



HENFIELD PARISH COUNCIL **MUSEUM COMMITTEE**

**Notice of a meeting of the Museum Committee to be held on
Wednesday 28th February 2024 at 7:30pm in the Henfield Hall**

AGENDA

- 1. DECLARATION OF MEMBERS' INTERESTS**
- 2. APOLOGIES**
- 3. APPROVAL OF MINUTES OF MEETING HELD ON 29TH NOVEMBER 2023**
OPEN FORUM
- 4. MATTERS ARISING**
- 5. CHAIRMAN'S ANNOUNCEMENTS AND CORRESPONDENCE**
- 6. MUSEUM SIGNAGE**
- 7. DIGITISATION PROJECT UPDATE AND NEXT STEPS**
- 8. ANNUAL REVIEW OF POLICIES AND FORWARD PLAN**
 - 1 Telephone calls in the event of an emergency
 - 2 Second contact at Henfield Free Church
- 9. CURATOR'S REPORT – attached**
 - 1 Acquisitions – AB
 - 2 Disposals – SR
 - 3 Costume Curator's Report – attached.
- 10. FRIENDS OF HENFIELD MUSEUM (FoHM) REPORT**
 - 1 2023 Retrospective - attached
 - 2 Rails and Railways.
- 11. CLERK'S REPORT**
- 12. ANNUAL PARISH MEETING – TUESDAY 5TH MARCH 2024**
 - 1 Annual Report - attached
 - 2 Museum table and Costume display in Main Hall and Museum Open
- 13. BUSINESS PLAN ACTION PLAN**

Attached
- 14. CORRESPONDENCE**
 - 1 Museum Development South East Programme – circulated 12.2.24
 - 2 2024+ Museum Development South East – circulated 15.2.24
 - 3 South East Museum Development Newsletter: February 2024 – circulated 15.2.24
- 15. ANY OTHER BUSINESS**
- 16. DATE OF NEXT MEETING**

Wednesday 29th May 2024 at 7:30pm

Clerk to Henfield Parish Council

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