

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

**Meeting of the Museum Committee held on Wednesday  
30<sup>th</sup> August 2023 at 7:30pm in the Henfield Hall**

**Present:** Cllrs J Potts (Chairman), M Morgan and J Jones and Mr A Barwick (Curator), Mr R Gordon (Chair - Friends of Henfield Museum (FoHM), Mr L Jago (FoHM) and Mr S Robotham (Assistant Curator)

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

**MINUTES**

**1. ELECTION OF THE CHAIRMAN FOR THE FORTHCOMING YEAR**

It was **PROPOSED** by Cllr Jones, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to elect Cllr Potts as Chairman for the forthcoming year.

**2. DECLARATION OF MEMBERS' INTERESTS**

There were none.

**3. APOLOGIES**

Cllrs Goodyear and Farrell.

**4. ELECTION OF THE VICE-CHAIRMAN FOR THE FORTHCOMING YEAR**

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Mr Jago and **VOTED ALL IN FAVOUR** to elect Mr Gordon as Vice Chairman for the forthcoming year.

**5. APPROVAL OF MINUTES OF MEETING HELD ON 31<sup>ST</sup> MAY 2023**

These were approved and signed and dated by the Chairman.

*The Chairman adjourned the meeting.*

**OPEN FORUM**

There were no members of the public present.

*The Chairman reconvened the meeting.*

**6. MATTERS ARISING**

HDC – Volunteers award presented to the Curator – The Chairman congratulated the Curator on his award and thanked him for his very long service. Mr Gordon said that the Curator had been a part of the Museum since 1992 and that the museum had been in the Village Hall since 1974.

**7. CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE**

The Chairman gave a vote of thanks to Ann Donoghue who had been the Chairman of this Committee for that last four years. He also said that generally the Chairman would have been a serving member of the Committee but with so many changes within the Parish this had not been possible but that he was looking forward to the role and understanding more about the Museum and those looking after it.

**8. MUSEUM SIGNAGE IN CAR PARK**

It was confirmed that this had been installed on 21<sup>st</sup> June and the Chairman said he thought it was very attractive. Mr Jago said that other Museums had enquired about the poster and may well follow suit with advertising of their own. He also said that he would be showing the poster at the Horsham Museums Forum. Mr Gordon pointed out that although Digital boards are very popular, this poster did stand out. The Curator said that he would like additional advertising elsewhere in the village, possibly in the Coopers way Car park or on the front of the Henfield Hall. Cllr Morgan said that this area should be looked at again.

**ACTION POINT: PA to ensure this is on the agenda for the next meeting.**

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

Mr Gordon confirmed that the first tranche of the digitisation project had been completed and that the Curator will look at what would be included in the next tranche. He felt that it would be a good idea to use the same company for the work and that everything has been saved in the Cloud and Google Drive and he hoped that others would be encouraged to use the link. The Curator said that he had identified a number of items which might be suitable and he thought the likely cost might be as high as £10,000 the

Chairman agreed to contact Ms Donoghue about raising money for the project before the sorting began. The Curator, Mr Gordon and Mr Jago agreed to look at the types of items to be included in the next project. Mr Gordon said that by making these items accessible to the public would help with gaining grants he also said that it was important to use Key words when describing these items to make them more easily accessible to the public.

**ACTION POINT: PA to pass Ms Donoghue's email to the Chairman for him to contact. Curator, Mr Gordon and Mr Jago to consider which items might be included in the next Digitisation project.**

#### **10. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN**

- 1 Emergency/Disaster Plan - updated and on website without phone numbers – This was noted, the Chairman said that he was happy to have his name included.

**ACTION POINT: PA to add the Chairman to list, update document and update Website document.**

- 2 Policy, Governance & Management Document – Cllr Jones noted two errors in this document and it was agreed that the PA would amend.

**ACTION POINT: PA to amend the two errors.**

- 3 Costume Curator – Formalised Role – This was noted.
- 4 Training on Emergency/Disaster Plan – Cllr Morgan said that it would be very helpful if the Committee were able to see the main areas mentioned in the Emergency and Disaster Plan and locate the keys, cabinets and displays mentioned. It was agreed that PA would circulate possible dates for this session.

**ACTION POINT: PA to circulate details of possible dates and times for Committee to meet in Museum with Curator.**

It was also suggested that there ought to be an order of phone calls in the event of an emergency and PA agreed to look at this and draft a possible order for Curator's approval.

**ACTION POINT: PA to send suggestions of order to Curator for approval.**

Assistant Curator said that it would be useful to consider a trial run using the Free Church reminding all that it might be dark when the emergency occurs and that time may be limited with access to the Museum if there was a fire for instance.

