



HENFIELD PARISH COUNCIL **MUSEUM COMMITTEE**

Meeting of the Museum Committee held on Wednesday 27th November 2024 at 7:30pm in the Henfield Hall

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

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

MINUTES

1. ELECTION OF CHAIRMAN FOR FORTHCOMING YEAR

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to elect Cllr Potts as Chairman.

2. DECLARATION OF MEMBERS' INTERESTS

There were none.

3. APOLOGIES

There were none.

4. APPROVAL OF MINUTES OF MEETING HELD ON 28TH AUGUST 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 at the meeting.

The Chairman reconvened the meeting.

5. MATTERS ARISING

- 1 Signs for Berrett's Farm – Mr Gordon said that he wanted to check about signs for the Railway Line before he did anything further with Berrett's Farm. The Chairman agreed to ask at HDC if they were preparing signs for along the Downs Link

ACTION POINT: Chairman agreed to check for signage marking the anniversary of Railways with HDC.

- 2 Oral History Programme – PA confirmed that Cllr Shaw had agreed to talk with his father, a dentist in Henfield from 1970s and that Red Oaks had also agreed. After Cllr Goodyear had posted a message on social media three volunteer interviewers had come forward to speak to Red Oaks residents. Mr Bates confirmed he would be talking at FoHM Christmas party and that this could be recorded.
- 3 Roving Display Case – Mr Gordon confirmed that the Roving Display Case is still in the Henfield Hall and would next move to the Free Church, then to the Library and then the Haven.

6. CHAIRMAN'S ANNOUNCEMENTS

Cllr Goodyear agreed to look at Henfield Hall bookings and see when all day events were taking place when those attending might be interested in visiting the Museum. She thought there was something suitable on 5th and 6th April. She said she would let the Curator know when others events were taking place.

ACTION POINT: Cllr Goodyear agreed to let the Curator know when events were taking place in the Henfield Hall where the Museum might be visited.

7. MUSEUM SIGNAGE

The Chairman confirmed that Blackland's Farm had agreed to displaying a Museum Sign. He agreed to ask about the history of the Farm to personalise an Agricultural themed Poster for display there. Mr Gordon agreed to look at photos of agricultural scenes for inclusion. It was acknowledged that Mr Funnell had prepared the Dr Who poster.

8. DIGITISATION PROJECT UPDATE AND NEXT STEPS

The Chairman confirmed that he had spoken with Nick Jenkins Head of Services at HDC and would ask again about grants available to assist with the Digitisation Project. Mr Gordon confirmed that he and the Curator had a meeting with Max Communications about future work, likely to take place after April 2025. He thought that the likely cost would be £4,000-6000. He said that framed photos and framed paintings would be scanned first. The Curator confirmed that the work could be carried out in the Museum, probably over 2 days, although it would have to remain closed to accommodate them. The Curator confirmed that he and the Assistant Curator would assist with locating the items to be digitised. The Chairman confirmed that he would report back from HDC with any idea for grants.

ACTION POINT: Chairman agreed to check with HDC about any grants available for this project.

9. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN

- 1 Forward Plan – Cllr Goodyear said that the Parish Council (HPC) already have a subscription to Monkey Survey and are planning a survey in the New Year and she thought it would be a good time for the Museum to carry out their survey without any cost to the Museum. The Curator said he had given Cllr Goodyear the questions previously. Mr Gordon said he felt that the Oral Histories should be included in questions.

ACTION POINT: Cllr Goodyear would alert the Curator and Mr Gordon when HPC were preparing their survey.

It was agreed to investigate how much a Consultant would cost for Aim 1.

It was also agreed that the current Primary School Curriculum (over and above World War II) should be found and that the Youth Co-ordinator would be requested to ask at St Peter's School about what areas they would like more details and possibly trips from school children to the Museum.

ACTION POINT: PA would ask Youth Co-ordinator to ask for details of Curriculum from St Peter's School next time she was visiting.

- 2 CCTV policy for Museum– Reviewed by HPC and adopted on 16.10.24 no changes – This was noted.

