

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

Date: Thursday 27 January 2022
Time: 11.00 am
Venue: Town Hall, Maidstone

Membership:

Councillors Cuming, Munford, Round (Chairman), Trzebinski (Vice-Chairman)
and Wilby

The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.

AGENDA

Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Notification of Visiting Members
4. Disclosures by Members and Officers
5. Disclosures of Lobbying
6. To consider whether any items should be taken in private because of the possible disclosure of exempt information
7. Minutes of the Meeting held on 16 September 2021 1 - 2
8. Presentation of Petitions
9. Questions and answer session for members of the public
10. Future Meetings of the Queens Own Royal West Kent Regiment Museum Trust 3 - 7

INFORMATION FOR THE PUBLIC

In order to ask a question at this meeting in person or by remote means, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Tuesday 25 January 2022). You will need to provide the full text in writing. If your question is accepted, you will be provided with instructions as to how you can access the meeting.

Issued on Wednesday 19 January 2022
Over/:

Continued

Alison Broom

Alison Broom, Chief Executive

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Tuesday 25 January 2022). You will need to tell us which agenda item you wish to speak on.

If you require this information in an alternative format please contact us, call **01622 602899** or email committee@maidstone.gov.uk.

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MAIDSTONE BOROUGH COUNCIL

QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY 16 SEPTEMBER 2021

Present: Councillors Cuming, Newton, Round and Trzebinski

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Munford and Wilby.

2. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Newton was present as a Substitute Member for Councillor Munford.

3. ELECTION OF THE CHAIRMAN

RESOLVED: That Councillor Round be elected as Chairman of the Committee for the Municipal Year 2021/22.

4. ELECTION OF THE VICE CHAIRMAN

RESOLVED: That Councillor Trzebinski be elected as the Vice-Chairman of the Committee for the Municipal Year 2021/22.

5. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

6. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

7. DISCLOSURES OF LOBBYING

Councillor Round had been lobbied on Item 9 – Minutes from the Meeting Held on 29 July 2019.

8. EXEMPT ITEMS

RESOLVED: That all items be taken in public as proposed.

9. MINUTES OF THE MEETING HELD ON 29 JULY 2019

In considering the Minutes, the Committee was informed that legal advice had been received which stated that, should the Trust fail, the collection

must go to the National Army Museum or another independent museum, and so Maidstone Museum would be unable to take ownership of the collection should the Trust be dissolved. As a result, it was not possible to implement the resolutions in the Minutes for the Item *Future Governance of the Queen's Own Royal West Kent Regiment Trust*.

RESOLVED: That the Minutes of the meeting held on 29 July 2019 be approved as a correct record and signed.

10. PRESENTATION OF PETITIONS

There were no petitions.

11. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public to the Chairman.

12. QUESTIONS FROM MEMBERS TO THE CHAIRMAN

There were no questions from Members to the Chairman.

13. CHANGE TO THE ORDER OF BUSINESS

Item 14 – Accounts 2019/20 and 2020/21 would be taken before Item 13 – History of the Trust and Gallery Tour, in order that the tour could be undertaken following the conclusion of the meeting.

14. ACCOUNTS 2019/20 & 2020/21

The Senior Finance Officer presented the report and explained that the 2019/2020 accounts had been filed with the Charity Commission before the statutory deadline. There continued to be a healthy level of assets within the Trust and the interest on investment remained steady.

RESOLVED: That

1. The Accounts for the year ending 31 March 2020 be approved;
2. The Accounts for the year ending 31 March 2021 be approved; and
3. The annual update on investment performance be noted.

15. HISTORY OF THE TRUST AND GALLERY TOUR

The Museum Director and Collections Manager took the Committee on a tour of the Gallery, following the close of the meeting.

16. DURATION OF MEETING

2.00pm to 2.44pm.

**QUEENS OWN ROYAL WEST
KENT REGIMENT MUSEUM
COMMITTEE**

27 January 2022

Future Meetings of the Queens Own Royal West Kent Regiment Museum Trust

Final Decision-Maker	Queen's Own Royal West Kent Regiment Museum Trust
Lead Head of Service	John Foster, Head of Regeneration and Economic Development
Lead Officer and Report Author	Victoria Barlow, Museums Director
Classification	Public
Wards affected	All

Executive Summary

The current quarterly meeting schedule for the Trustees of QORWKRMT has become more than is needed for the good running of the Trust and thus officers have reviewed the purpose and frequency of meetings whilst still meeting the legal and moral obligations towards the collections of the Trust and to residents of the borough.

Purpose of Report

To ask members to decide on the regularity of trust board meetings.

