement.
- (m) Arrangements for storage of museum objects off site.
- (n) Need for access survey (every five years).
- (o) Visit of fire brigade to remind them of the layout of the museum (every five years)
- (p) Disposal of objects which are outside of Collections Development Policy, or need to be disposed of for other reasons.
- (q) Safeguarding of children and vulnerable adults

Approved by Museum Committee 26th November 2014

Updated September 2023