



HENFIELD PARISH COUNCIL **MUSEUM COMMITTEE**

**Meeting of the Museum Committee held on
Wednesday 28th August 2024 at 7:30pm in the Henfield Hall**

Present: Mr R Gordon (Friends of Henfield Museum (FoHM)(Chairman), Cllrs E Goodyear and M Morgan, Mr A Barwick (Curator) and Mr S Robotham.

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

MINUTES

1. ELECTION OF CHAIRMAN FOR FORTHCOMING YEAR

It was agreed to hold this over until the next meeting. Mr Gordon agreed to chair this meeting.

2. DECLARATION OF MEMBERS' INTERESTS

There were none.

3. APOLOGIES

Were received from Cllr J Potts and Mr Bates.

4. APPROVAL OF MINUTES OF MEETING HELD ON 29TH MAY 2024

These were approved. They were signed by the Chairman.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present.

The Chairman reconvened the meeting.

5. MATTERS ARISING

- 1 Election Day opening at Museum – The Curator confirmed that 73 people visited the museum during the day and stayed open until 6.30pm with an average of 10 people an hour. He also said 803 people had visited the Museum during the first six months of the year. The Chairman suggested that the Museum should consider opening the Museum when there are all day events in the Hall, Cllr Goodyear agreed to look at Hall bookings. The Curator said he was liaising with the Church Warden at Woodmancote in relation to the painting of the Martyrs. He said that he thought it was likely to be loaned rather than acquired. The Chairman hoped that it could be received before Bonfire Night.

6. CHAIRMAN'S ANNOUNCEMENTS

There were none.

7. MUSEUM SIGNAGE

The Chairman said that he had liaised with Ms Butcher about the signs for Berrett's and a few changes had been requested by Berrett's which had been agreed. He had agreed to get some more relevant photos and quotes and that he expected the total cost to be under £100.

ACTION POINT: Chairman would finalise the sign and agree any further details by email up to the cost of £100.

It was agreed that PA would liaise with Cllr Potts about his discussion with Blacklands farm.

ACTION POINT: PA would speak or email Cllr Potts about any discussions he had had with Blacklands Farm.

The Chairman said that once the sign was installed at Berrett's that consideration could be given to the two Garden Centres nearby.

8. DIGITISATION PROJECT UPDATE AND NEXT STEPS

The Chairman said the technology allowed for good quality images of photo and paintings without the need to remove from the frame. The Curator said that Cllr Potts had previously agreed to speak with Ms Donoghue about grants for this project and PA agreed to speak with Cllr Potts about this.

ACTION POINT: PA would speak or email Cllr Potts about any discussions he had had with Ms Donoghue.

Cllr Goodyear said that the Parish Council may be able to assist with funding and the Chairman thought that FoHM may also contribute; the likely costs were thought to be approximately £10,000. The Curator agreed to select which paintings and remaining photos would be suitable for the next stage.

9. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN

1 Forward Plan – The Chairman said that he was happy with the updated version although he wanted a greater emphasis on Natural History with projects such as Arborea and Borrer letters and he agreed to write something for this. The Curator said that a Forward Plan was necessary to gain accreditation when next due.

Cllr Goodyear said that HPC would be able to assist with surveys from villagers either through a Survey platform or through Social Media. The Chairman said that he wanted it stressed that it was "Your Museum" and that posts should aim to engage via images etc. Cllr Goodyear said that there may be new residents to the village who were unaware that the Museum existed. The Curator said that about 2,300 people a year were visiting the Museum before COVID. It was agreed that some visitors would be online visitors only rather than in person. The Chairman said that he felt having both doors open attracted more visitors than just one door open and wondered whether a large poster could be produced for the Museum Door or possibly the inner glass door of the Hall.

