

AGENDA

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



Date: Tuesday 17 January 2017

Time: 10.00 am

Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors Cox, Cuming, Newton, Round and
Mrs Wilson

Page No.

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

Continued Over/:

Issued on Monday 9 January 2017

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 Poppy Collier on 01622 602242**. 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**

6. Disclosures by Members and Officers
7. Disclosures of Lobbying
8. To consider whether any items should be taken in private because of the possible disclosure of exempt information
9. Minutes of the Meeting held on 20 January 2016 1 - 3
10. Report of the Director of Finance and Business Improvement - Accounts 2015/16 4 - 9
11. Report of the Head of Commercial and Economic Development - Annual Report 2015/16 10 - 21

MAIDSTONE BOROUGH COUNCIL

Queen's Own Royal West Kent Regiment Museum Trust Committee

MINUTES OF THE MEETING HELD ON WEDNESDAY 20 JANUARY 2016

Present: Councillor Daley (Chairman), and
Councillors Mrs Joy, Mrs Parvin, Mrs Ring and Round

12. APOLOGIES FOR ABSENCE

It was noted that apologies for absence had been received from Councillors Blackmore and Wilson, F.

13. NOTIFICATION OF SUBSTITUTE MEMBERS

The following Substitute Members were noted:

Councillor Ring for Councillor Blackmore
Councillor Joy for Councillor F. Wilson

14. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

15. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Daley be elected Chairman of the Committee for the remainder of the Municipal Year 2015-16.

16. ELECTION OF VICE-CHAIRMAN

RESOLVED that:

- 1) Councillor Blackmore be elected Vice-Chairman for the remainder of the Municipal Year 2015-16; and
- 2) The chairmanship of the Committee alternate between the Chairman and Vice-Chairman at subsequent meetings of the Committee during the remainder of the Municipal Year 2015-16, commencing with Councillor Daley.

17. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members and Officers.

18. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

19. TO CONSIDER WHETHER ANY ITEMS SHOULD BE TAKEN IN PRIVATE BECAUSE OF THE POSSIBLE DISCLOSURE OF EXEMPT INFORMATION

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

20. MINUTES OF THE MEETING HELD ON 17 DECEMBER 2014

RESOLVED: That the minutes of the Meeting held on 17 December 2014 be approved as a correct record and signed.

21. REPORT OF THE HEAD OF FINANCE AND RESOURCES - ACCOUNTS 2014/15

Paul Holland, Senior Finance Manager, introduced the Accounts for 2014/15 and highlighted the following:

- There was a deficit of £893 on the receipts and payments account.
- There had been one purchase of £750 for a medal for the collection.
- The trust had total assets of £26,022, and the bank account had a balance of £2137 at the time the report was written.

In response to questions Members were informed that:

- The value of investments was correct as of the date the balance sheet was published. Market value was flexible, and figures given were median.
- The term assets used in context of the report referred to monies rather than the Museum's collection. Items in the collection were insured and registered as their insurance value.
- Income came from donations, bequests, and charges made by the enquiry service to perform family history searches.

RESOLVED: That the Accounts for the year ending 31 March 2015 be approved.

22. REPORT OF THE HEAD OF COMMERCIAL AND ECONOMIC DEVELOPMENT - ANNUAL REPORT 2014/15

Samantha Harris, Collections Manager, presented the Annual Report 2014/15 and apprised Members of the following:

- First World War (WW1) commemorations were ongoing, and involved educational programmes with primary and secondary schools. A

project alongside a re-enactment society had incorporated living history elements.

- Older visitors had engaged with external talks and the museums on prescription programme.
- A physical audit of the collection was in progress.

Members heard that the Trone Wood painting (Collection number MNERM 818) was intended for exhibition as part of WW1 commemorations. Conservation work had been undertaken but the painting was unframed.

