



HENFIELD PARISH COUNCIL **MUSEUM COMMITTEE**

Meeting of the Museum Committee held on Wednesday 29th May 2024 at 7:30pm in the Henfield Hall

Present: Mr R Gordon (Friends of Henfield Museum (FoHM)(Chairman), Cllr M Morgan, Mr A Barwick (Curator) and Mr P Bates (Friends of Henfield Museum (FoHM)).

In Attendance: Mrs B Samrah (Parish Administrator (PA)).

MINUTES

1. ELECTION OF CHAIRMAN FOR FORTHCOMING YEAR

It was agreed that this would be carried forward to the next meeting. Mr Gordon agreed to Chair this meeting.

2. DECLARATION OF MEMBERS' INTERESTS

There were none.

3. APOLOGIES

Were received from Cllrs Goodyear and Potts.

4. ELECTION OF VICE-CHAIRMAN FOR FORTHCOMING YEAR

It was PROPOSED by Cllr Morgan, SECONDED by the Curator and VOTED ALL IN FAVOUR to elect Mr Gordon as Vice-Chairman for the forthcoming year.

5. APPROVAL OF MINUTES OF MEETING HELD ON 28TH FEBRUARY 2024

These were approved, they were 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

The Chairman mentioned the death of Leo Jago who worked tirelessly for the Museum and would be very sadly missed by this Committee and was very grateful for all he had done. He had worked with enthusiasm and care for both the Museum and the FoHM. He said that a celebration for Leo's life was likely to be arranged by his family later in the year.

- 1 Update of Emergency and Disaster Plan - It was agreed that Mr Gordon would contact the Costume Curator about her role should an emergency occur but this could wait until next year. The Chairman said that the key box is self-explanatory.
- 2 The Chairman thanked Mr Bates for stepping up as Vice-Chair of FoHM and joining this Committee. He also said that Mr Bates was welcome to attend Horsham Museum meetings. It was hoped that Mr Jago's work on Charitable status of FoHM would be continued.
- 3 The Curator said that the Museum had been open for the evening of the Annual Parish Meeting but that had not generated many visitors.
- 4 The Curator asked about any increases in Hall Hire charges. Cllr Morgan said that he thought any increase was in line with price index but could not remember the exact figure.
- 5 Mr Bates suggested that the Museum be open longer on Election Day, 4th July as there would be many people coming to the Hall. The Chairman said that it would be good to have a display that was reflective of politics. It was agreed that PA would write to volunteers for additional help after checking details with the Curator. Mr Bates said he was happy to help.

ACTION POINT: PA would liaise with Curator over wording for an email to be sent to all volunteers.

7. CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE

There were none.

8. MUSEUM SIGNAGE

The Chairman agreed to ask Ms Butcher whether she had further details about the advertising that Mr Jago had been working on. He also said that Cllr Potts had agreed to speak with Sussex Prairies and that if they had responded positively then the poster could be geared towards botanical or agricultural history. The Curator said that the poster for Berretts is ready to go but thought the details were with Ms Butcher.

ACTION POINT: The Chairman would liaise with Ms Butcher.

The Curator said that the posters at the bus shelter would be changing soon.

9. DIGITISATION PROJECT UPDATE AND NEXT STEPS

The Chairman said that the next projects were ready to go when funding could be found.

10. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN

- 1 CCTV – maintenance check carried out on 8.4.24 – This was noted.
- 2 The Chairman asked when the next review would be carried out and it was agreed that a copy of the Forward Plan would be sent out with the next Agenda.

ACTION POINT: PA to ensure it is included with next meeting's agenda.

- 3 The Chairman said that the Collections Trust/University of Leicester had requested a copy of the Collection Development Policy which had been sent off today. A schedule of collection overviews to be prepared from as many Accredited museums as possible for all museums to access via the new Museums Data Service. The Chairman said that he had received the results of a survey about visitor numbers for each museum and he would send to PA for circulation with Minutes.

ACTION POINT: Chairman would send the results of survey to PA to be circulated with the Minutes.

11. CURATOR'S REPORT – This was noted

- 1 Acquisitions – The accessions were agreed by all.
- 2 Disposals – There was nothing to report.
- 3 Costume Curator's Report – This was noted.
- 4 Mr Bates said that he would be happy to have the pram that he had given to the Museum sent to the Bidding Room. The Curator said that he would contact more Museums to see if they wanted the pram before then but confirmed it required a lot of restoration.

12. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT

- 1 Roving Case - It was confirmed that the Roving Case with the Devil's Dyke fairground photo display would be moving from the Evangelical Free Church to the Library on 5th June.
- 2 Mr Bates said that the London Mudlarks event had been very well received with more than 300 visitors on the day and a sold out talk. It was confirmed that this had generated 14 new FoHM as well as many visitors to the Museum and donations. The enthusiasm of the presenters had been particularly commented on.
- 3 The Chairman said that he had also extended the Museum opening hours when the Sussex Craft Fair visited the Henfield Hall resulting in over 50 visitors.

13. CLERK'S REPORT

- 1 Financial Update – There was nothing to report.
- 2 Curator's Honorarium
The Curator left the meeting.

It was PROPOSED BY Cllr Morgan, SECONDED BY the Chairman and AGREED BY ALL to increase the Curator's Honorarium to £200p.a with immediate effect.

PA commented that this payment should have been made in December 2023 and had been forgotten.
The Curator returned to the meeting.

14. CORRESPONDENCE

- 1 Sussex Museums Group AGM at Royal Pavilion 16.4.24 – The Curator and Assistant Curator had attended this meeting.
- 2 HDC Greenspace Strategy Consultation – The Chairman said that he hoped that a new walk could be planned looking specifically at natural history.

- 3 MDSE live booking links – This was noted. The Chairman said that he was attending a training course on salvage/restoration organised by Harwell.
- 4 Blue plaque nominations open to the public –It was noted that there is already a blue plaque on Potwell (William Borrer), Martyn Lodge (Nathaniel Woodard) and Backsettown (Elizabeth Robins) although the latter is not visible to the public. Other suggestions for plaques included Adam Faith, Henry Byshopp, the Misses Allen-Brown and Daniel Caplin. It was agreed that everyone should consider who might be suitable.
- 5 The Curator said that he was aware of a painting of the Martyrs from Woodmancote which he thought might be offered to the Museum. It was agreed that this should be accepted if offered. It was confirmed that this was a copy not the original. The Curator agreed to follow up with the owner of the painting.

ACTION POINT: The Curator would liaise with the owner of the painting of the Martyrs of Woodmancote.

15. ANY OTHER BUSINESS

The Chairman confirmed that FoHM and the History Group were having a stall at the Summer Fair on 15th June, he hoped that there would be additional volunteers. The Curator said there would be Quoits to play on the stall and that he could help on the day and anticipated that there would be FoHM who would also help.

16. DATE OF NEXT MEETING

Wednesday 28th August 2024 at 7:30pm.

The Meeting closed at 8.40pm.