Cllr Goodyear said that the Hall was looking at creating more storage in the future and wondered what sort of storage would be helpful for the Museum. The Chairman emphasised that heritage funding for an extension could be available provided the focus was on what this enabled, rather than being framed as simply storage. The Curator stressed that storage itself would be for fairly resilient wooden or metal tools or objects.

Cllr Goodyear said she would post on social media and BN5 and Parish Magazine asking for volunteers to chat with those living in Henfield many years ago for the Oral History Programme – 'Do you enjoy chatting to people?' PA agreed to liaise with Red Oaks about whether they could help with this and ask whether Cllr Shaw might be able to chat with his father about his time working in Henfield.

ACTION POINT: Cllr Goodyear would create a post for Social Media and an article for the magazines. PA would liaise with Red Oaks and Cllr Shaw.

2 Salvage Workshop Notes – The Chairman said that Henfield's plan stood up well and did not need amending at the moment. These notes should be reviewed with plan at next renewal.

3 Salvage Workshop Slides – This was noted.

4 Museum Emergency and Disaster plan – updated with change of Hall Caretaker. Cllr Goodyear said that it would be a good idea for the new Caretakers to familiarise themselves with the Museum. She also said that once they had settled in that the automatic fire and burglar alarm would alert them rather than Mr Hubner.

10. CURATOR'S REPORT – attached

1 Acquisitions – The Curator said that it would be a good idea to post on social media the details of the button and Army badge found at Hamfelds. Likewise, he felt the details of the Land Army from a local would be of interest on social media.

2 Disposals – The Assistant Curator said that there were a few more items but that many museums were in the same position.

3 Costume Curator's Report – The Chairman said that the owner of Wick Farm has multiple objects that may be of interest and that he and the Costume Curator hoped to visit in October. The Chairman noted a recent research enquiry concerned 'hidden objects' within the museum collection, which could also link to those at Wick Farm. Cllr Morgan said that he had a 100-year-old Christening Gown and agreed to show it to Costume Curator.

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

The Chairman said that the Roving Display case is currently at the Library and will go to Haven next. He said that he hoped it would move to the Henfield Hall in time for the production of Goodbye Mister Tom with a relevant display. Cllr Goodyear said that she would speak with one of the Hall Trustees about a suitable location.

ACTION POINT: Cllr Goodyear would liaise with Henfield Hall Trustees about locating the Roving Display Case.

The Chairman said that he would welcome suggestions for 3D scanning from members of this Committee, members of FoHM and others. He said that FoHM were looking at a lottery grant for more of this sort of work of between £10,000 or £20,000 for ~100 objects, with FoHM needing to fund 10% of any grant.

The Chairman said that the writer of one of the biographies of Elizabeth Robins (Prof. Joanne Gates) had linked the Museum to her website. He also said that a student volunteer had sent through a part of an article on Nathaniel Woodard.

The Curator said that shoes had also been found under Hamfelds and the Chairman said it would be useful to photograph them. The Chairman said that he had sent an article to BN5 Magazine on the Giant Redwood tree and its successor and would be sending an article about the Cat House to the Parish Magazine. He reminded all that the next FoHM trip to Shoreham Airport was on 16th September.

12. CLERK'S REPORT

- 1 Financial Update – It was reported that Museum income and expenditure up to the end of July was £220.00 which is 55% of the annual figure with only 33% of the financial year having elapsed.

13. CORRESPONDENCE

West Sussex MDSE News – This was noted.

14. ANY OTHER URGENT MATTERS

The Assistant Curator said that when he led a History Group walk to Shermanbury that the Mill Owner had asked for photos of how the River bank had looked. He mentioned the Lost Woods Project and Weald to Waves Project. The Curator said that he thought it had remained unchanged for many years and that he had a late 1800s photo of looking at the mill that he would show. The Chairman said that there was already photos/research on the website relating to Shermanbury Place and the overall estate, although not focusing on the mill.

15. DATE OF NEXT MEETING

Wednesday 27th November 2024 at 7:30pm.

The meeting closed at 9.04 pm.