

AGENDA

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



Date: Wednesday 20 January 2016

Time: 10.00 am

Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors Mrs Blackmore, Daley, Mrs Parvin,
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
6. Disclosures by Members and Officers

Continued Over/:

Issued on Tuesday 12 January 2016

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

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 17 December 2014 1 - 2
10. Report of the Head of Finance and Resources - Accounts 2014/15 3 - 8
11. Report of the Head of Commercial and Economic Development - Annual Report 2014/15 9 - 16

MAIDSTONE BOROUGH COUNCIL

QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

MINUTES OF THE MEETING HELD ON 17 DECEMBER 2014

Present: Councillor McLoughlin (Chairman) and
Councillors Mrs Blackmore and Perry

Also Present: Councillor Mrs Ring

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. NOTIFICATION OF VISITING MEMBERS

Councillor Mrs Ring attended the meeting as an observer.

3. ELECTION OF CHAIRMAN

RESOLVED: That Councillor McLoughlin be elected as Chairman of the Committee for the remainder of the Municipal Year 2014/15.

4. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Perry be elected as Vice-Chairman of the Committee for the remainder of the Municipal Year 2014/15.

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 OF THE MEETING HELD ON 15 JANUARY 2014

RESOLVED: That the Minutes of the meeting held on 15 January 2014 be approved as a correct record and signed.

9. QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST - ACCOUNTS 2013/14

DECISION MADE:

That the Trust's Accounts for the year ending 31 March 2014, attached as Appendix A to the report of the Head of Finance and Resources, be approved.

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

<http://services.maidstone.gov.uk/meetings/ieDecisionDetails.aspx?AIId=19870>

10. QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST - ANNUAL REPORT 2013/14

DECISION MADE:

That the 2013/14 annual report for the Queen's Own Royal West Kent Regiment Museum Trust, attached as Appendix A to the report of the Head of Economic and Commercial Development, be approved for submission to the Charity Commission.

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

<http://services.maidstone.gov.uk/meetings/ieDecisionDetails.aspx?AIId=19868>

11. DURATION OF MEETING

5.15 p.m. to 5.35 p.m.

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

**20TH JANUARY
2016**

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

Yes

ACCOUNTS 2014/15

Final Decision-Maker	The Queen's Own Royal West Kent Regiment Museum Trust Committee
Lead Head of Service	Head of Finance & Resources
Lead Officer and Report Author	Paul Holland, Senior Finance Manager – Client Accountancy
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 2015.

This report relates to the following corporate priorities:

- Keeping Maidstone Borough an attractive place for all – Encouraging good health and wellbeing
- Securing a successful economy for Maidstone Borough - Ensuring there are good leisure and cultural attractions and enhancing the appeal of the town centre for everyone

Timetable

Meeting	Date
The Queen's Own Royal West Kent Regiment Museum Trust Committee	20 th January 2016

ACCOUNTS 2014/15

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 To consider the approval of the Trust Accounts for the year ending 31st March 2015.
-

2. INTRODUCTION AND BACKGROUND

- 2.1 Attached at **Appendix A** are the Accounts for the year ending 31st March 2015.
- 2.2 The Committee is required to formally approve the Accounts before they are submitted to the Charity Commission.
-

3. ACCOUNTS 2014/15

- 3.1 There was a deficit of £893 on the receipts and payments account for 2013/14. During the year a medal was purchased to add to the collection at a cost of £750. The only other significant item of expenditure was the payment of the service charge from the Council to cover the running costs of the area in the Museum occupied by the Trust collection.
- 3.2 The Trust continues to have a healthy level of assets, which currently stand at £26,023, and the bank account balance now stands at £2,138. The Receipts & Payment Account has operated at a deficit for the last few years, and as a minimum the Trust needs to at least generate sufficient income to meet the annual service charge payment to the Council, as it almost 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 for the collection.
- 3.3 The investment fund the Trust holds has now been transferred from the United Services Trust Combined Charitable Income Fund to the Canaccord Genuity Wealth Management Select Bond Fund. This was due to the original fund being closed following the acquisition of the previous fund managers by Canaccord.
- 3.4 Canaccord recommended that the investment be placed in their Select Bond Fund, and as this is a fund that emphasises a lower risk investment strategy, favouring capital security over investment returns it was felt that this would be an appropriate fund to use.
- 3.5 Based on initial returns it appears that the performance of the new fund is similar to that of the previous one. During the transfer process any investment income received was added to the value of the fund rather than paid directly to the Trust which is why the value of investment income was down for the year. Now that process is complete investment income is now being paid to the Trust.

