

AGENDA

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



Date: Wednesday 15 January 2014
Time: 5.45 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, Moss 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 7 January 2014

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

**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 9 January 2013 1 - 2
9. Report of the Head of Finance and Resources - Queen's Own Royal West Kent Regiment Museum Trust - Accounts 2012/13 3 - 7
10. Report of the Head of Economic and Commercial Development - Queen's Own Royal West Kent Regiment Museum Trust - Annual Report 2012/13 8 - 13

MAIDSTONE BOROUGH COUNCIL

QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

MINUTES OF THE MEETING HELD ON 9 JANUARY 2013

**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 2012/13.

4. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Garland be elected as Vice-Chairman of the Committee for the remainder of the Municipal Year 2012/13.

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 9 NOVEMBER 2011

RESOLVED: That the Minutes of the meeting held on 9 November 2011 be approved as a correct record and signed.

9. QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST - ACCOUNTS 2011/12

DECISION MADE:

That the Trust's Accounts for the year ending 31 March 2012, attached as Appendix A 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?AIId=13873>

10. QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST - ANNUAL REPORT 2011/12

DECISION MADE:

That the 2011/12 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.

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

<http://meetings.maidstone.gov.uk/ieDecisionDetails.aspx?AIId=14005>

11. DURATION OF MEETING

5.45 p.m. to 5.55 p.m.

MAIDSTONE BOROUGH COUNCIL

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

4TH DECEMBER 2013

REPORT OF HEAD OF FINANCE & RESOURCES

Report prepared by Paul Holland, Senior Accountant (Client)

1. ACCOUNTS 2012/13

1.1 Issue for Decision

1.1.1 To consider the approval of the Trust Accounts for the year ending 31st March 2013.

1.2 Recommendation of Head of Finance & Resources

1.2.1 That the Committee approves the Accounts for the year ending 31st March 2013.

1.3 Reasons for Recommendation

1.3.1 Attached at **Appendix A** are the Accounts for the year ending 31st March 2013.

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

1.4 Accounts 2012/13

1.4.1 There was a deficit of £4,585 on the receipts and payments account for 2012/13. This was a consequence of a number of significant purchases (which are detailed below) and the introduction of a service charge from the Council to cover the running costs of the area in the Museum occupied by the Trust collection.

Item	Cost (£)
Purchase of Kiosk in Gallery	2,500
Purchase of Book – 'A County Regiment'	1,688
Purchase of Photograph Album	240
Total	4,428

1.4.2 The Trust continues to have a healthy level of assets, which currently stand at £22,525, but the bank account balance now stands at £3,155. The Receipts & Payment Account has operated at a deficit for the last two years, and as a minimum the Trust needs to at least generate sufficient income to meet the annual service charge payment to the Council. This target has been achieved for the last two years. But additional income or sources of income would need to be identified to meet any further costs such as purchases of new exhibits.

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 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 2012 to 31st March 2013

	2012/13 £	2011/12 £
Receipts		
From Voluntary Sources:		
Subscriptions, Donations & Legacy	963	3,000
From Charitable Activities:		
Sale of Books & Postcards/Research Fees	0	145
Investment Income:		
Interest & Dividends	922	974
TOTAL RECEIPTS	1,885	4,119
Payments		
Costs of Charitable Activities:		
Purchases	4,428	6,800
Maidstone BC Service Charge	2,000	0
Payments for Governance Costs:		
Bank Charges	42	20
TOTAL PAYMENTS	6,470	6,820
Surplus/(Deficit) for the year	(4,585)	(2,701)
Cash & Bank Balances at 1st April 2012	7,740	10,441
Cash & Bank Balances at 31st March 2013	3,155	7,740

Bank Balances		
Nat West Special Interest Bearing Account @ 31/3/13		7,240
Nat West Current Account @ 31/3/13		500
Lloyds TSB Current Account @ 31/3/13	3,155	
	3,155	7,740

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

Balance Sheet as at 31st March 2013	2012/13	2011/12
	£	£
Capital Assets		
UST Combined Charitable Income Fund	19,370	19,370
Current Assets		
Bank Accounts	3,155	7,740
Total Assets	<u>22,525</u>	<u>27,110</u>
 Accumulated Reserve		
Balance Brought Forward	27,110	29,811
Surplus/(Deficit) for the year	(4,585)	(2,701)
	<u>22,525</u>	<u>27,110</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

15TH JANUARY 2014

REPORT OF HEAD OF ECONOMIC & COMMERCIAL DEVELOPMENT

Report prepared by Giles Guthrie, Collections Manager

1. ANNUAL REPORT 2012/13

1.1 Issue for Decision

1.1.1 To approve the 2012/13 annual report for the Queen's Own Royal West Kent Regiment Museum Trust for submission to the Charity Commission.