RESOLVED:

- 1) That the annual report for the Queen's Own Royal West Kent Regiment Trust be approved for submission to the Charity Commission.
- 2) That authority be delegated to the Collections Manager to seek quotes for and action the framing of the Trone Wood painting (Collection number MNERM 818).

23. DURATION OF MEETING

10.00 a.m. to 10.22 a.m.

Agenda Item 10

The Queen's Own Royal West Kent Regiment Museum Trust Committee

17th January 2017

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

Accounts 2015/16

Final Decision-Maker	The Queen's Own Royal West Kent Regiment Museum Trust Committee
Lead Head of Service	Head of Commercial & Economic Development
Lead Officer and Report Author	Paul Holland, Senior Finance Manager (Client)
Classification	Public
Wards affected	All

This report makes the following recommendations to this Committee:

1. That the Committee approves the Accounts for the year ending 31st March 2016.

This report relates to the following corporate priorities:

- Keeping Maidstone Borough an attractive place for all – ensuring that there are good leisure and cultural attractions.

Timetable

Meeting	Date
The Queen's Own Royal West Kent Regiment Museum Trust Committee	17th January 2017

Accounts 2015/16

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Attached at **Appendix A** are the Accounts for the year ending 31st March 2016.
 - 1.2 The Committee is required to formally approve the Accounts before they are submitted to the Charity Commission.
-

2. ACCOUNTS 2015/16

- 2.1 There was a small surplus of £23 on the receipts and payments account for 2015/16. There were no purchases during the year and the only significant item of expenditure was the payment of the service charge from the Council to cover the running costs of the area of the Museum occupied by the Trust collection.
 - 2.2 Members agreed at the last meeting to fund the costs of framing a painting 'Trones Wood' by Anthony Seward. These works have been undertaken at a cost to the Trust of £566, although they took place after the end of the 2015/16 financial year, so the expenditure will appear in the 2016/17 accounts.
 - 2.3 The Trust continues to have a healthy level of assets, which currently stand at £25,466, with a bank account balance of £2,160. The Receipts & Payments Account has operated at a deficit or close to break even for the last few years, and as a minimum the Trust needs to generate sufficient income to meet the annual service charge payment to the Council, as it did this year. Additional income or sources of income will need to be found to meet any further costs such as purchases of new items or works to existing items.
-

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 It is recommended that the Committee approves the Accounts.
-

4. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 4.1 The Accounts will be formally submitted to the Charity Commission.
-

5. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	There are no additional implications arising from this report.	
Risk Management	The approval of the annual accounts is a fundamental part of the overall financial management of the Trust.	Senior Finance Manager (Client)
Financial	The Trust needs to ensure it has sufficient resources to meet any ongoing commitments	Senior Finance Manager (Client)
Staffing	There are no additional implications arising from this report.	
Legal	There are no additional implications arising from this report.	
Equality Impact Needs Assessment	There are no additional implications arising from this report.	
Environmental/Sustainable Development	There are no additional implications arising from this report.	
Community Safety	There are no additional implications arising from this report.	
Human Rights Act	There are no additional implications arising from this report.	
Procurement	There are no additional implications arising from this report.	
Asset Management	There are no additional implications arising from this report.	

6. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix A: Accounts 2015/16

7. BACKGROUND PAPERS

None.

The Queens Own Royal West Kent Regiment Museum Trust

Receipts & Payments Account

For the Period 1st April 2015 to 31st March 2016

	2015/16	2014/15
	£	£
Receipts		
From Voluntary Sources:		
Subscriptions, Donations & Legacy	1,669	1,431
Investment Income:		
Interest & Dividends	369	441
TOTAL RECEIPTS	<u>2,038</u>	<u>1,872</u>
Payments		
Costs of Charitable Activities:		
Purchases	0	765
Miscellaneous	15	0
Maidstone BC Service Charge	2,000	2,000
TOTAL PAYMENTS	<u>2,015</u>	<u>2,765</u>
Surplus/(Deficit) for the year	23	(893)
Cash & Bank Balances at 1st April 2015	2,137	3,030
Cash & Bank Balances at 31st March 2016	<u>2,160</u>	<u>2,137</u>