3.6 The Balance Sheet for 2013/14 has been restated to show the investments held at market value rather than the historic purchase value as this provides a more accurate view of the total assets held. The original purchase value was £19,730.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

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

5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

5.1 Once the recommendation has been agreed the Accounts will be formally submitted to the Charity Commission.

6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	None identified.	[Head of Service or Manager]
Risk Management	The approval of the annual accounts is a fundamental part of the overall financial management of the Trust.	[Head of Service or Manager]
Financial	The financial implications are dealt with in the report.	[Section 151 Officer & Finance Team]
Staffing	None identified.	[Head of Service]
Legal	None identified.	[Legal Team]
Equality Impact Needs Assessment	None identified.	[Policy & Information Manager]
Environmental/Sustainable Development	None identified.	[Head of Service or Manager]
Community Safety	None identified.	[Head of Service or Manager]

Human Rights Act	None identified.	[Head of Service or Manager]
Procurement	None identified.	[Head of Service & Section 151 Officer]
Asset Management	None identified.	[Head of Service & Manager]

7. REPORT APPENDICES

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

- Appendix A – Accounts 2014/15

8. BACKGROUND PAPERS

None.

The Queens Own Royal West Kent Regiment Museum Trust

Receipts & Payments Account

For the Period 1st April 2014 to 31st March 2015

	2014/15 £	2013/14 £
Receipts		
From Voluntary Sources:		
Subscriptions, Donations & Legacy	1,431	923
Investment Income:		
Interest & Dividends	441	952
TOTAL RECEIPTS	<u>1,872</u>	<u>1,875</u>
Payments		
Costs of Charitable Activities:		
Purchases	765	0
Maidstone BC Service Charge	2,000	2,000
TOTAL PAYMENTS	<u>2,765</u>	<u>2,000</u>
Surplus/(Deficit) for the year	(893)	(125)
Cash & Bank Balances at 1st April 2014	3,030	3,155
Cash & Bank Balances at 31st March 2015	<u>2,137</u>	<u>3,030</u>

Bank Balances		
Lloyds Current Account @ 31/3/15	2,137	3,030

Balance Sheet as at 31st March 2015

	2014/15	2013/14
	£	(Restated) £
Capital Assets		
UST Combined Charitable Income Fund	0	22,760
CGWM Select Bond Fund	23,885	0
Current Assets		
Bank Accounts	2,137	3,030
Total Assets	<u>26,022</u>	<u>25,790</u>
Accumulated Reserve		
Balance Brought Forward	25,790	26,841
Revaluation Reserve Increase/(Decrease) for the year	1,125	(926)
Surplus/(Deficit) for the year	(893)	(125)
	<u>26,022</u>	<u>25,790</u>

Signed:

Paul Holland - Senior Accountant (Client)
Maidstone Borough Council

The Queens Own Royal West Kent Regiment Trust Committee

Is this the final decision on the recommendations?

