

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

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

**Present:** Mr R Gordon (Chairman & Chair - Friends of Henfield Museum (FoHM), E Goodyear and M Morgan and Mr A Barwick (Curator) and (Mr L Jago (FoHM)

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

**MINUTES**

**1. DECLARATION OF MEMBERS' INTERESTS**

There were none.

**2. APOLOGIES**

Were received from Cllr Potts.

**3. APPROVAL OF MINUTES OF MEETING HELD ON 30<sup>th</sup> AUGUST 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.*

**4. MATTERS ARISING**

- 1 Identify objects suitable for reproduction as pewter souvenirs (pins, weights etc.) – the Chairman reminded all of the hope to create pewter miniatures of memorable objects. It was agreed that this would be carried forward and considered in a future meeting. He confirmed that he had also asked the Friends to consider something. Ref. also 3D scanning in Friends report.
- 2 To Consider re-imbursing the Curator £195.55 for Robert Green painting of Chanctonbury Ring and the Downs from Henfield.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by the Chairman **VOTED ALL IN FAVOUR** to reimburse the Curator the sum of £100.00, and the remainder would be refunded by FoHM.

The Curator agreed to bring the picture to the FoHM Christmas Party.

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

The Chairman confirmed that Cllr Potts had said he would look at grant funding after discussing it with Ms Donoghue.

**6. MUSEUM SIGNAGE**

- 1 Consider new site or sites – The Chairman said that he had investigated the screen in the entrance hall and hoped to prepare something for display there. After some discussion it was decided to look at the following sites:-  
Prairie Gardens and Berrett's Farm, Mr Jago agreed to make contact with the owners, it was hoped that a poster with train connections and the Downslink might be suitable for Berrett's.  
Blackland's Farm where it was felt that leaflets might be better and hoped that Cllr Potts might be able to contact the owners.  
Other considerations were near Swains or on the Common or near Downslink by the Old Railway, it was thought that the noticeboard there was looked after by WSCC.  
The Chairman asked the Curator to send suitable photographs so he could create a poster.

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

The Chairman confirmed that further digitisation could only take place with funding. He confirmed that the next items would be paintings and he was pleased to say that the technique used did not need them to be removed from their frames. The Curator said that the number of paintings to be considered would be a very costly exercise, it was confirmed that the Chairman and Curator would be meeting with Nicki at Horsham Museum to talk about a grant but it would be unlikely to cover the full cost. It was also hoped that Ms

Donoghue might be able to point the way to further funding. The Chairman explained that this would help preserve items and create a way of selling images to generate funds. The Chairman said it would be a good idea to have a plan in place ready for if a grant becomes available. He felt that the scanning/digital preservation of new items should be a priority and then making all images available for sale was the secondary goal.

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

- 1 Emergency/Disaster Plan – It was agreed that PA would approach Pastor Andrew about a second assistant from the Free Church to be added to emergency list and to speak with Mr Hubner about being added to the list in the absence of the Hall Steward.

**ACTION POINT** – PA to contact Pastor Andrew and David Hubner

- 2 Telephone calls in the event of an emergency – it was agreed that a list of the order of telephone calls would be produced by PA for circulation and agreement.

**ACTION POINT** – PA to produce cascading list of telephone calls to be made in the event of an emergency.

- 3 Policy, Governance & Management Document – This was noted.
- 4 Training on Emergency/Disaster Plan – The Curator confirmed that six people had attended the training and it was very worthwhile.

## **9. CURATOR'S REPORT – attached**

- 1 Acquisitions – The Curator said that he had received a quote for the restoration of the Estate Map from Woodmancote Place dated 1819 - £1380 for the conservation and £480 for framing, he also said that he felt it likely that he could get a grant of up to £1,000 and agreed to apply for the grant.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Goodyear **VOTED ALL IN FAVOUR** to support the application and consider the additional funding with FoHM when a grant has been awarded.

Mr Jago asked about the printing blocks. The Chairman said they were he would ask a friend about printing from these blocks. The Curator also said some of the blocks were miniature postcard size. The Chairman also explained that it is important to have quality content and ease with which it can be searched online. The Curator said that the latest display of cruet sets was popular and it was agreed that this should be publicized in BN5 and Parish Magazines.

**ACTION POINT** – PA to send details to BN5 and Parish Magazine for publicising.

- 2 Disposals – The Curator said that he was hoping that a farmer from Hurstpierpoint would take the farming objects, he also said that the only items now stored at a resident's house was the Gestetner machine, pram and a couple of Vacuums. The Chairman said he believed that Seaford Museum collected Vacuum Cleaners.

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

The Chairman said that 3D scanning was dependent on funding and choosing favourite objects. He confirmed that he had sent the Bronze Age axe head to Exeter University for 3D scanning and XRF analysis and he hoped they would be finished by the New Year.

The Chairman said that the FoHM are considering becoming a charity so that they can access grants that are only open to Charities. Mr Jago said that he hoped this might be completed soon once the original Constitution had been cross referenced with requirements.

The Chairman said that the first three sets of greeting cards were on sale now in Museum and on website and selling well, the books (on Commons and the High Street) were also still selling well. The Roving Case with a new display on Devil's Dyke had moved earlier in the day and was now in Free Church Hall. The Chairman also said that he regularly added photos and updated home page on website and social media. He was continuing with photo restoration when he had time. It was confirmed that the Square payments system was working well but that it may be necessary to move to the next level if further items added for sale; the Chairman said he would find out the next level and costs associated with that level.

The Chairman said that the Arborea project was well received and although both Redwoods were still in the ground, the Stonepit Lane tree looks to have been eaten by sheep/deer; the other one in the Community Orchard is very well protected and growing well. Oral Histories have been progressing and it was confirmed that an automated transcription system is in place. The Chairman had been asked for research assistance from a resident in Barrow Hill which had resulted in a £50 donation to the Museum. He hoped that there would be a full FoHM annual report next month.

**11. CLERK'S REPORT**

It was confirmed that expenditure was £112.96, (which was made up of Subscription to Sussex Museum Group, A1 Sign & Halogen Heater) and income was £208.50 (which was made up of Book Sales, Collection Box & Donations)

**12. BUDGETS FOR 2024 – 2025**

It was confirmed that this year's budget (2023-2024) and next year's budget (2024-2025) for both expenditure and income is £400.

**13. CORRESPONDENCE**

- 1 South East Museums email – The Chairman confirmed that this included details of upcoming training course.
- 2 South East Museums email – The Chairman confirmed that this had details of grant applications with a deadline of 26<sup>th</sup> January 2024.

**14. ANY OTHER BUSINESS**

There was none.

**15. DATE OF NEXT MEETING**

Wednesday 28<sup>th</sup> February 2024 at 7:30pm

The meeting closed at 8.45pm

Meetings in 2024 are as follows:- 28th February, 29th May, 28th August and 27th November.