1.2 Recommendation of Head of Economic & Commercial Development

1.2.1 It is recommended that the Committee approve the 2012/13 annual report for the Queen's Own Royal West Kent Regiment Museum Trust for submission to the Charity Commission, as attached at **Appendix A**.

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

X

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

1.8 Background Documents

1.8.1 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

MAIDSTONE BOROUGH COUNCIL

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

REPORT OF HEAD OF ECONOMIC & COMMERCIAL DEVELOPMENT

Report prepared by Giles Guthrie, Collections Manager

Queen's Own Royal West Kent Regiment Museum Trust

Annual Report 2012-13

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 a number of events have organized held in Maidstone Museum for their members and the public.

These have included the Queen's Own Royal West Kent Regimental Day on June 22nd 2013 which was very well supported by the Living history Group and association members who were all on hand to provide information on the regiment to the 341 members of the public who attended the day

A second Regimental day was carried out on November 2nd 2013 and again it was very well carried out by members of the living history group and association members. The day was enjoyed by 201 visitors.

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 was due to begin early in 2013 but due to staff restructuring these have, as yet, not been fully progressed.
3. The Malaya statue was unveiled in the front courtyard of the museum on September 15th 2013. This was a fantastic day that was very well received by the hundreds of veterans, association members, families, friends and other members of the public who attended the event.

Appendix A

4. Media interest in the Regimental Museum continues to remain high. Articles and stories relating to the regimental museum regularly appear in the local and national press and on TV.
5. During the year 17 individual donors made donations to the regimental collection. These include;
 - A collection of First World War Trench Maps relating to the service of Sergeant King 7th Bn RWK
 - Military Cross, GSM (Palestine) 39-45 Star, Africa Star, Italy Star, Defence Medal, War Medal (MID), miniatures of the above plus Recollections of Island Warfare, by John Browne – All objects relate to Major Read MC 2nd Bn RWK
 - Defence Medal, War Medal and badges relating to Lt E. Waring. Although Miss Waring was not RWK but QAIMNS they were taken into the collection as Miss Waring was sister to Colonel Blick Waring OBE
 - Map Showing POW camps in Europe that belonged to 6095897 Pte R.Davey 2nd Bn RWK captured Leros 1943 and incarcerated Stalag IVB
 - Photograph of the 2nd Bn football team 1891/2, an embroidery of the 50th and 97th regimental badges and paperwork relating to Richard Spencer Ex RWK
 - War Medal and Victory Medal awarded to G24671 Pte J Apps, 1914-15 Star, War Medal and Victory Medal and British Empire Medal awarded to GS1775 Pte J.Denyer plus badges and Union Jack hung outside the Denyer home on 11/11/1918.
 - Paper archive relating to Captain Wilfred Newton RWK.
 - Letters relating to CSM H. Little RWK. All letters written in 1918.
 - War and Victory Medals awarded to 10735 Pte. J.R. Waterman.
 - 25 early 20th century postcards relating to 1005 Pte Charles Munn 4th Bn RWK.
 - Kukri and Fairburne Sykes dagger carried by 6349883 Pte John Charles Boorman 4th Bn in India and Burma including Kohima and North Africa respectively.
 - 1939-45 Star, Italy Star, Defence Medal, War Medal and poem all relating to Cpl E. Stephens RWK.
 - For King and Country – The Story of Leslie Charles Wright 10th Bn RWK.
 - War Medal, Victory Medal and Cap badge relating to 6304 Pte Leonard Neville Hutchings RWK.
 - Memorial Scroll, service book and 1939-45 Star, Africa Star and War Medal relating to 6348106 Pte J. Palmer.

Appendix A

- Certificate of appointment as Officer f Sidney Herbert Smith 29.09.1918 and book of remembrance of the 20th Bn London Regiment.
6. The audio-visual presentation recording the memories of eight veterans of the Battle of Kohima (1944) is fully prepared but has not yet been installed in the Museum.
 7. The regimental museum has already feeling the effects of the coming commemoration of the 100th anniversary of the Great War. Inquiries are increasing as is general interest in the museum and the history of the regiment. Work continues on developing a programme of activities for the anniversary. We anticipate a very busy and productive coming four years.
 8. 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 artifacts and also in dealing with the many research inquiries that are received.
 9. On October 19th 2013 a representative of the regimental museum attended a ceremony in Exmouth, Devon when Pte. A. Bassett's name was added to the war memorial, having been missed off when the memorial was erected in the 1920's. Pte Bassett was a 6th Bn Lewis Gunner who died of pneumonia contracted whilst a prisoner of war. It was partly through research carried out by the museum that Pte. Basset's family were able to add his name to the town's war memorial.