Yes

Annual Report of Maidstone Museums Manager

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

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

1. To approve the 2014/15 annual report for the Queen's Own Royal West Kent Regiment Museum Trust 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

<i>Meeting</i>	<i>Date</i>
Queens Own Royal West Kent Regiment Trust Committee Meeting	20 January 2016

Annual Report of Maidstone Museums Manager

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 To update the committee on activity during 2014/15.
 - 1.2 To recommend that the Committee approve the 2014/15 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 Owns Buffs Association, based at the PWRR barracks in Canterbury). The Council must produce an annual report and accounts for the Charity Commission.
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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.
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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 to the Charity Commission of the annual report 2014/15

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	This collection forms an important part of the Maidstone Museum 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	Deputy Head of Legal Partnership
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 I: Annual Report 2014/15
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9. BACKGROUND PAPERS

None

MAIDSTONE BOROUGH COUNCIL

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

REPORT OF MUSEUMS MANAGER

Report prepared by Samantha Harris, Collections Manager

Queen's Own Royal West Kent Regiment Museum Trust

Annual Report 2014-15

1. **Learning.** Over the last year with the support of Council staff a number of events have been held in Maidstone Museum for the public and particularly school groups.

The Learning Team have run a number of WW1 themed workshops where we have used the gallery to help KS2 children see objects and understand the context of events. It has given visual representation of uniform, weapons and everyday items soldiers used on the frontline.

An Arts Award focusing on WW1 has also been developed, which uses the Frank Hyde painting 'The Soldiers Return to Maidstone East' as inspiration for learning about WW1 through art. This award looks closely at uniform, weapons and trench art. The students used inspiration from QORWK to design medals and empathise, in a small way, with soldiers on the front line.

The Learning Team have regular visits from secondary school classes as part of their History topics and art classes to look more closely at the QORWK museum. They have focused on medals, trench art and uniform design.

Secondary schools tend to look at the gallery as a whole, tracking changes through the history of the regiment, by looking at weapons, uniform and everyday items. Primary schools tend to focus on the WW1 and WW2 cases as this links to their curriculum.

The Museum is also taking part in the Peacefields Project. This is a project for secondary schools- in this instance 5 core schools, who will be visiting to take part in a 2 hour session to find out about the life of a soldiers from 3 families at the start of WW1. (they have also visited 2 other locations as part of the wider project) We have a re-enactment

Appendix 1

group coming to give a drama presentation and this is followed by an interactive/find out session in the QORWK looking at the display and handling a selection of WW1 objects from the learning collection.

The Collections Manager has undertaken a number of talks on the QORWK regiment as a Collections in Focus talk, U3A History groups and as part of the Museums on Prescription initiative, catering for and engaging an older audience.

2. **Publicity.** Media interest in the Regimental Museum continues to remain high, particularly in light of the ongoing WW1 Centenary Commemorations.

A future publicity drive will be undertaken as part of the 2016 'Coming Home exhibition' 24th Sept – 7th Jan (see below for more detail).

The Marketing Team now have a dedicated person working on social media, which has been of benefit across all MBC Museums, with regular posts and stories being created by the Museum Collections, Learning and Interpretation Staff and shared through various media.

3. **Accessions.** During the period 01 April 2014 – 31 March 2015, a small number of individual donations have been made to the regimental museum, and added to the central CMS (Collections Management System), Adlib, to make the information and artefacts searchable and accessible. These number 12 items in total, from a number of individuals. This number is lower than previous years as there has been a strict review of acquisitions in line with the Collecting Policy to ensure the quality and non-duplication of items acquired. Please see a small selection of examples below:

Object Number:	MNERM 2014-1694.1
Object Name	Scrap Book
Description	Scrapbook of drills and inspections kept by George Knowles Senior covering the years 1863 – 1866. Hardcover in green and pale gold with the word "Scrap Book" in elaborate writing on the front page. The scrap book pages are brown and fragile.

Object Number:	MNERM 2014-1694.2
Object Name	Document
Description	1874 list of Members Eligible to serve on the Kent Rifle Volunteer Committee from Company A

Appendix 1

	and Company B. Dimensions: Height 30.5 cm, Width 25 cm.
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Object Number:	MNERM 2014-1694.2
Title:	Official Programme of the Grand Volunteer Review
Object Name	Document
Description	Official programme of a Grand Volunteer Review in Windsor Park by the Her Majesty the Queen June 20th, 1868 by Jas. Lindsay, Maj.Gen.

