



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

**Meeting of the Museum Committee held on  
Wednesday 28<sup>th</sup> February 2024 at 7:30pm in the Henfield Hall**

**Present:** Cllr J Potts (Chairman) and E Goodyear, Mr A Barwick (Curator) and Mr L Jago (Friends of Henfield Museum (FoHM))

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

### **MINUTES**

#### **1. DECLARATION OF MEMBERS' INTERESTS**

There were none.

#### **2. APOLOGIES**

Were received from Cllr Morgan, Mr Robotham and Mr Gordon.

#### **3. APPROVAL OF MINUTES OF MEETING HELD ON 29<sup>TH</sup> NOVEMBER 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**

The Chairman said that he had received an email from Ms Donoghue about volunteers, the Curator confirmed that he is meeting with one of them later in the week. He thought that Mr Gordon had indicated that he would follow up with another of the volunteers.

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

There were none.

#### **6. MUSEUM SIGNAGE**

Mr Jago said that Berretts Farm had agreed to the siting of a poster on their premises although he thought the layout may have to change to fit the space. He said that Dawn Butcher from Henfield Community Partnership had agreed to help with the layout. It was confirmed that Mr Gordon had suggested that comments from locals who lived in the village when they were very young could also be used. He knew of stories of children taking farm animals on trains to move them from local villages. The Chairman said that he had approached Blacklands Farm and they are happy to display a poster. Mr Jago said that he had spoken with the owners of Sussex Prairies who had been very willing to help and the Chairman agreed to speak with them again to find out what space they had available.

**ACTION POINT:** The Chairman would contact Sussex Prairies and establish the space available and liaise with Mr Jago about size of poster.

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

The Chairman indicated that he was meeting with a number of people at Horsham District Council and hoped that they may be able to help with grants for this project. The Curator said that he hoped to find out about possible grants from the next Museum Group Meeting being held on 24<sup>th</sup> April at Christs Hospital Museum.

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

1 Telephone calls in the event of an emergency – this was agreed by all.

2 Second contact at Henfield Free Church – It was confirmed that a name had been provided by the Free Church.

The Curator indicated a number of minor amendments needed in the Emergency and Disaster Plan and these were agreed.

**ACTION POINT:** PA would amend the Emergency and Disaster Plan accordingly.

The Chairman wondered how the Museum could reflect 2024 being Year of Biodiversity. Cllr Goodyear said that she had purchased some heritage violets which she hoped to plant in Coopers Way by the two Mosaics when the weather improves. The Curator confirmed that one of the acquisitions is a book written by Mrs Alan Brown of the Violets Farm. The Chairman said he had found some literature on Henfield suffragettes including Rebecca Welshman.

9. **CURATOR'S REPORT – attached** - this was noted and the Chairman said he would be very interested in attending the talk on Red Oaks when the Curator delivered it later in the year.

- 1 Acquisitions – AB – This was noted and agreed.
- 2 Disposals – SR – There was nothing further to report.
- 3 Costume Curator's Report – This was noted.

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

- 1 2023 Retrospective - This was noted.
- 2 Rails and Railways. The Curator confirmed that a project was presently being undertaken to coincide with 200 years of the rail network. There were a number of short videos about the local railways and many posters being produced. He said that he thought that the videos could be accessed through social media.

#### **11. CLERK'S REPORT**

It was confirmed that expenditure was £267.00 (including £49.80 for the annual Sussex Museum Groups Subscription) which was 66.7% of the budget and income was £279.00 which was 69.6% of budget and that 83.3% of the financial year has elapsed. Cllr Goodyear confirmed that Henfield Hall would soon be discussing the five yearly rent review with the Parish Council and that would include the Museum.

#### **12. ANNUAL PARISH MEETING – TUESDAY 5TH MARCH 2024**

- 1 Annual Report – Cllr Goodyear said that this had been updated.
- 2 Museum table and Costume display in Main Hall and Museum Open from 6pm. The Curator confirmed that Ms Richards would have a costume display and that Mr Bates was also selling books. Cllr Goodyear said she would make sure that three tables were available for the evening.

#### **13. BUSINESS PLAN ACTION PLAN**

The Chairman said that the additional advertising at the Library Car Park and soon at other locations would raise the Museum's profile to some visitors to the local area. It was confirmed that Trails are now being looked after by Cllr Perry.

#### **14. CORRESPONDENCE**

- 1 Museum Development South East Programme – This was noted.
- 2 2024+ Museum Development South East – This was noted.
- 3 South East Museum Development Newsletter: February 2024 – This was noted.
- 4 Horsham District - Emergency Salvage Grant – This was noted.

#### **15. ANY OTHER BUSINESS**

It was agreed that PA would circulate the Forward Plan with amendments from the Curator. He had also amended the Notes for Volunteers.

Cllr Goodyear said that the Henfield Hall were introducing a new online booking system from April.

It was confirmed that CCTV is being serviced on the afternoon of Thursday 7th March. The Curator reminded PA that when security maintenance is due that they need to separate the Fire Door alarm at the rear of the Museum from the alarm system.

**ACTION POINT:** PA would circulate the amended Forward Plan and liaise with the Hall Steward over security annual service for the Museum. She would also amend the notes for Volunteers.

The Curator said that there were a number of milestones this year: 120 years of the Fire Brigade, 130 years of Henfield Parish Council and 50 years since the Henfield Hall was opened. He thought that any of these might make for a good display.

#### **16. DATE OF NEXT MEETING**

Wednesday 29<sup>th</sup> May 2024 at 7:30pm.

Meeting closed at 8.11pm.