

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

Date: Friday 8 February 2019
Time: 9.30 am
Venue: Meeting Room 6E, Maidstone House, King Street, Maidstone
ME15 6JQ

Membership:

Councillors Cox, Cuming, Mrs Gooch, Round (Chairman) and Mrs Wilson (Vice-Chairman)

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

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| 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 22 January 2019 | 1 - 4 |
| 8. Presentation of Petitions | |
| 9. Questions and answer session for members of the public | |
| 10. Accounts 2017/18 | 5 - 9 |
| 11. Update on Museum 20 year plan for QORWKRT | 10 - 14 |
| 12. Update on Proposals to transfer the QORWKRT collection to the National Army Museum | 15 - 19 |

PUBLIC SPEAKING AND ALTERNATIVE FORMATS

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

Issued on Thursday 31 January 2019

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

In order to speak at this meeting, please contact Democratic Services using the contact details above, by 5 p.m. one clear working day before the meeting. If asking a question, you will need to provide the full text in writing. If making a statement, you will need to tell us which agenda item you wish to speak on. Please note that slots will be allocated on a first come, first served basis.

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MAIDSTONE BOROUGH COUNCIL

QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 22 JANUARY 2019

Present: Councillor Cox, Cuming, Mrs Gooch and Mrs Wilson
(in the Chair)

Also Present: Councillor Newton

6. APOLOGIES FOR ABSENCE

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

7. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

8. NOTIFICATION OF VISITING MEMBERS

Councillor Newton was in attendance as a Visiting Member.

9. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

10. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

11. EXEMPT ITEMS

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

12. MINUTES OF THE MEETING HELD ON 16 JANUARY 2018

RESOLVED: That the minutes of the Meeting held on 16 January 2018 be approved as a correct record and signed.

13. MINUTES OF THE MEETING HELD ON 22 MAY 2018

RESOLVED: That the minutes of the Meeting held on 22 May 2018 be approved as a correct record and signed.

14. PRESENTATION OF PETITIONS

There were no petitions.

15. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

16. ACCOUNTS 2017/18

Mr Paul Holland, Senior Finance Manager (Client) presented a report detailing the Queen's Own Royal West Kent Regiment Museum Trust's accounts for the year ending 31 March 2018 for approval by the Committee before submission to the Charity Commission.

Mr Holland informed the Committee that the Trust continued to have a healthy level of assets overall for day to day operations which stood at £24,979 and a bank account balance of £1,751.

In response to a question from a Member, Mr Holland advised that a service charge payment to the Museum of £1,273 was made in 2017/18 from the donations box and that payment of the shortfall of £727 was not being pursued by the Museum.

The Committee expressed their disquiet that the shortfall had not been paid as they felt that it was important that the Trust should pay all of its financial commitments to the Council in full and requested further information on the background to why full payment had not been made. They were also concerned that a proportion of the service charge had been paid from the donations box.

Officers were requested to settle the outstanding sum and that the service charge payment of £1,273 that had already been made be reflected in the accounts.

RESOLVED: That the report be deferred to enable the Officer to come back with revised accounts to reflect the discussion.

Voting: Unanimous

17. ANNUAL REPORT

The Committee considered the report of Ms Samantha Harris, Collections Manager which provided an overview of the Queen's Own Royal West Kent Regiment's collection activities during 2018.

Ms Harris highlighted to the Committee that:

- The Learning Team had run several workshops based on WW1 and WW2 which related to the artefacts and history of the Queen's Own Royal West Kent Regiment Museum Trust (QORWKRMT) throughout 2018. In total 680 school children engaged specifically with the

collection and gallery in formal learning activities since January 2018.

