

AGENDA

QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE MEETING



Date: Wednesday 9 November 2011
Time: 5.30 p.m. or at the conclusion of
the meeting of the Cobtree
Manor Estate Charity Committee,
whichever is the later
Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors Garland, Hotson and J.A. Wilson

Page No.

1. Apologies for Absence
2. Notification of Visiting Members
3. Election of Chairman
4. Election of Vice-Chairman

Continued Over/:

Issued on 1 November 2011

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Alison Broom

**Alison Broom, Chief Executive, Maidstone Borough Council,
London House, 5-11 London Road, Maidstone, Kent ME16 8HR**

5. Disclosures by Members and Officers
6. Disclosures of Lobbying
7. To consider whether any items should be taken in private because of the possible disclosure of exempt information
8. Minutes of the meeting held on 20 December 2010 1 - 2
9. Report of the Head of Finance and Customer Services - Accounts 2010/11 3 - 7
10. Report of the Head of Finance and Customer Services – Banking Arrangements 8 - 9
11. Report of the Museums and Heritage Manager - Queen's Own Royal West Kent Regiment Museum Trust - Annual Report 2011 10 - 11

MAIDSTONE BOROUGH COUNCIL

QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

MINUTES OF THE MEETING HELD ON 20 DECEMBER 2010

**Present: Councillor J A Wilson (Chairman) and
Councillors Garland, Greer and Mrs Ring**

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

3. ELECTION OF CHAIRMAN

RESOLVED: That Councillor J A Wilson be elected as Chairman of the Committee for the remainder of the Municipal Year 2010/11.

4. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Mrs Ring be elected as Vice-Chairman of the Committee for the remainder of the Municipal Year 2010/11.

5. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

6. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

7. EXEMPT ITEMS

RESOLVED: That the items on the agenda be taken in public as proposed.

8. MINUTES

RESOLVED: That the Minutes of the meeting held on 29 June 2009 be approved as a correct record and signed.

9. ACCOUNTS 2009/10

DECISION MADE

That the Trust's Accounts for the year ending 31 March 2010, attached as Appendix A to the report of the Head of Finance and Customer Services, be approved.

For full details of this Record of Decision, please follow this link:-

<http://meetings.maidstone.gov.uk/Published/C00000387/M00001188/AI0007386/IssueDecision.doc.pdf>

10. QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST - ANNUAL REPORT 2009/10

DECISION MADE:

That the 2009/10 annual report for the Queen's Own Royal West Kent Regiment Museum Trust, attached as an Appendix to the report of the Museums and Heritage Manager, be approved for submission to the Charity Commission.

For full details of this Record of Decision, please follow this link:-

<http://meetings.maidstone.gov.uk/Published/C00000387/M00001188/AI0007390/IssueDecision.doc.pdf>

11. DURATION OF MEETING

9.18 a.m. to 9.20 a.m.

MAIDSTONE BOROUGH COUNCIL

THE QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

9TH NOVEMBER 2011

REPORT OF HEAD OF FINANCE & CUSTOMER SERVICES

Report prepared by Paul Holland, Senior Accountant (Client)

1. ACCOUNTS 2010/11

1.1 Issue for Decision

1.1.1 To consider the approval of the Trust Accounts for the year ending 31st March 2011.

1.2 Recommendation of Head of Finance & Customer Services

1.2.1 That the Committee approves the Accounts for the year ending 31st March 2011.

1.3 Reasons for Recommendation

1.3.1 Attached at **Appendix A** are the Accounts for the year ending 31st March 2011.

1.3.2 The Committee is required to formally approve the Accounts before they are submitted to the Charity Commission.

1.4 Accounts 2010/11

1.4.1 There was a small deficit of £244 on the receipts and payments account for 2010/11, however the Trust does continue to have a healthy bank balance with £10,441 in the accounts at 31st March 2011, and overall assets of £29,811 including the investment in the United Services Trust Combined Charitable Income Fund.