This report makes the following recommendations to this Committee:

1. That meetings of the board are reduced to one meeting per year

Timetable

Meeting	Date
Queen's Own Royal West Kent Regiment Museum Trust Committee	27 January 2022

Future Meetings of the Queens Own Royal West Kent Regiment Museum Trust

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place • We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. However, they will support the Council's overall achievement of its aims as set out in section 3. 	John Foster, Head of Regeneration and Economic Development
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected <p>The report recommendation(s) supports the achievement(s) of the Heritage is respected cross cutting objectives by supporting the development of the museum and associated Trusts.</p>	John Foster, Head of Regeneration and Economic Development
Risk Management	Already covered in the risk section – if your risk section is more than just a paragraph in this box then you can state 'refer to paragraph ... of the report'	John Foster, Head of Regeneration and Economic Development
Financial	Given the low level of financial activity one meeting per year would be sufficient and	Paul Holland,

	would be needed primarily to approve the annual accounts.	Senior Finance Manager (Client)
Staffing	We will deliver the recommendations with our current staffing.	John Foster, Head of Regeneration and Economic Development
Legal	The Trust is covered by its own governance document, a Charity Commission Scheme dated 12 March 2007. The recommendations are in line with that Scheme and with the requirements of the Charity Commission.	Victoria Barlow, Museums Director
Privacy and Data Protection	Accepting the recommendations will increase the volume of data held by the Council. We will hold that data in line with our retention schedules.	Policy and Information Team
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	Victoria Barlow, Museums Director
Public Health	We recognise that the recommendations will not negatively impact on population health or that of individuals.	Victoria Barlow, Museums Director
Crime and Disorder	The recommendation will have no negative impact on Crime and Disorder.	Victoria Barlow, Museums Director
Procurement	No procurement is required	Victoria Barlow, Museums Director
Biodiversity and Climate Change	The implications of this report on biodiversity and climate change have been considered and are; <ul style="list-style-type: none"> • There are no implications on biodiversity and climate change. 	Victoria Barlow, Museums Director

2. INTRODUCTION AND BACKGROUND

- 2.1 At a meeting of trustees on 29th July 2017, it was agreed that the museum should go ahead with the transfer of museum collections from the Trust to Maidstone Borough Council and the dissolution of the Queen's Own West Kent Regiment Museum Trust (QOWKRMT).
 - 2.2 However, on taking advice from the council's legal advisors, it became clear that the original terms of the Trust's founding made it clear that the collection could only be transferred to an independent museum ie. not the Local Authority. This made the decision taken in 2017 invalid since the trust did not desire the removal of important local collections from the museum.
 - 2.3 The collections of QOWKRMT have been budgeted for, managed and curated by museum staff since the founding of the Trust alongside the museum's own collections since the founding of the Queen's Own Museum within Maidstone Museum. This will continue under the museum's 20 Year Plan.
 - 2.4 Although, staff continue to manage and curate the collection and, thanks to the hard work of a volunteer, provide a public enquiry service for QORWKMT, the income from the endowment is low and the Trusts ability to use it to influence what the Trust can do with their collection is very limited. It is proposed that in addition to the annual rent paid on the Trust's gallery, any amount of income from the endowment, is transferred to the museum to support the work on collections. This would help to support items such as volunteer expenses, storage materials or conservation.
 - 2.5 Since 2020, only one meeting of Trustees was possible due to Covid restrictions although all requirements of the Charity Commission and Museum Accreditation have been met during that time. In future, it is to be questioned whether the levels of trust activity necessitate the quarterly meetings of the board which previously took place.
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3. AVAILABLE OPTIONS

- 3.1 Maintain the Status Quo from before Covid restrictions were put in place.
 - 3.2 Reduce the number of meetings to one per year where members will receive the Collections Manager and Finance Manager's reports for that year.
 - 3.3 That any income from the Trust Endowment, over and above that already paid for the rent on the gallery, is transferred to the museum on an annual basis.
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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 The preferred option is that meetings be reduced in number to one a year.
- 4.2 This option would not preclude the possibility of calling extraordinary meetings should events require it. This would be likely, for example, when the museum transformation project reaches the stage where the QORWKMT gallery is in line for refurbishment. This reduces the risk that members become estranged from the affairs of the Trust.
- 4.3 The risk conferred by 3.1 is that it will require Members and Officers to meet when there are no genuine items of discussion to form an agenda thus wasting the time of already busy members

5. RISK

- 5.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. [That consideration is shown in this report at 4] We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 If the proposal is accepted, no further action is required except to schedule the future meetings.
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