- There had been increased social media presence in 2018 relating to the QORWKR, which related to posts and blogs regarding the Regiment's involvement in WW1 in the final centenary year. The Keys of Jerusalem were due back in the next week having been on loan to the Tower of David Museum in Jerusalem.
- During 2018, 73 items had been donated, accessioned and added to the Trust's collection. The new items consisted of:
 - * The Invicta (the magazine of the 1st Kent Regiment)
 - * Various items of the uniform worn by the Regiment
 - * Accessories which included a respirator, bottle, bayonet frog and holster
- No major redisplay work had been undertaken in the permanent gallery in 2018. However a number of the medal drawers had now been made secure after developing faults over time.
- Café Culture sessions have continued to be popular and have included talks/discussions and object handling.
- A series of events named 'What's in Store?' were scheduled to begin in January 2019 with monthly tours behind the scenes. These sessions are bookable in advance by the public.
- Mr Finnis continued to work on the QORWKRMT archive and the large photographic collection. Following completion of the 3D objects, he was now cataloguing the 2D items.
- There had been no new collections care issues raised in 2018. However this would be reviewed in line with display needs and budget allowing.
- A large number of enquiries had been received during the last year possibly as a result of the final year of WW1 centenary commemorations. The enquiries were received by contact form, email, phone, letter or in person and can be quite resource orientated.

In response to a question from the Committee, Ms Harris replied that Ms Barlow, the Museum's Director had contacted the National Army Museum but they would not be looking to take on the collection were the Trust to dissolve, whilst they felt it would be of enormous interest to people in Maidstone, it would hold little interest in the National Army Museum.

The Committee requested that their thanks be expressed in a letter to Mr Finnis, the officers and other volunteers at the Museum for all their hard work.

The Committee also requested that a report be brought to the special meeting of the Queen's Own Royal West Kent Trust Committee in February providing an update on the transformation plan and evidence of the written response received from the National Army Museum about the collection.

RESOLVED: That

- 1) The annual report be noted.
- 2) A letter be sent from the Chairman to Mr Finnis, the officers and other volunteers at the Museum expressing the Committee's thanks and appreciation for all their hard work.
- 3) That an update on the transformation plan be provided to the special meeting in February.
- 4) That evidence of the written response from the National Army Museum be provided at the February meeting.

Voting: Unanimous

18. DURATION OF MEETING

11.30 a.m. to 12.30 p.m.

**The Queen’s Own Royal West
Kent Regiment Museum Trust
Committee**

8 February 2019

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

Yes

Accounts 2017/18

Final Decision-Maker	The Queen’s Own Royal West Kent Regiment Museum Trust Committee
Lead Head of Service	Head of Regeneration & 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 amended accounts for the year ending 31st March 2018.

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	8 February 2019

Accounts 2017/18

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Attached at **Appendix 1** are the accounts for the year ending 31st March 2018.
 - 1.2 These are an amended set of accounts which reflect the changes that the Committee requested at the meeting on 22 January 2019.
-

2. ACCOUNTS 2017/18

- 2.1 An amended set of accounts are attached at **Appendix 1**. These now include entries that reflect the payment of the £1,273 service charge from the donations box. As requested the balance due of £727 will be paid from the balance in the bank account, and as this payment will be made in 2018/19 a creditor figure for this amount is shown on the Balance Sheet.
 - 2.2 Following discussions with the Museum Director it appears that there was an understanding that the donation box could be used to pay for items such as the service charge, and a decision was made to make the payment directly to the Council rather than via the Trust bank account. For the purposes of clarity it may be more appropriate in future for any such payments to go via the Trust bank account.
 - 2.3 With regards to the settlement of the balance of £727 this amount was not formally written off. However, it had not been considered as a significant figure in the context of the museum budget as a whole, and had therefore not been actively pursued.
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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 income and expenditure figures will be 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	<p>There are no additional implications arising from this report. Under the Council's Constitution the Committee as Corporate Trustee is responsible for all matters relating to the Charity with the exception of daily management. Law applicable to charities in England and Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. This update report assists in meeting those requirements</p> <p>There are no further implications arising from this report.</p>	Team Leader (Corporate Governance), MKLS
Equality Impact Needs Assessment	No impact identified.	Equalities and Corporate Policy Officer
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 consequences arising from the recommendation that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.	Team Leader (Corporate Governance), MKLS
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 2017/18

7. BACKGROUND PAPERS

None.

