

AGENDA

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



Date: Monday 20 December 2010
Time: 9.15 a.m. or at the conclusion of
the meeting of the Cobtree
Manor Estate Charity Committee,
whichever is the later
Venue: Meeting Room 1B, The Gateway,
King Street, Maidstone

Membership:

Councillors Garland, Greer, Mrs Ring 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 9 December 2010

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Alison Broom

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

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 29 June 2009 1 - 5
9. Report of the Head of Finance and Customer Services - Accounts 2009/10 6 - 9
10. Report of the Museums and Heritage Manager - Queen's Own Royal West Kent Regiment Museum Trust - Annual Report 10 - 14

MAIDSTONE BOROUGH COUNCIL

QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

MINUTES OF THE MEETING HELD ON MONDAY 29 JUNE 2009

Present: Councillors Ash, Greer and Mrs Ring

Also Present: Councillor FitzGerald

1. **APOLOGIES FOR ABSENCE**

It was noted that apologies for absence had been received from Councillor Garland.

2. **ELECTION OF CHAIRMAN**

RESOLVED: That Councillor Ash be elected as Chairman of the Committee for the remainder of the Municipal Year 2009/10.

3. **ELECTION OF VICE-CHAIRMAN**

RESOLVED: That Councillor Garland be elected as Vice-Chairman of the Committee for the remainder of the Municipal Year 2009/10.

4. **NOTIFICATION OF VISITING MEMBERS**

Councillor FitzGerald indicated that he was attending the meeting as an observer.

5. **DISCLOSURES BY MEMBERS AND OFFICERS**

There were no disclosures by Members and 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 10 September 2008 be approved as a correct record and signed.

9. REPORT OF THE MUSEUMS AND HERITAGE MANAGER - QUEEN'S OWN
ROYAL WEST KENT REGIMENT MUSEUM TRUST - ANNUAL REPORT
2008/09

See Record of Decision of the Committee (copy attached as Appendix A).

10. REPORT OF THE HEAD OF FINANCE - ACCOUNTS 2008/09

See Record of Decision of the Committee (copy attached as Appendix B).

11. DURATION OF MEETING

10.30 a.m. to 10.50 a.m.

MAIDSTONE BOROUGH COUNCIL

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

Decision Made: 29 June 2009

**Queen's Own Royal West Kent Regiment Museum Trust – Annual
Report 2008/09**

Issue for Decision

To approve the 2008/09 annual report for the Queen's Own Royal West Kent Regiment Museum Trust for submission to the Charity Commission.

Decision Made

That the 2008/09 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.

Reasons for Decision

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.

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.

Alternatives Considered and Why Rejected

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.

Background Papers

The Queen's Own Royal West Kent Regiment Museum Trust Annual Report 2007/08

These can be inspected at the Council Offices.

Should you be concerned about this decision and wish to call it in, please submit a call in form signed by any two Non-Executive Members to the Overview and Scrutiny and Policy Manager by: **8 July 2009**.

MAIDSTONE BOROUGH COUNCIL

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

Decision Made: 29 June 2009

Accounts 2008/09

Issue for Decision

To approve the Trust's Accounts for the year ending 31 March 2009.

Decision Made

That the Trust's Accounts for the year ending 31 March 2009, attached as Appendix A to the report of the Head of Finance, be approved.

Reasons for Decision

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

There was a net surplus on the Accounts of £4,585 during the year. There was no expenditure incurred during the year. Last year's high level of expenditure was due to various one-off set-up costs that were incurred when the Council became the Corporate Trustee. The intention is to continue to build up surpluses on the account wherever possible.

Alternatives Considered and Why Rejected

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

Background Papers

Financial documents and files held by the Corporate Finance Section.

These can be inspected at the Council Offices.

Should you be concerned about this decision and wish to call it in, please submit a call in form signed by any two Non-Executive Members to the Overview and Scrutiny and Policy Manager by: 8 July 2009 .

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MAIDSTONE BOROUGH COUNCIL

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

20TH DECEMBER 2010

REPORT OF HEAD OF FINANCE & CUSTOMER SERVICES

Report prepared by Paul Holland, Senior Accountant (Client)

1. ACCOUNTS 2009/10

1.1 Issue for Decision

1.1.1 To consider the approval of the Trust Accounts for the year ending 31st March 2010.

1.2 Recommendation of Head of Finance & Customer Services

1.2.1 That the Committee approves the Accounts for the year ending 31st March 2010.

1.3 Reasons for Recommendation

1.3.1 Attached at **Appendix A** are the Accounts for the year ending 31st March 2010.

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

1.4 Accounts 2009/10

1.4.1 There was a net surplus on the accounts of £1,729 during the year, compared to a net surplus of £4,555 the previous year. This was a result of a reduced level of donations, and the purchase of touch screen software. There was no expenditure incurred the previous year. The intention going forward is to continue to build up surpluses on the account wherever possible.