1.4.2 The most significant item of expenditure was a payment of £20,000 towards the refurbishment of the Regimental Museum displays, the cost of which was covered by a donation of the same amount from the Queen's Own Buffs Regimental Association.

1.5 Alternative Action and why not Recommended

1.5.1 There is no alternative action as the Trust is required to submit its accounts to the Charity Commission.

1.6 Impact on Corporate Objectives

1.6.1 There is no impact on Corporate Objectives.

1.7 Risk Management

1.7.1 The approval of the annual accounts is a fundamental part of the overall financial management of the Trust.

1.8 Other Implications

1.8.1

1. Financial
2. Staffing
3. Legal
4. Social Inclusion
5. Environmental/Sustainable Development
6. Community Safety
7. Human Rights Act
8. Procurement

X

1.9 Background Documents

1.9.1 Financial documents and files held by the Corporate Finance section.

NO REPORT WILL BE ACCEPTED WITHOUT THIS BOX BEING COMPLETED

Is this a Key Decision? Yes No

If yes, when did it appear in the Forward Plan?

Is this an Urgent Key Decision? Yes No

Reason for Urgency

Not applicable

The Queens Own Royal West Kent Regiment Museum Trust

Receipts & Payments Account

For the Period 1st April 2010 to 31st March 2011

	2010/11 £	2009/10 £
Receipts		
From Voluntary Sources:		
Subscriptions, Donations & Legacy	20,133	279
From Charitable Activities:		
Sale of Books & Postcards	1,615	1,566
Investment Income:		
Interest & Dividends	1,028	1,183
TOTAL RECEIPTS	<u>22,776</u>	<u>3,028</u>
Payments		
Costs of Charitable Activities:		
Casual Learning Assistant		98
Touchscreen Software		1,181
Refurbishment of Regimental Museum Displays	20,000	
Ypres trip cancellation fee	2,000	
Staff costs for 2010 lecture series	1,000	
Payments for Governance Costs:		
Bank Charges	20	20
TOTAL PAYMENTS	<u>23,020</u>	<u>1,299</u>
Surplus/(Deficit) for the year	<u>(244)</u>	<u>1,729</u>
Cash & Bank Balances at 1st April 2009	10,685	8,956
Cash & Bank Balances at 31st March 2010	<u>10,441</u>	<u>10,685</u>

Bank Balances		
Special Interest Bearing Account @ 31/3/11	9,941	10,185
Current Account @ 31/3/11	500	500
	10,441	10,685

Balances from Current Account are automatically swept into the Special Interest Bearing Account

Balance Sheet as at 31st March 2010	2010/11	2009/10
	£	£
Capital Assets		
UST Combined Charitable Income Fund	19,370	19,370
Current Assets		
Bank Accounts	10,441	10,685
Total Assets	<u>29,811</u>	<u>30,055</u>
Accumulated Reserve		
Balance Brought Forward	30,055	28,326
Surplus/(Deficit) for the year	(244)	1,729
	<u>29,811</u>	<u>30,055</u>

Signed:

Paul Holland - Senior Accountant (Client)
Maidstone Borough Council

Agenda Item 10

MAIDSTONE BOROUGH COUNCIL

THE QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

9TH NOVEMBER 2011

REPORT OF THE HEAD OF FINANCE & CUSTOMER SERVICES

Report prepared by: Paul Holland (Senior Accountant)

1 BANKING ARRANGEMENTS

1.1 Issue for Decision

1.1.1 To consider the proposed changes in the Council's banking arrangements and the impact upon the Trust.

1.2 Recommendation of the Head of Finance & Customer Services

1.2.1 That the Committee agrees to follow the position of the Borough Council and transfer its banking arrangements to the successful tenderer.

1.3 Reasons for Recommendation

1.3.1 Nat West Bank (part of the Royal Bank of Scotland group) are being forced to sell part of its asset base to Santander UK plc as part of an EU directive for accepting a Government bail out to deal with its funding problems. This sale will facilitate the repayment of the debt to the Government.