The Queens Own Royal West Kent Regiment Museum Trust

Receipts & Payments Account

For the Period 1st April 2017 to 31st March 2018

	2017/18	2016/17
	£	£
Receipts		
From Voluntary Sources:		
Subscriptions, Donations & Legacy	1,498	447
Investment Income:		
Interest & Dividends	760	727
TOTAL RECEIPTS	2,258	1,174
Payments		
Costs of Charitable Activities:		
Works Undertaken	0	568
Miscellaneous	0	0
Maidstone BC Service Charge	2,000	2,000
TOTAL PAYMENTS	2,000	2,568
Surplus/(Deficit) for the year	258	(1,394)

Cash & Bank Balances at 1st April 2017	766	2,160
Cash & Bank Balances at 31st March 2018	1,751	766

Balance Sheet as at 31st March 2018

	2017/18	2016/17
	£	£
Capital Assets		
Canaccord Genuity Wealth Management Select Bond Fund	23,228	23,813
Current Assets		
Bank Accounts	1,751	766
Total Assets	24,979	24,579
Current Liabilities		
Creditors	727	
Total Liabilities	727	0
Net Assets	24,252	24,579
Accumulated Reserve		
Balance Brought Forward	24,579	25,466
Revaluation Reserve Increase/(Decrease) for the year	(585)	506
Surplus/(Deficit) for the year	258	(1,393)
	24,252	24,579

Agenda Item 11

QORWKRMT

8 February 2019

Update on Museum 20 Year Plan

Final Decision-Maker	Queens Own Royal West Kent Regimental Museum Trust
Lead Head of Service/Lead Director	John Foster – Head of Regeneration and Economic Development
Lead Officer and Report Author	Victoria Barlow – Museum Director
Classification	Public
Wards affected	All

Executive Summary

The Queen's Own Royal West Kent Regiment Museum Trust Committee is asked to review the progress of the Museum's 20 year plan and provide any feedback on proposals for the future.

This report makes the following recommendations to Queens Own Royal West Kent Regimental Trust Committee

1. To note the progress of the Museum Twenty Year Plan
2. To provide any feedback on proposals for the future of the Queens Own gallery and military display in general.

Timetable

Meeting	Date
QORWKRMT	8/2/2019

Update on Museum 20 Year Plan

1. INTRODUCTION AND BACKGROUND

- 1.1 In 2016, the Heritage Culture and Leisure Committee approved a 20 Year Plan to transform Maidstone's Museums and the service provided.
- 1.2 The first phase of this plan was the refurbishment and redisplay of Maidstone Museum.
- 1.3 The museum displays are currently dated and difficult to follow logically and the building does not provide suitable options for the kind of activities and experiences demanded by 21st century audiences

The work carried out so far.

- 1.4 A specification has been written for the appointment of a Project Manager to assist the museum project team with the master-planning of the new museum. They will advise on the construction elements as well as acting as liaison with external bodies such as Planning, Conservation and Historic England. The project manager will also assist in the preparation of accurate costings for the whole project. It is hoped to appoint in the next 6-8 weeks.
- 1.5 Consultation with members of the public has been carried out both in the museum, online and at events in 6 different parts of the borough. This is being collated by the Consultation Team and will allow us to see what residents want and expect to see in a local museum.
- 1.6 Internally, museum officers have been working on storylines for galleries and the beginnings of a floor plan. These take a great deal of time as officers must ensure that any changes to the museum will provide solutions to current issues of storage, visitor flow and physical access with no realistic chance of being able to increase the current floor space available.
- 1.7 In very general terms, it has been agreed that the story of the town of Maidstone will be told in the ground floor galleries. It is hoped that some spaces may be opened up to provide a more free-flowing route through the museum but the opportunities are limited due to the museum's age and listed status.

Representing the Queens Own

- 1.8 Currently the Queens Own Museum occupies a room at the entrance to the museum. It is the first gallery visitors see. It is currently well-liked and frequently mentioned in feedback as a popular attraction.
- 1.9 The downside to the current gallery is that it does not place the Queens Own in the context of the borough's entire military history. No mention is made of the Royal Engineers or the Gurkhas and their military legacy in Maidstone.