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.

<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			

The Queens Own Royal West Kent Regiment Museum Trust

Receipts & Payments Account

For the Period 1st April 2009 to 31st March 2010

	2009/10	2008/09
	£	£
Receipts		
From Voluntary Sources:		
Subscriptions, Donations & Legacy	279	2,215
From Charitable Activities:		
Sale of Books & Postcards	1,566	1,165
Investment Income:		
Interest & Dividends	1,183	1,175
TOTAL RECEIPTS	<u>3,028</u>	<u>4,555</u>
Payments		
Costs of Charitable Activities:		
Casual Learning Assistant	98	
Touchscreen Software	1,181	
Payments for Governance Costs:		
Bank Charges	20	
TOTAL PAYMENTS	<u>1,299</u>	<u>0</u>
Surplus/(Deficit) for the year	1,729	4,555
Cash & Bank Balances at 1st April 2009	8,956	4,401
Cash & Bank Balances at 31st March 2010	<u>10,685</u>	<u>8,956</u>

Bank Balances		
Special Interest Bearing Account @ 31/3/10	10,185	8,456
Current Account @ 31/3/10	500	500
	10,685	8,956

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

Balance Sheet as at 31st March 2010	2009/10	2008/09
	£	£
Capital Assets		
UST Combined Charitable Income Fund	19,370	19,370
Current Assets		
Bank Accounts	10,685	8,956
Total Assets	<u>30,055</u>	<u>28,326</u>
Accumulated Reserve		
Balance Brought Forward	28,326	23,771
Surplus/(Deficit) for the year	1,729	4,555
	<u>30,055</u>	<u>28,326</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

20 December 2010

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 2009/10 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 2009/10 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

x

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 Lace, Museums & Heritage Manager

Date Issued: 9th December 2010

Queen's Own Royal West Kent Regiment Museum Trust

Annual Report 2010

1. In 2010 we commemorated the 50th anniversary of the creation of the Queen's Own Royal West Kent Regiment Museum at Maidstone Museum with an ambitious series of activities and events. These included a series of nine lectures, all with a military theme. Over 350 people attended the lecture programme which included a speaker from the National Maritime Museum and the Colonel of the Queen's Own Royal West Kent Regiment's successor, the Princess of Wales's Royal Regiment.
2. Also offered was a concert featuring military music by the Band of the Princess of Wales's Royal Regiment; children's activities; family history workshops; living history events and excursions to local venues with a military flavour.
3. During the year the Regimental Museum Trust received a donation of £20,000 from the Queen's Own Buffs Regimental Association. This donation formed part of a larger bequest made to the Association by Brian Bartlett, one of the Association's long-standing members. The donation was made with the intention of allowing the Museum's displays to be upgraded to modern standards (they were largely as installed by the Regiment's soldiers in 1961).
4. To deliver the improvements the Regimental Museum was closed for 10 weeks in the summer. The improvements included:

- The installation of fourteen new graphic panels providing the history of the regiment and its predecessors.
- The creation of a touchscreen display of the regimental photographic collection which allows users to browse through over 400 images ranging from photographs taken during the Crimean Wars in the 1860s to the amalgamation of the Regiment with the Buffs a century later.
- Special interest exhibits such as the story of regimental mascot Bob the Dog, the first canine winner of the Dickin Medal, the "animals' VC".
- The upgrading of every exhibit to include new graphics, sets, mounts, mannequins, lighting and labels.
- The creation of a comprehensive display of over 1,000 campaign and gallantry medals.

The new gallery was formally opened during a reception held at the Museum and hosted by the Queen's Own Buffs regimental Association on 29th September 2010.

5. Media interest in the Regimental Museum remains high. News items surrounding the anniversary have regularly featured in the local press and twice on regional television. Newspapers and stories featuring items donated to the Museum have appeared on the local TV news networks three times in 2008/09.
6. During the year over 30 individual donors donated over 800 separate items to the regimental collection.
7. The project to record the memories of eight veterans of the Battle of Kohima (1944) is reaching its conclusion. A short audio-visual presentation is being prepared and will be installed in the Museum for visitors to view in the New Year.