



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

**Notice of a meeting of the Museum Committee to be held on  
Wednesday 27<sup>th</sup> November 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 28<sup>TH</sup> AUGUST 2024**

**OPEN FORUM**

**5. MATTERS ARISING**

- 1 Signs for Berrett's Farm
- 2 Oral History Programme
- 3 Roving Display Case

**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 CCTV policy for Museum– Reviewed by HPC and adopted on 16.10.24 no changes.

**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. BUDGETS**

To discuss the Budget for 2025-2026

**13. BUSINESS PLAN**

**14. CLERK'S REPORT**

- 1 Financial Update
- 2 Renewal of the Harwell Priority User Service - £51.80 paid October 2024

**15. CORRESPONDENCE**

- 1 West Sussex MDSE News – circulated 30.8.24, 30.9.24, 17.10.24 & 24.10.24
- 2 Google reinstate Henfield Museum
- 3 Movement for good - Arts and Culture Special Draw, £5,000 award – circulated 1.10.24
- 4 Dr Who - Temporary Display In Henfield Museum – Insurance Cover Policy
- 5 Renewal Certificate for the Harwell Scheme – circulated 11.11.24

**16. ANY OTHER URGENT MATTERS**

**17. DATE OF NEXT MEETING**

Wednesday 26<sup>th</sup> February 2025 at 7:30pm

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