1.10 A new gallery will look at the history of military involvement from the Battle of Newbury through the World Wars and the legacy of the Cold War. It will look at experiences of both soldiers and military families living and working in Maidstone. However, the largest focus, in terms of both space taken in displays and level of detail, will be on the history and relevance of the Queens Own.

What’s next?

1.11 Project teams for areas such as research, access, communications or collections, are currently being established and will be beginning work on their individual action plans in the next 4-6 weeks. It should be remembered that capacity is reliant on staff balancing this work with their normal duties.

1.12 Initial conversations will begin with the Heritage Lottery Fund (HLF) in February. This has not happened previously as the HLF had suspended their funding programmes for a year while a review of their activities was carried out. It is likely that fewer grants for lesser sums will be awarded in future.

1.13 Once the project manager is appointed, we will begin work with the relevant partners on planning and tracking what changes, improvements and updates are possible within the building. This will, in turn, inform the layout of galleries.

2. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

That members note this report and forward to the Museum Director any comments, feedback or ideas on the presentation of the history of the Queens Own in the transformed Museum.

3. RISK

This report is presented for information only and has no risk management implications.

4 CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<ul style="list-style-type: none"> We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. 	Victoria Barlow

	However, they will support the Council's overall achievement of its aims as set out in section 3	
Risk Management	This report is presented for information only and has no risk management implications.	Victoria Barlow
Financial	<ul style="list-style-type: none"> The proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation. 	[Section 151 Officer & Finance Team]
Staffing	<ul style="list-style-type: none"> We will deliver the recommendations with our current staffing. 	John Foster
Legal	<ul style="list-style-type: none"> Acting on the recommendations is within the Council's powers. 	[Legal Team]
Privacy and Data Protection	<ul style="list-style-type: none"> There are no privacy and data protection implications 	[Legal Team]
Equalities	<ul style="list-style-type: none"> We do not propose a change in service therefore will not require an equalities impact assessment 	[Policy & Information Manager]
Public Health	We recognise that the recommendations will not negatively impact on population health or that of individuals.	Victoria Barlow

Crime and Disorder	<ul style="list-style-type: none"> The recommendation will have no impact on Crime and Disorder. 	Victoria Barlow
Procurement	<ul style="list-style-type: none"> No procurement is required 	[Head of Service & Section 151 Officer]

3. **REPORT APPENDICES - None**

4. **BACKGROUND PAPERS**

Museum 20 Year plan available at www.maidstonemuseum.org

**Queens Own Royal West Kent
Regimental Museum Trust**

8th February 2019

**Update on Proposals to transfer the QORWKRT collection to
the National Army Museum**

Final Decision-Maker	Queens Own Royal West Kent Regimental Museum Trust (QORWKRMT)
Lead Head of Service/Lead Director	John Foster, Head of Regeneration and Economic Development
Lead Officer and Report Author	Victoria Barlow, Museum Director
Classification	Public
Wards affected	All

Executive Summary

The National Army Museum has stated that they have no active interest in acquiring items in the collection of QORWKRMT and that they work actively with museums to support the management and display of locally based collections.

This report makes the following recommendations to Queens Own Royal West Kent Regimental Museum Trust Committee

1. That members note the position of the National Army Museum in decision making about the future of the QORWKRMT.

Timetable

Meeting	Date
Queens Own Royal West Kent Regimental Museum Trust	8 February 2019

Update on Proposals to transfer the QORWKRT collection to the National Army Museum

1. INTRODUCTION AND BACKGROUND

In 2007, the Charity Commission Scheme governing the running of the QORWKRT included the following on the topic of dissolution of the collection, "If the Trustee decides that it can no longer preserve and exhibit the collection, it must transfer the collection to The National Army Museum, London, or to such other MLA (or its successor body) Accredited museum or museums registered with the Charity Commission as the trustee decides in consultation with the regimental representative." In this instance, the Trustee is Maidstone Borough Council.

