

AGENDA

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



Date: Wednesday 9 January 2013

Time: 5.45 p.m.

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
5. Disclosures by Members and Officers
6. Disclosures of Lobbying

Continued Over/:

Issued on 27 December 2012

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEBBIE SNOOK on 01622 602030**. To find out more about the work of the Committee, please visit www.maidstone.gov.uk

**Alison Broom, Chief Executive, Maidstone Borough Council,
Maidstone House, King Street, Maidstone, Kent ME15 6JQ**

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 9 November 2011 1 - 2
9. Report of the Head of Finance and Customer Services - Queen's Own Royal West Kent Regiment Museum Trust - Accounts 2011/12 3 - 7
10. Report of the Museums and Heritage Manager - Queen's Own Royal West Kent Regiment Museum Trust - Annual Report 2011/12 8 - 12

MAIDSTONE BOROUGH COUNCIL

QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

MINUTES OF THE MEETING HELD ON 9 NOVEMBER 2011

**Present: Councillor J.A. Wilson (Chairman) and
Councillors Garland and Hotson**

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 2011/12.

4. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Garland be elected as Vice-Chairman of the Committee for the remainder of the Municipal Year 2011/12.

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 OF THE MEETING HELD ON 20 DECEMBER 2010

RESOLVED: That the Minutes of the meeting held on 20 December 2010 be approved as a correct record and signed.

9. ACCOUNTS 2010/11

DECISION MADE

That the Trust's Accounts for the year ending 31 March 2011, attached as an Appendix to the report of the Head of Finance and Customer Services, be approved.

To view full details of this decision, please follow this link:-

<http://meetings.maidstone.gov.uk/ieDecisionDetails.aspx?ID=508>

10. BANKING ARRANGEMENTS

DECISION MADE

That agreement be given to the transfer of the Trust's banking arrangements to Lloyds TSB Bank, the successful tenderer for the Council's banking arrangements.

To view full details of this decision, please follow this link:-

<http://meetings.maidstone.gov.uk/ieDecisionDetails.aspx?ID=509>

11. QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST - ANNUAL REPORT 2011

DECISION MADE

That the 2010/11 annual report for the Queen's Own Royal West Kent Regiment Museum Trust, set out in the report of the Museums and Heritage Manager, be approved for submission to the Charity Commission.

To view full details of this decision, please follow this link:-

<http://meetings.maidstone.gov.uk/ieDecisionDetails.aspx?ID=510>

12. DURATION OF MEETING

5.30 p.m. to 5.45 p.m.

MAIDSTONE BOROUGH COUNCIL

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

9TH JANUARY 2013

REPORT OF HEAD OF FINANCE & CUSTOMER SERVICES

Report prepared by Paul Holland, Senior Accountant (Client)

1. ACCOUNTS 2011/12

1.1 Issue for Decision

1.1.1 To consider the approval of the Trust Accounts for the year ending 31st March 2012.

1.2 Recommendation of Head of Finance & Customer Services

1.2.1 That the Committee approves the Accounts for the year ending 31st March 2012.

1.3 Reasons for Recommendation

1.3.1 Attached at **Appendix A** are the Accounts for the year ending 31st March 2012.

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

1.4 Accounts 2011/12

1.4.1 There was a deficit of £2,701 on the receipts and payments account for 2011/12, however the Trust does continue to have a healthy bank balance with £7,740 in the accounts at 31st March 2012, and overall assets of £27,110 including the investment in the UST Combined Charitable Income Fund.

1.4.2 The most significant item of expenditure was a payment of £6,800 towards the purchase of a set of medals that had been owned by a grandfather, father and son from the same family. The cost was partially offset by a donation of £3,000 from the Queen's Own Buffs 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

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1.9 Background Documents

1.9.1 None.

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 2011 to 31st March 2012

| | 2011/12 £ | 2010/11 £ |
|---|----------------|---------------|
| Receipts | | |
| From Voluntary Sources: | | |
| Subscriptions, Donations & Legacy | 3,000 | 20,133 |
| From Charitable Activities: | | |
| Sale of Books & Postcards/Research Fees | 145 | 1,615 |
| Investment Income: | | |
| Interest & Dividends | 974 | 1,028 |
| TOTAL RECEIPTS | 4,119 | 22,776 |
| Payments | | |
| Costs of Charitable Activities: | | |
| Purchase of Medals | 6,800 | |
| 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 | 6,820 | 23,020 |
| Surplus/(Deficit) for the year | (2,701) | (244) |
| Cash & Bank Balances at 1st April 2011 | 10,441 | 10,685 |
| Cash & Bank Balances at 31st March 2012 | <u>7,740</u> | <u>10,441</u> |

| Bank Balances | | |
|--|--------------|---------------|
| Special Interest Bearing Account @ 31/3/12 | 7,240 | 9,941 |
| Current Account @ 31/3/12 | 500 | 500 |
| | 7,740 | 10,441 |

