



HENFIELD PARISH COUNCIL **MUSEUM COMMITTEE**

**Meeting of the Museum Committee held on
Wednesday 26th February 2025 at 7:30pm in the Henfield Hall**

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

In Attendance: Ms A Roberts (Museum Mentor) Mrs B Samrah (Parish Administrator (PA)).

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

There were none.

2. APOLOGIES

Were received from Cllr M Morgan.

3. APPROVAL OF MINUTES OF MEETING HELD ON 27TH NOVEMBER 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.

4. MATTERS ARISING

- 1 Signs for Berrett's Farm – Mr Gordon confirmed that he had been waiting to hear about Railway signs before going ahead with a sign for Berrett's Farm and was still waiting to hear from one of the contacts at Steyning and Southwater. The Chairman had also enquired from both HDC and WSCC and neither had prepared any posters to mark the 200th anniversary of the Railways. Mr Gordon said that he thought an individual poster for Berrett's would cost in the region of £200-300.
- 2 Oral History Programme – PA agreed to talk with Cllr Shaw about talking to his father who was a dentist in Henfield in 1950s onwards. Mr Gordon agreed to send a Consent form.

ACTION POINT: PA would liaise with Cllr Shaw and forward a consent form for his father to sign.

- 3 Roving Display Case – It was confirmed that remains in the Henfield Hall and would move to the Free Church after Easter. Mr Gordon confirmed that the other venues were the Haven and the Library. The Roving Display Case would move to the Library in the Autumn.

5. CHAIRMAN'S ANNOUNCEMENTS

The Chairman said that he had spoken with Cllr Noel about the Woodmancote Martyrs painting. The Curator confirmed that there were three copies and the one held by Henfield Museum on a five-year renewable basis was the largest copy.

6. ANNUAL PARISH MEETING – TUESDAY 4TH MARCH 2025

Cllr Goodyear confirmed that the Costume Curator was preparing a display for the Annual Parish Meeting. She also said that she would have copies of the survey to complete. Mr Bates said he was happy to man the stand as well as the Curator who would bring some objects for display. Mr Gordon said that he would make sure that there were copies of the FoHM Newsletter to give away. Cllr Goodyear confirmed that refreshments would be available.

7. MUSEUM SIGNAGE

The Chairman said that he had spoken with Blackland's Farm but they had nothing extra to add but he agreed to send to Mr Gordon. It was confirmed that the Prairie Gardens are only open for one month this Summer because they are making changes to what they do. The Curator said he was looking into Toll houses on the Wheatsheaf Road

ACTION POINT: The Chairman would send details to Mr Gordon as soon as possible.

8. DIGITISATION PROJECT UPDATE AND NEXT STEPS

The Chairman agreed to organise a Teams meeting between those at HDC and Mr Gordon to see if they could help with the Project.

Mr Gordon said that the current project for Digitisation which would be taking place in April would cost approximately £1,500. He said that consideration would need to be given to the next steps, possibly to digitise framed work and small artwork. Ms Roberts said that Museum Development grants may be available for projects or part projects and she thought it worth talking to them before completing the forms which were not that complex. Mr Gordon said he thought that the third stage would be documents, but that there were a large number. The Curator said that the Glasby cartoons had yet to be finalised, he believed that each one may cost between £175 and £250 each and confirmed there were 40 of them. Mr Gordon suggested getting a small selection of the cartoons, and Ms Roberts said that she had previously used the Records Office for digitisation as they were better value for money but that they would not collect. It was agreed that the next Digitisation project would be booked for the week commencing 14th April.

ACTION POINT: The Chairman would liaise with Mr Gordon to organise a Teams Meeting with HDC.

9. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN

- 1 Forward Plan – This document was agreed but that a final check on spellings was necessary. The Chairman said that following the School's response to what areas of history were covered that the Museum would be able to prepare a display if they would like. Ms Roberts said that the Forward Plan must reflect what is said in Museum Accreditation. She said that the Collections Trust could provide a copy which could be incorporated into Forward Plan. Mr Gordon said that it needed to reflect the Social Benefit and have more detail. Cllr Goodyear asked that this be included on the next Agenda. Ms Roberts said that there may be an Accreditation Workshop at the next S & G meeting in April and that it would be beneficial for the Curator to attend and Ms Roberts agreed to attend as well.

ACTION POINT: The PA would ensure this was included on the next Agenda.

- 2 To consider the purchase of a Fireproof Safe for Museum –

It was PROPOSED by Cllr Goodyear, SECONDED by Mr Gordon and agreed by all to purchase 70 litre Fireproof safe at a cost of £159.99.

ACTION POINT: PA would order the safe.

- 3 Review of Documents by Curator – There were a number of recommendations for slight alterations to the documents and Mr Gordon agreed to send through his suggested changes and speak with Costume Curator about 1830 as a cut-off date.

ACTION POINT: PA would ensure that this was included on the next agenda.

10. CURATOR'S REPORT - attached

- 1 Acquisitions – This was agreed by all. Mr Bates said that he would look again at the Pram and getting it repaired. The Curator said that Mr Osgood had agreed to continue to store many items at his home.

It was PROPOSED by the Chairman and SECONDED by Mr Bates and agreed by all to reimburse the Curator £240.00 for the repair of the Doll. It was agreed that this cost would be split 50% each between Parish Council and FoHM.

- 2 Disposals – There was nothing to report.

- 3 Costume Curator's Report – This was noted. The Chairman thanked the costume Curator for this report.

11. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT

This was noted.

12. CLERK'S REPORT

- 1 Financial Update – Unfortunately this was not available for the meeting but PA agreed to provide this information with the Minutes when circulated.

13. CORRESPONDENCE

- 1 MDSE - Accreditation return deadline 1 August 2025 – It was agreed that this would be added to the next Agenda.
- 2 Railways – 200th anniversary – signage – This was covered earlier.
- 3 Experience Sussex – advertising Henfield Museum – to receive an update – It was agreed to investigate further and PA would look at submitting an entry after consultation with the Curator and Mr Gordon.

- 4 Kestrel Alarms CCTV - Site visit on 4.2.25 – This was noted.
- 5 HDC - Volunteer Connect and Coffee Morning – 26 February – Mr Bates had attended but said it was not well attended by others and not worthwhile. The Chairman agreed to speak with HDC about how little notice was given for this event.

14. ANY OTHER URGENT MATTERS

Cllr Goodyear reminded all that with devolution there will be many changes and to be aware of those people who have been very helpful in the past. The Chairman said that he was not aware of what would be happening to Horsham Museum.

Mr Gordon confirmed that there were new volunteers involved with Oral Histories and that all are on Museum drive as well as on CDs or DVDs and can be listened to online.

Mr Gordon re-iterated again the need to ask for reviews on Social media when helping people with their enquiries.

Mr Gordon confirmed that the Google listing had been re-instated.

15. DATE OF NEXT MEETING

Wednesday 28th May 2025 at 7:30pm.