It is now the case that Maidstone Museum has become the de facto home of the collection. Objects are catalogued, accessioned, cared for, displayed and studied by museum staff and in all ways the objects are treated as part of the museum collection.

As the link with serving members of the Regiment lessens (the Regiment was disbanded in 1961 making even a 16 year old soldier in the last year of the regiment, 74 years old today) it is suggested that the purpose of a separate charitable trust nominally representing their interests is no longer an absolute necessity.

If the Trust were to be dissolved and the collection transferred to Maidstone Museum, it could be safeguarded and administered in the same way as all other museum collections. Maidstone Museum is an accredited museum but is not a charity.

2. NATIONAL ARMY MUSEUM

In August 2018, museum officers met with Julian Farrance, Regimental Liaison at the National Army Museum (NAM) and Andrew Lloyd, CEO of the Army Museums Ogilby Trust.

Julian Farrance's role is to advise on and support the curation of regimental collections within local museums. The role was created in response to the National Army Museum's explicit recognition that the national museum was not best placed to preserve and explore the local significance of such collections.

The Ogilby Trust is a charity and grant-giving body dedicated to military museums, providing support through advocacy, advice and funding.

In a meeting lasting several hours, Messrs Farrance and Lloyd laid out numerous ways in which they and their organisations could support the retention of the collections, knowledge and skills in Maidstone were a transfer to be decided upon.

No written statement has been provided on the position of the NAM in not seeking to acquire the collection as NAM will generally only respond to offers and requests to accept rather than comment on hypothetical situations. However, it is clear from the conversation with Julian Farrance that NAM policy supports local retention.

3. NEXT STEPS

Legal advice has been requested of MBC lawyers in the matter of the possibility of dissolving the QORWKRMT and particularly in the possibility of transferring to Maidstone Museum instead of another charitable trust as seems to be required by the 2007 schedule.

It is clear from the 2007 schedule that a 'regimental representative' will need to be consulted and it would be good practice to seek support from surviving members of the regiment and those with family connections but at this stage, the Museum Director is confident that no further issues relating to the National Army Museum should arise.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

That members note this report and that when legal advice has been received, they receive a formal report from the Museum Director on whether the Trust should be dissolved and the collection transferred to Maidstone Museum.

5. RISK

This report is presented for information only and has no risk management implications.

Issue	Implications	Sign-off
Impact on Corporate Priorities	<ul style="list-style-type: none"> We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. 	Victoria Barlow
Risk Management	Already covered in the risk section	[Head of Service or Manager]
Financial	This report is for noting so there are no recommendations that require funding for	Section 151 Officer & Finance Team

	<p>implementation. If it is proposed at some future point that the Council formally takes responsibility for the QORWKRMT's collection, the financial implications would need to be considered at the time.</p>	
Staffing	<ul style="list-style-type: none"> We will deliver the recommendations with our current staffing. 	John Foster
Legal	<ul style="list-style-type: none"> The recommendations do not propose a change in service at this time so there are no legal implications at the present time. 	[Legal Team]
Privacy and Data Protection	<ul style="list-style-type: none"> Accepting the recommendations will increase the volume of data held by the Council. We will hold that data in line with [policy]. 	[Legal Team]
Equalities	<ul style="list-style-type: none"> The recommendations do not propose a change in service therefore will not require an equalities impact assessment 	[Policy & Information Manager]
Public Health	<ul style="list-style-type: none"> We recognise that the recommendations will not negatively impact on population health or that of individuals. 	Victoria Barlow
Crime and Disorder	<ul style="list-style-type: none"> The recommendation will have a no impact on Crime and Disorder. 	Victoria Barlow

Procurement	<ul style="list-style-type: none">• On accepting the recommendations, the Council will then follow procurement exercises for any necessary actions. We will complete those exercises in line with financial procedure rules.	John Foster & Section 151 Officer]
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6. BACKGROUND PAPERS

QORWKRMT Scheme 12 March 2007