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

| Balance Sheet as at 31st March 2012 | 2011/12 | 2010/11 |
|--|----------------------|----------------------|
| | £ | £ |
| Capital Assets | | |
| UST Combined Charitable Income Fund | 19,370 | 19,370 |
| Current Assets | | |
| Bank Accounts | 7,740 | 10,441 |
| Total Assets | <u>27,110</u> | <u>29,811</u> |
| Accumulated Reserve | | |
| Balance Brought Forward | 29,811 | 30,055 |
| Surplus/(Deficit) for the year | (2,701) | (244) |
| | <u>27,110</u> | <u>29,811</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

9 JANUARY 2013

REPORT OF THE MUSEUMS & HERITAGE MANAGER

Report prepared by Simon Lace, Museums & Heritage Manager

1. Queen's Own Royal West Kent Regiment Museum Trust Annual Report

1.1 Issue for Decision

1.1.1 To approve the 2011/12 annual report for the Queen's Own Royal West Kent Regiment Museum Trust for submission to the Charity Commission.

1.2 Recommendation of the Museums & Heritage Manager

1.2.1 It is recommended that the Committee approve the 2011/12 annual report for the Queen's Own Royal West Kent Regiment Museum Trust for submission to the Charity Commission.

1.3 Reasons for Recommendation

1.3.1 On 12 March 2007 the Charity Commission, in consultation with Maidstone Borough Council, created a new Scheme which appointed the Council as sole trustee of the Regimental Museum Charity. Ownership of the Trust's assets passed to the Council which now has responsibility for managing, curating and insuring the collection.

1.3.2 The old Regimental Trust has become an un-registered charity known as a Combined Fund. The Council has a Duty of Consultation to report once a year on matters relating to the management of the collection to a nominated representative of the Combined Fund (the Secretary of the Queen's Owns Buffs Association, based at the PWRR barracks in Canterbury). The Council must produce an annual report and accounts for the Charity Commission.

1.4 Alternative Action and why not Recommended

1.4.1 Any alternative course of action would not meet the requirements of the Charity Commission. This could undermine public confidence in the ability of the Council to manage the Queen's Own Royal West Kent Regiment Museum Trust.

1.5 Impact on Corporate Objectives

1.5.1 Approval of the report will meet the Trust's charitable objectives and continue the successful development of the Regimental Museum.

1.6 Risk Management

1.6.1 There is no risk to the Council in approving the annual report.

1.7 Other Implications

1.7.1

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

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1.7.2 Failing to provide an annual report to the Charity Commission could have legal ramifications.

1.8 Background Documents

None.

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

[State why the decision is urgent and cannot wait until the next issue of the forward plan.]

MAIDSTONE BOROUGH COUNCIL

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

REPORT OF THE MUSEUMS & HERITAGE MANAGER

Report prepared by Simon Lacey, Museums & Heritage Manager

Date Issued: December 2012

Queen's Own Royal West Kent Regiment Museum Trust

Annual Report 2011-12

1. The Queen's Own Buffs Regimental Association remain very supportive of the regimental museum. Over the last year with the support of Council staff they have organized three events held in Maidstone Museum for their members.
2. Discussions with the Association concerning the development of a programme of externally funded improvements to the regimental museum have begun. Consultation with other partners and with visitors will begin early in 2013.
3. The Association has submitted a planning application (MA/12/2008) for the erection of a bronze statue of a soldier which is intended to commemorate the Royal West Kent Regiment. They propose that the statue be located in the front courtyard of Maidstone Museum opposite the Gurkha statue that was placed there in 2009.
4. Media interest in the Regimental Museum remains high. Articles and stories relating to the regimental museum regularly appear in the local press and on TV.
5. During the year 20 individual donors made donations to the regimental collection. These include;

APPENDIX

- Medals, cigarette case, watch guard, camera and purse (containing lucky black cat and "Ypres" ring) of 2Lt Percy Stevens, 7thBn RWK
 - Silver cigar box of Capt C E Stern, 4th Bn RWK
 - Military Cross, 1914-15 Star, 1914-19 War Medal, Victory Medal of Capt E Fulcher
 - 1914-19 War Medal and Victory Medal of Albert Agnew
 - 1939-45 Star, Africa Star, Italy Star, Defence Medal, 1939-45 War Medal of George Wilson
 - Medals (Territorial Medal, 1939-45 War Medal with oak leaf clasp, Defence Medal, Burma Star, Africa Star with 8th Army clasp, 1939-45 Star), miniatures, diary, photographs and kukri of Major Shaw, RWK
 - 1914-19 War Medal + Victory medal of Pte W Dutton, RWK
 - Defence Medal, 1939-45 War Medal, documentation, photo album with RWK embroidered crest of Pte F W H Joyce, RWK (donor lives in New Zealand)
 - Autograph album relating to 8th Bn, RWK
6. A short audio-visual presentation recording the memories of eight veterans of the Battle of Kohima (1944) has been prepared. It will soon be installed in the Museum for visitors to view.
7. An interactive computer display has been installed in the museum which provides information about the medals on display. This was funded by the Museum Trust.
8. Looking ahead, the regimental museum will be the focus of much interest when we commemorate the 100th anniversary of the Great War in the summer of 2014. Work has already started on developing a programme of activities for the anniversary.