

HENFIELD PARISH COUNCIL
MUSEUM COMMITTEE

**You are summoned to a meeting of the Museum Committee to be held on
Wednesday 29th November 2023 at 7:30pm in the Henfield Hall**

AGENDA

1. DECLARATION OF MEMBERS' INTERESTS

2. APOLOGIES

3. APPROVAL OF MINUTES OF MEETING HELD ON 30th AUGUST 2023

OPEN FORUM

4. MATTERS ARISING

- 1 Objects suitable to be reproduced for pewter souvenirs
- 2 To Consider re-imbursing the Curator £195.55 for Robert Green painting of Chanctonbury Ring and the Downs from Henfield.

5. CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE

6. MUSEUM SIGNAGE

- 1 Consider new site or sites

7. DIGITISATION PROJECT UPDATE AND NEXT STEPS

8. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN

- 1 Emergency/Disaster Plan – updated and attached
- 2 Telephone calls in the event of an emergency
- 3 Policy, Governance & Management Document - updated and attached
- 4 Training on Emergency/Disaster Plan

9. CURATOR'S REPORT – attached

- 1 Acquisitions – AB
- 2 Disposals - SR

10. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT

11. CLERK'S REPORT

12. BUDGETS FOR 2024 - 2025

13. CORRESPONDENCE

- 1 South East Museums email – circulated 15.9.23
- 2 South East Museums email – circulated 30.10.23

14. ANY OTHER BUSINESS

15. DATE OF NEXT MEETING

Wednesday 28th February 2024 at 7:30pm



Clerk to Henfield Parish Council

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