Bank Balances		
Lloyds Current Account @ 31/3/16	2,160	2,138

Balance Sheet as at 31st March 2016	2015/16	2014/15
	£	£
Capital Assets		
CGWM Select Bond Fund	23,306	23,885
Current Assets		
Bank Accounts	2,160	2,138
Total Assets	<u>25,466</u>	<u>26,023</u>
 Accumulated Reserve		
Balance Brought Forward	26,023	25,790
Revaluation Reserve Increase/(Decrease) for the year	(579)	1,126
Surplus/(Deficit) for the year	23	(893)
	<u>25,466</u>	<u>26,023</u>

Signed:

Paul Holland - Senior Finance Manager (Client)
Maidstone Borough Council

Agenda Item 11

The Queens Own Royal West Kent Regiment Museum Trust Committee

**17 January
2017**

Is this the final decision on the recommendations?

Yes

Annual Report 2015/16

Final Decision-Maker	QORWKR Museum Trust Committee
Lead Director or Head of Service	Dawn Hudd, Head of Commercial and Economic Development
Lead Officer and Report Author	Victoria Barlow, Museums Director and Sam Harris, Collections Manager
Classification	Non-exempt
Wards affected	

This report makes the following recommendations to the final decision-maker:

1. That the 2015/16 annual report for the Queen's Own Royal West Kent Regiment Museum Trust be approved for submission to the Charity Commission.

This report relates to the following corporate priorities:

Keeping Maidstone Borough an attractive place for all

Securing a successful; economy for Maidstone Borough

- Ensuring there are good leisure and cultural attractions

Timetable

Meeting	Date
QORWKR Museum Trust Committee	17 January 2017

Annual Report 2015/16

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 To update the committee on activity during 2015/16.
 - 1.2 To recommend that the Committee approve the 2015/16 annual report for the Queen's Own Royal West Kent Regiment Museum Trust for submission to the Charity Commission, as attached at Appendix 1.
-

2. INTRODUCTION AND BACKGROUND

- 2.1 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.
 - 2.2 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 Own Buffs Association, based at the PWRR barracks in Canterbury). The Council must produce an annual report and accounts for the Charity Commission.
-

3. AVAILABLE OPTIONS

- 3.1 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.
-

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

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

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 N/A

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 Submission of the Annual Report 2015/16 to the Charity Commission.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	This collection forms an important part of the Maidstone Museums offer.	Head of Commercial and Economic Development
Risk Management	There is no risk to the Council in approving the Annual Report.	Head of Commercial and Economic Development
Financial	None	
Staffing	None	
Legal	There is a requirement to provide an Annual Report to the Charity Commission	Legal Team
Equality Impact Needs Assessment	None	
Environmental/Sustainable Development	None	
Community Safety	None	
Human Rights Act	None	
Procurement	None	
Asset Management	None	

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix 1: Annual Report 2015/16

9. BACKGROUND PAPERS

None.

MAIDSTONE BOROUGH COUNCIL

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

REPORT OF MUSEUMS DIRECTOR

Report prepared by Samantha Harris, Collections Manager

Queen's Own Royal West Kent Regiment Museum Trust

Annual Report 2015-16

1. **Learning.**

The Learning Team have run a several workshops based on WW1 and WW2 and related to artefacts and history of the QORWK regiment throughout 2016.

Activities include the Peacefields Project where 5 secondary schools in Kent signed up to have their playing fields twinned with the Peacefields in Ypres. We ran a workshop for a class from each of the 5 schools, that focused on the life of a soldier and using the re-enactment group 'They Shall grow not old...'. Part of the session include the students focusing on the exhibited collection to research information about the QORWK involvement in WW1. 150 students took part in the workshops. It also involved the Learning Officer visiting each school as part of their twinning ceremony, representing the museum.