1.3.2 Maidstone Borough Council's accounts are included within this asset sale, and this includes the accounts of associated charities including the Trust. The Council has decided it does not wish its business to go to Santander, and has elected to go out to tender for its banking arrangements.

1.3.3 At the time of writing this report tenders have been returned and are in the process of being evaluated. A verbal update on the latest position will be given to the meeting. The Trust has used the council's banking arrangements for x years. This arrangement has been at no cost to the Trust. It is therefore recommended that the Trust transfer its banking arrangements in line with the council's decision regarding the to the successful tenderer.

1.4 Alternative Actions and Why Not Recommended

1.4.1 The Committee could choose to make its own banking arrangements separate to those of the Council, but this would involve additional administration and potentially additional costs being incurred.

1.5 Impact on the Charity's Objectives

1.5.1 None.

1.6 Risk Management

1.6.1 Robust and secure banking arrangements are an important element of good financial management.

1.7 Other Implications

Financial	<input checked="" type="checkbox"/>
Staffing	<input type="checkbox"/>
Legal	<input type="checkbox"/>
Social Inclusion	<input type="checkbox"/>
Environmental/Sustainable Development	<input type="checkbox"/>
Community Safety	<input type="checkbox"/>
Human Rights Act	<input type="checkbox"/>
Procurement	<input type="checkbox"/>
Asset Management	<input type="checkbox"/>

1.8 Financial Implications

There are no direct financial implications arising from the.

<u>NO REPORT WILL BE ACCEPTED WITHOUT THIS BOX BEING COMPLETED</u>	
Is this a Key Decision?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, when did it appear in the Forward Plan? _____	
Is this an Urgent Key Decision?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<u>Reason for Urgency</u>	
Not applicable	

Agenda Item 11

MAIDSTONE BOROUGH COUNCIL

THE QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

REPORT OF THE MUSEUMS & HERITAGE MANAGER

Report prepared by Simon Lace, Museums & Heritage Manager

Date Issued: 09 November 2011

Queen's Own Royal West Kent Regiment Museum Trust

Annual Report 2011

1. Evaluation of the refurbishment of the Regimental Museum in 2010 has been undertaken. The vast majority of visitors enjoy the new gallery and the average time spend there by each visitor has increased from one minute 35 seconds to over four minutes – a demonstration that the museum's new exhibits provide greater engagement for the visitor and reasons to dwell.
2. Over 65,000 in-person visits were recorded at the museum, making it the most highly visited military museum in Kent and one of the busiest in the whole of the South East.
3. Media interest in the Regimental Museum remains high. An item about the recent event to commemorate the Ulu Ambush of 1951 (Malaysian Insurgency), organized with the Queens Own Buffs Regimental Association, was shown on BBS SE News on 22nd October.
4. During the year over 300 items were donated to the regimental collection.
5. An important acquisition is the medals of WOII R.J Hayley. These include an MBE, GSM 1918-62 EII Near East, Cyprus, GSM 1962-2007 Borneo, Northern Ireland, Silver Jubilee Medal, Cadet Forces Medal with bar and the Pingat Jasa. They join the medals of his father A.J. Hayley which include GSM 1918-1962 Palestine, 39-45 Star, Africa

Star, Italy Star, Defence Medal, War Medal (MID), Coronation Medal 1953, LSGC and MSM and his grandfather J.D Hayley War Medal, Victory Medal, LSGC and MSM.

6. The project to record the memories of veterans of the Battle of Kohima (1944) has concluded. An audio-visual presentation has been prepared and will be installed in the Regimental Museum early in 2012.
7. Maidstone Museum staff continue to help veterans of the regiment. A notable example is Edward Stuart, captured during the Dunkirk evacuation. He contacted the Museum to establish what happened to his Platoon Sergeant. We were able to tell him that his comrade died of his wounds and is commemorated on the memorial at Dunkirk. In the course of conversation it transpired that he had not claimed his campaign medals as he felt that as a POW, he had not earned them. Museum staff helped him complete the necessary paperwork and he has now claimed his medals.