Object Number:	MNERM 2014-1694.5
Title:	Bandsmen of the 1st Kent Rifle Volunteers
Object Name	Photograph
Description	Photograph of Kent Volunteers bandsmen. Twenty two bandsmen with instruments photographed in the open with trees in the background.

Object Number:	MNERM 2014-1694.5
Title:	George Knowles Junior and the Royal West Kent L Company
Object Name	Photograph
Description	Photograph from around 1900, of WKV, or Royal West Kent 'L' Company. The company is lined up in six rows with the first row of boys lying on the ground. Two cyclists are flanking the group. The photograph is taken in the open in a field with large tents in the background. George Knowles Jr marked with an 'x' Dimensions: Height 28.5 cm x Width 33.3 cm

Object Number:	MNERM 2014-1695
Object Category	Medals (Military)
Object Name	Medal
Description	Punjab Frontier medal, 1897-98, awarded to Major C.W.H. Evans 1st battalion of the Royal West Kent Regiment. Obverse: a veiled and crowned bust of Queen Victoria Reverse: An Indian and a British Soldier supporting a flag. The ribbon is red with two green stripes. Diameter 36 mm.

Object Number:	MNERM 2014-1697.1
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Appendix 1

Title:	Diary of Captain James Mills
Object Category	Documents
Description	A transcription of this work was donated to the museum a number of years ago, his granddaughter is currently writing a book on Captain Mills.

A further acquisition has been made, with funding requested in the report for last year (2013/14). Purchase was made of the India (1895) Medal to (then) Major CWH EVANS, DSO, completing an existing set on display in the QORWK Museum, at a cost of £750. (Seller Ian Laidler, and highlighted for significance to the collection by regimental researcher Chris Jupp – Accession Number - MNERM2014.1965). The Item is now at the Museum, and will be redisplayed alongside the rest of the set in due course.

4. **Gallery.** The 6 framed and glazed Regimental colours removed during the redisplay of the gallery c.2011 have now been moved back and rehung in the gallery.
4. **Enquiries.** Enquiry numbers have increased hugely with the WW1 Centenary capturing the imagination of the nation and encouraging them to undertake family history research. Enquiries for the period April 2014 to March 2014 number around 450 by telephone face to face, and post, but mostly via email.
5. **Activities.** Planning work is underway on a temporary exhibition to be housed at Maidstone Museum & Bentrif Art Gallery, commemorating WW1 both on the home front and the QORWK on the Western Front. At the centre of the exhibition will be 2 paintings by Frank Hyde (a local artist), 'Soldiers Returning to Maidstone East Station' from Maidstone Museum's Collections and 'Trones Wood' from QORWK Collection.

The exhibition, called 'Coming Home' will run 24th Sept 2016– 7th Jan, drawing on stories and themes from Maidstone Museum & QORWK Museum collections, as well as potential loan requests from other institutions. It is very timely with the centenary of the Somme in 2016, the battle which included Trones Wood.

7. **Documentation.**
Across all 3 of Maidstone Museums a large scale project is underway to audit the collections (approx. 600,000), to improve documentation and access to the collection, creating more effective collections management. The audit on the QORWK Collection, in line with Best

Appendix 1

Practice, is progressing well, particularly with the volunteer work of Mr. Steve Finnis (ex RWK). The stored material is almost completely audited and we will soon be starting on the display material, with minimal disruption to the public.

8. **Conservation/Collections Care.**

The Trones Wood painting (Collection Number MNERM 818), mentioned above which will be used in the WW1 exhibition, is currently unframed.



Please note conservation of this painting has already been undertaken by Maidstone Museum.

9. **Staffing.** Following staff changes, Rebecca Arnott was recruited as Collections Officer for Maidstone Museums in January 2015. With previously role including audit work at the Royal Engineers Museum Library and Archives, Gillingham, she is working with the rest of the Collections Team and Volunteers on the audit project across all collections.