There was also the WW1 themed workshops for 128 KS2 children (4 classes) and WW2 workshops for 131 KS2 children (5 classes)

In addition, the museum ran a series of WW1 themed Arts Awards days for schools where children investigated different elements of WW1, looked at different pieces of art linked to the war and found out about soldiers from the regiment. This award was written to go with the temporary exhibition – 'Coming Home' and will be adapted once the exhibition has finished to focus on permanent exhibits around the museum. 78 children from 3 classes took part and achieved their WW1 Discover Arts Award. 78 KS2 children (3 classes) took part and achieved their awards. These are being presented in January.

Café Culture sessions: The informal group is open to over 65s and a legacy of the innovative 'Museums on Prescription' programme ran between UCL and Canterbury Christchurch University, which demonstrated the health and wellbeing impact of museums on socially isolated older people. During this year the Collections and Learning Teams at Maidstone Museum held a WW1/QORWK regiment themed session with object handling and viewing of the temporary exhibition

(mentioned later). The themes for these sessions change from month to month, so it is likely that the regiment and collection will feature in future sessions also. They are being very well received by participants.

2. **Publicity.**

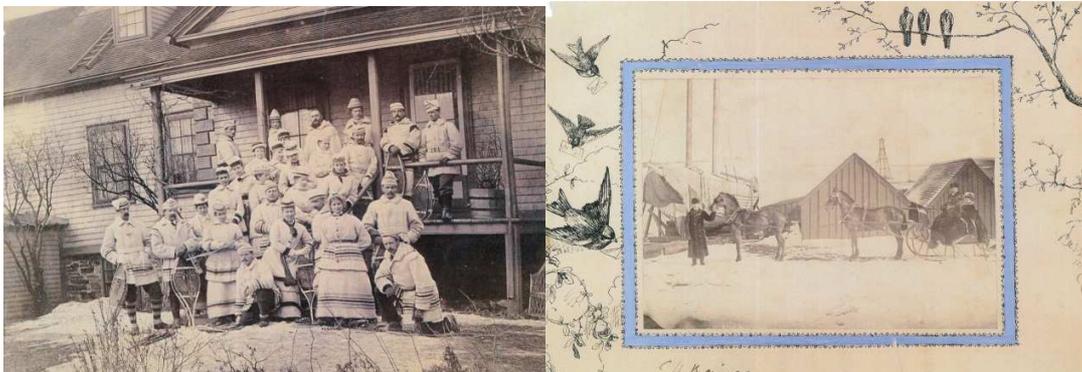
In the past 12 months the museum's website has been updated, including more information on the QORWK Museum, as well as more graphics and a clearer, user-friendly format:

<http://museum.maidstone.gov.uk/our-museums/queens-own/>

There has been much publicity surrounding the 'Coming Home' temporary exhibition. In addition, a number of social media stories relating to the regiment and collection have been written and used on facebook, such as this winter related item most recently:

Here are some images of the 97th Regiment (which became the 2nd Battalion RWK) in Halifax, Nova Scotia where they were stationed in 1879. One shows the officers and their wives in matching outfits in the snow with snowshoes.

Another is of Capt. Partridge and his wife, with snowshoes, probably in a studio. When the Regiment became the 2nd Battalion the then Lieut. Col. Commanded them. The third is of a very festive sleigh ride with a beautiful hand decorated boarder.



3. **Acquisitions.**

During the period Jan 1 – Dec 31st 2016, the following items have been accessioned into the collection. All were donated. There have been no items bought for the collection.



