



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

**Notice of a meeting of the Museum Committee to be held on  
Wednesday 28<sup>th</sup> August 2024 at 7:30pm in the Henfield Hall**

**AGENDA**

- 1. ELECTION OF CHAIRMAN FOR FORTHCOMING YEAR**
- 2. DECLARATION OF MEMBERS' INTERESTS**
- 3. APOLOGIES**
- 4. APPROVAL OF MINUTES OF MEETING HELD ON 29<sup>TH</sup> MAY 2024**

**OPEN FORUM**

**5. MATTERS ARISING**

- 1 Election Day opening at Museum – to receive an update

**6. CHAIRMAN'S ANNOUNCEMENTS**

**7. MUSEUM SIGNAGE**

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

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

- 1 Forward Plan – Attached
- 2 Salvage Workshop Notes – circulated 17.6.24
- 3 Salvage Workshop Slides – circulated 24.6.24
- 4 Museum Emergency and Disaster plan – updated with change of Hall Caretaker and attached

**10. CURATOR'S REPORT – attached**

- 1 Acquisitions – AB – attached.
- 2 Disposals – SR
- 3 Costume Curator's Report – attached.

**11. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT – attached**

**12. CLERK'S REPORT**

- 1 Financial Update

**13. CORRESPONDENCE**

- 1 West Sussex MDSE News – circulated 11.7.24

**14. ANY OTHER URGENT MATTERS**

**15. DATE OF NEXT MEETING**

Wednesday 27<sup>th</sup> November 2024 at 7:30pm

Clerk to Henfield Parish Council

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