#### **11. CURATOR'S REPORT – attached**

- 1 Acquisitions – The Accessions were agreed by all. It was also confirmed that the Parish Office had written a letter of thanks to Sheila Nye on her retirement as a volunteer at the Museum.
- 2 Disposals – It was confirmed that a number of items had been donated to Stoneywish Nature Reserve. The Curators also said that a number of other items had been recovered from storage to be offered to them. The Assistant Curator said there were now only a few vacuum cleaners remaining as well as the Edwardian Pram. It was agreed that PA would contact Mr Bates and ask about whether he wanted the item returned or was happy for it to be rehomed elsewhere. Cllr Jones suggested the young V&A Museum at Bethnal Green might have an interest.

**ACTION POINT: PA to write to Mr Bates about the Pram.**

#### **12. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT**

Mr Gordon confirmed that membership is between 70 – 80, and funds are £2,000 - £3,000. He said that some work had been completed on 3D scanning which might be very useful to create items which could be produced and sold as souvenirs. He said that the Bronze Age Axe Head had received 83 views so far and would be going to Exeter University as part of a display on Metal Detecting they would also carry out further research on it and produce a 3D scan. He also said that other items might be identified as suitable for 3D scanning (maybe 5 items) and FoHM could pay. Mr Jago agreed to look at grants for this sort of work, Cllr Morgan suggested that HDC or Horsham Museum might be able to assist. Mr Jago said that the next Horsham Museums Group meeting was not until January 2024. The Chairman said he would talk to Nicky Caxton at Horsham about grants, about future meetings and whether their newsletter could give extra publicity to Henfield Museum. Mr Gordon said he thought that Horsham Museum had agreed to link Henfield's website with theirs. Mr Gordon said that he had been in contact with a

company that produces small pewter objects as souvenirs and he'd like to think about which items might be suitable referencing Henfield, it was agreed to consider this at the next meeting.

**ACTION POINT: PA to ensure this is included on the next Agenda.**

Mr Gordon confirmed that both Sequoias; at the Sandpit and Floctons were doing very well. He also said that two posters on Sandy Lane had received lots of views and that Berretts Farm might be a good place to advertise the Museum in the future. It was agreed that Mr Jago would liaise with Berretts Farm direct about this.

**ACTION POINT: Mr Jago to speak with Berretts Farm about advertising there.**

Mr Gordon confirmed that the Roving case, presently at the Library is due to go to the Haven in September when Library closes for repairs to the roof.

Mr Gordon confirmed 982 followers on Facebook, that the "Then and Now" posts of Sandpit and Whites Farm have been very popular. He confirmed that when James Bolam and Sue Jamieson came to officially open the electric car club, they had spent time in Museum and signed guest book and this was proving popular on social media as well as photos of the Curator's award. The High Sheriff had also come to visit the Museum following Curator's award and this had raised the Museum profile. The Oral Histories were also proving popular. He also said that he thought that the greeting card of Golden Square would be sold in a set of six as this was popular. He also confirmed that a Student Volunteer maybe doing research on Nathaniel Woodard and Lancing College. He said that he was continuing with photo restoration work especially of 1960s Henfield Railway Station and warned of the need to be mindful of copyright. Finally a small metal badge had been found in Woodmancote Church and would be liaising with Mr DuHeaume about the find and would liaise with Assistant Curator. The next Friends of Henfield Museum Committee Meeting would be in September.

**13. CLERK'S REPORT**

There was nothing to report.

**14. BUDGETS FOR 2024 - 2025**

The previous year's figures of £400 income and expenditure were agreed for the forthcoming year. The Curator had purchased a painting of the South Downs from Henfield for £200 and wondered if the Committee would consider buying this, the Chairman agreed it could be considered at the next meeting and Mr Gordon said that FoHM would be happy to split the costs with Henfield Parish Council.

**ACTION POINT: PA to ensure this is on the next Agenda.**

**15. CORRESPONDENCE**

- 1 Museum Development Officer introductory and second email – This was noted and it was confirmed that she had attended the last meeting of Sussex Museum Group on 20<sup>th</sup> October.
- 2 South East Museum Development Newsletter: 15 July – This was noted
- 3 Survey of visits to visitor attractions - the results – This was noted Cllr Morgan said that numbers were still not up to pre Covid numbers.
- 4 South East Museums – This was noted.
- 5 Henfield Parish Councils Year of Biodiversity Display – It was agreed that a display about William Borrer as well as the Arboria Project could be created and that the Curator and Mr Gordon would liaise with Cllr Goodyear about this, he also confirmed that there was already a permanent display about the Violets Nursery. Cllr Jones said that these might be suitable items for display at next year's Annual Parish Meeting in March.

**16. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

Mr Jago said that he had seen relatively recent photos of the High Street and that he would contact BNS Magazine direct to see if copies could be obtained.

Mr Gordon said that the FoHM visit to Stoneywish Nature Reserve had been well received. He also mentioned that Museum in a Box was something to consider in the future which relied on QR codes on items being scanned and the history and details about that item being accessible to the holder.

**17. DATE OF NEXT MEETING**

Wednesday at 7:30pm on 29<sup>th</sup> November 2023.

The Meeting Closed at 9.01pm.