Object no.: MNERM 2016.1702.1

Object name: Map

Creator:

Title: Search map of the October 22nd 1951 ambush on the Ulu Caledonian Estate

Dating: 1951 to 1951

Location: Box 4031



Object no.: MNERM 2016.1702.2

Object name: Photograph

Creator:

Title: 1st Battalion "The Queen's Own" Colours in the Officers' Mess "Erskine Camp" Kuala Kubu Bahru in 1951

Dating: 1951 to 1951

Location: Box 4031



Object no.: MNERM 2016.1703.1

Object name: Medal

Creator:

Title: 1924 2nd XI Football tournament medal

Dating: to

Location: MS Medal Chest 5-14



Object no.: MNERM 2016.1703.2

Object name: Badge

Creator:

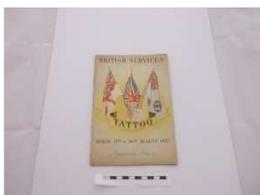
Title: Queen's Own Royal West Kent 2nd BN

Dating: to

Location: MS Medal Chest 5-14

Object no.: MNERM 2016.1704

Object name: Booklet



Creator: Control Commission for Germany
Title: British Services Tattoo, Berlin 11th to 16th August 1947
Dating: 1947 to 1947
Location: Box 4035



Object no.: MNERM 2016.1705
Object name: Plaque
Creator: Memorial Plaque Factory
Title: Deadman's Penny for Pte Bertram Arthur Jones
Dating: to
Location: Box 4202



Object no.: MNERM 2016.1705.1
Object name: scroll
Creator:
Title: Memorial scroll for Pte Bertram Arthur Jones
Dating: to
Location: Box 4202



Object no.: MNERM 2016.1705.2
Object name: Letter
Creator:
Title: Letter from King George in memory of Pte Bertram Arthur Jones
Dating: to
Location: Box 4202



Object no.: MNERM 2016.1705.3
Object name: Receipt
Creator:
Title: Receipt for Deadman's Penny of Pte Bertram Arthur Jones
Dating: to
Location: Box 4202



Object no.: MNERM 2016.1706
Object name: Photograph
Creator: UNKNOWN
Title: The Queen's Own Regiment at Halifax, Nova Scotia, Canada
Dating: 1850 to 1899
Location: Box 4172



Object no.: MNERM 2016.1707
Object name: Photograph
Creator: British Army
Title: The Officers and Sergeants of the 7 Bn The Queen's Own Royal West Kent Regiment 1944
Dating: 1944-10-01 to 1944-10-31
Location: Box 4175

Maidstone Museums have recently implemented a more transparent process for acquisitions, with the creation of a Collections Development Panel, with representatives from across the museums departments meeting quarterly to assess and decide on items offered for donation, loan requests and potential disposals. Viewing items in this proactive manner will allow the museums to make informed rather than reactive decisions on items entering and leaving the collection, building a case for each item and identifying potential costs, duplication, and use etc. Going forward the QORWK collection will also be subject to this panel to ensure the collection evolves in a qualitative, sustainable and ethical manner.

4. Gallery & Exhibitions.

The temporary exhibition, 'Coming Home: Conflict & Care in 1916' has been developed since the last committee meeting, and was displayed in the Museum's two temporary exhibition rooms from Sat 24th Sep 2016 to Sat 7th Jan 2017 – entry was free. This links with the national WW1 commemorations, and particularly the centenary of the Battle of the Somme.

The First World War exhibition was based on two paintings in the museum's collections by artist Frank Hyde:

- 'Trones Wood' – QORWK Collection, framed by QORWK Committee funding, to feature in the display, showing the QORWK's battle on the Western Front
- 'Wounded Soldiers Arriving at Maidstone East' – Maidstone Museum Collection- Linking with the civilian experience on the Home Front

The 'Trones Wood' painting was accompanied by an array of items from the QORWK Collection, which were usually in store, along with sounds and images from the conflict. Uniform and military equipment used by the soldiers are shown, including a Lewis gun (which enabled the 7th Queen's Own to hold Trones Wood in the Battle of the Somme). The 'Arrival of a Convoy of Wounded Soldiers at Maidstone East' painting tells a different story, this time of the home front. Images and objects such as prosthetic limbs, medical uniforms and equipment, and even a wedding dress reveal the lives of the injured returning home and of the people who remained at home. Loaned items were included from the Science Museum, English Heritage, Tunbridge Wells Museum, and individuals linked to the reenacting group, to support the exhibition, which received funding from Southeastern.