10. CURATOR'S REPORT

- 1 Acquisitions – The Curator said that it was still unclear who owns the print of the Woodmancote Martyrs Painting which is currently on loan to the Museum. Mr Bates said that he believed there were three similar prints. He said he thought they were being held by Cllr Noel and Mr Chaston. The Chairman agreed to speak with Cllr Noel
Mr Gordon said that there was no known provenance on this print but he felt it would be a good idea to get all three together by next April so that they could all be scanned.
- 2 Disposals – The Assistant Curator said there was nothing further to report. Mr Bates wondered whether his family pram could be taken to The Bidding Room and it was agreed that photos would be passed to him either from the Assistant Curator if he still had them or that Mr Gordon would photograph the Pram so Mr Bates could see if there was any interest.

ACTION POINT: The Assistant Curator or Mr Gordon would get photos of the pram to Mr Bates for him to apply to the TV programme The Bidding Room.

- 3 Costume Curator's Report – The Chairman wanted to thank the Costume Curator for her hard work. Cllr Goodyear said that the Costume Curator had some outfits with natural fibres that were being looked at for Biodiversity display. It was confirmed that Cllr Goodyear is a representative on Henfield Hall Committee for both the Parish Council and Museum.

11. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT

Mr Gordon said that membership was healthy and sales of merchandise was reasonably good. He said it was the second year of selling greeting cards, which now included Golden Square only photos in a set. He said it had been worthwhile taking a table at the Charities Fair with one person spending £150. He said that he had prepared an article for Parish Magazine on the Cat House. He said that social media was reasonably active. He said the two trips to Shoreham Airport had proved popular.

He confirmed that the Curator was researching the Glasby drawings after the Peachtree Christian Church in Atlanta with their stained glass is having its 100th anniversary in 2025 (hence their enquiry). Mr Gordon has photographed and added a sample of their work to the museum art collection page (currently 2nd feature). He said that Lucie Bishop had donated 115 of their large 'cartoon' drawings she received in the will of Dulcima Glasby to the Atlanta Historical Society, after showing some in Henfield Museum in 1975. He said it was unknown if they have since been displayed in Atlanta, he said that they were valued at \$10k in 1976.

He said that Northampton Museum have added the Wick Farm C18th/19th shoe collection to their 'concealed shoe find' database after a visit by the Costume Curator and Mr Gordon, but the objects currently remain at Wick Farm.

Mr Gordon also confirmed that new transcription volunteers had come forward for the project of transcribing some of William Borrer's Letters and that he would check and process these transcriptions as they were received back.

Mr Bates confirmed that he was taking a table at the Christmas Market, being held on Saturday 30th November in the Hall from 10am.

12. BUDGETS

To discuss the Budget for 2025-2026- It was confirmed that the budget for the current financial year was £400 for both expenditure and income. The proposed budget for 2025/26 was confirmed at £400 for income and £2,000 for expenditure to help pay for the ongoing digitisation project.

13. BUSINESS PLAN

Cllr Goodyear explained that the HPC Business Plan runs out next year and it would be helpful to discuss this at the next meeting to see if any areas from the Museum should be added.

ACTION POINT: PA would ensure this was on the next agenda with the Forward Plan.

14. CLERK'S REPORT

1 Financial Update – It was confirmed that current expenditure is £271.80 and current income received is £271.80.

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

The Curator confirmed that Horsham Museum had given the Museum a box of items that would be useful in the event of a Disaster.

15. CORRESPONDENCE

1 West Sussex MDSE News – These were noted.

2 Google reinstate Henfield Museum – Mr Gordon confirmed that the Museum was still listed.

3 Movement for good - Arts and Culture Special Draw, £5,000 award – This was noted.

4 Dr Who - Temporary Display In Henfield Museum – Insurance Cover Policy – This was noted.

5 Renewal Certificate for the Harwell Scheme – The Curator took a copy for his records.

16. ANY OTHER URGENT MATTERS

The Assistant Curator said that Access Henfield were looking at businesses, shops and places of interest in Henfield with regard to accessibility and the need for toilet facilities when premises were open. He enquired about days when the Museum was open but the hall was not. Cllr Goodyear said that he should contact the two Caretakers.

ACTION POINT: The Assistant Curator would liaise with Caretakers and accessibility of toilets when the Museum was open.

17. DATE OF NEXT MEETING

Wednesday 26th February 2025 at 7:30pm.

The Meeting closed at 8.40pm.