Many positive and emotive comments were left in the comments book and pinned as postcards to the hospital bed. Comments include:

- "Outstanding exhibit, congratulations to all involved. Well Done."
- "Very interesting – old enough to have heard stories but parent, grandparents and younger people should see this."
- "Very, very moving"
- "Very evocative and moving experience, well presented on an unusual aspect of war"
- "Poignant and disturbing yet informative and beautifully curated. I hope lots of people see this exhibition and take away knowledge – and a deeper experience of the horrors of war. I like the exhibitions here as they always seem innovative and surprising and brilliantly linked to works in the collection."
- "One of the best exhibitions relating to VV1 that I have seen. Congratulations."



Also a digital timeline was developed detailing WW1 events on the Home Front, Western Front, and involving the QORWK Regiment during WW1. It will be viewable for the length of the WW1 commemorations here: <http://museum.maidstone.gov.uk/world-war-one-exhibition-timeline/>

In addition to the temporary exhibition, the permanent gallery has been updated. The 6 framed and glazed Regimental colours mentioned in last year's report, have now been rehung in the gallery (following their removal and storage a number of years ago).



5. Enquiries.

The manner in which Regimental Enquiries are managed has been made more consistent, now processing Family History research enquiries only after payment has been received. Previously large amounts of work was undertaken and forwarded to enquirers, before requesting payment, but the money was rarely received. This new method enables time to be spent on those enquiries where the customer has paid for them to be progressed. The charge remains at £15 per enquiry, but non-family history enquiries (such as those relating to artefacts) are free.

Enquiry numbers remain high due to the WW1 Centenary capturing the imagination of the nation and encouraging them to undertake family history research. Enquiries for 2016 are estimated to number around

250 by telephone, face to face and post, but mostly via email and a 'contact form' which has been set up on the museum's newly updated website. Each enquiry takes at least 30minutes. In response to the high number of enquiries we continue to set expectations informing of a 1 month turn around, and have also updated the advice on the QORWK website for people wishing to research WW1 regimental records.

The regimental museum continues to be very well served by volunteer staff and particular mention should be made of Mr. Steve Finnis (ex RWK) who is doing sterling work with museum collections artefacts.

6. Activities.

A number of adult and family events have also been run relating to the Regiment and WW1. In October 2016, a talk called 'If the Kaiser should come' which was given by Victor Smith, attended by 19 people.

In November 2016, the museum ran an event called 'World War 1 – A Soldier's Life' – with a craft activity for children making Sopwith Camel biplanes and a trail around QORWK. Alongside this were three interactive talks throughout the day from 'They Shall not grow old' re-enactment group about a soldiers life in WW1. Over 100 people attended these sessions.

7. Documentation.

Volunteer, Steve Finnis, has completed the audit of the 3D items in the regimental collection and has now progressed to the photographs. The information is in the process of being updated digitally by staff on the existing access database and will be uploaded to Adlib (the new Collections Management System), longer term as part of the Human History Collection digital audit by March 2018. This process will enable research and additional information to be added to increase our understanding of the collection, as well as making the items more usable and accessible going forward.

8. Conservation/Collections Care.

The Frank Hyde painting, Trones Wood (Accession number MNERM 818), has been reframed by the Anthony Saward Gallery at the cost of £447.10 + VAT, plus £25 van hire for transportation – all invoiced to QORWK Committee following agreement at the previous committee meeting. The results are very pleasing, with a choice of sympathetic frame adding to, rather than detracting from, the artwork and enabling it to be one of the highlights of the 'Coming Home' Exhibition.



9. **Staffing.**

Since May 2016, Victoria Barlow has been in post as full-time Museums Director.