

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

Date: Wednesday 6 March 2019

Time: 11.00 am

Venue: Maidstone Museum, St Faith's Street, Maidstone, Kent ME14 1LH

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.*

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## AGENDA

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| 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 8 February 2019  | 1 - 3  |
| 8. Presentation of Petitions   |        |
| 9. Questions and answer session for members of the public  |        |
| 10. Discussion Item - Feedback from Members on the Museum Director's Report which provided an update on the Museum's 20 Year Plan (previously circulated to the Committee meeting held on 8 February 2019 - copy included) | 4 - 8  |
| 11. Update on Proposals to transfer the QORWKRMT collection to the National Army Museum  | 9 - 13 |

### **PUBLIC SPEAKING AND ALTERNATIVE FORMATS**

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**Issued on Tuesday 26 February 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, i.e. by 5 p.m. on 4<sup>th</sup> March 2019. 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.

To find out more about the work of the Committee, please visit [www.maidstone.gov.uk](http://www.maidstone.gov.uk).

## MAIDSTONE BOROUGH COUNCIL

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

#### MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2019

**Present:** Councillor Round (Chairman) and Councillors Cox, Cuming, Mrs Gooch and Mrs Wilson

19. APOLOGIES FOR ABSENCE

There were no apologies for absence.

20. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

21. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

22. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

23. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

24. EXEMPT ITEMS

**RESOLVED:** That the items on the agenda be taken in public as proposed.

25. MINUTES OF THE MEETING HELD ON 22 JANUARY 2019

**RESOLVED:** That the Minutes of the meeting held on 22 January 2019 be approved as a correct record and signed.

26. PRESENTATION OF PETITIONS

There were no petitions.

27. QUESTION AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

## 28. ACCOUNTS 2017/18

Mr Paul Holland, Senior Finance Manager (Client), introduced his report setting out an amended set of accounts for the year ending 31 March 2018 reflecting the changes requested by the Committee at its meeting held on 22 January 2019. Mr Holland explained that:

- The accounts now included entries to reflect the payment of part (£1,273) of the £2,000 annual service charge payment to the Borough Council from the donations box. As requested by Members, the balance due (£727) would be paid from the Trust's bank account, and, as this payment would be made in 2018/19, a creditor figure for this amount was shown on the Balance Sheet.
- Following discussions with the Museums' Director, it appeared that there was an understanding that the donations box could be used to pay for items such as the service charge, and the decision had been made to make the payment directly to the Council rather than via the Trust's bank account. For clarity and transparency, it would be more appropriate in future for any such payments to go via the Trust's bank account.
- The balance of £727 had not been formally written off, but since it had not been considered to be a significant figure in the context of the Museum budget as a whole, it had not been actively pursued.

The Committee continued to be concerned about the use of donations to the Trust and to the Museum generally. It remained of the view that the Trust should meet its financial obligations to the Council in full. In this connection, it was suggested and agreed that the Trust should be seeking a Service Level Agreement with the Council defining the services which are provided by the Council and paid for by the Trust. This would assist the Trust in fulfilling its obligations in relation to the preparation of financial statements for each financial year which give a true and fair view of its financial activities during the year and of its financial position at the end of the year. It would also assist in the preparation of accurate budgets and financial projections which would inform decision making regarding the Trust and the Collection going forward.

**RESOLVED:** That

1. The amended accounts for the year ending 31 March 2018, attached as Appendix 1 to the report of the Senior Finance Manager (Client), be approved.
2. The Trust should seek a Service Level Agreement with the Council defining the services provided by the Council and paid for by the Trust.

29. UPDATE ON MUSEUM 20 YEAR PLAN

The Committee considered the report of the Museums' Director setting out the progress of the 20 Year Plan agreed by the Heritage, Culture and Leisure Committee in 2017 to transform the Maidstone Museums and the service provided. The Committee was asked to note the progress of the Plan and to provide feedback on the proposals for the presentation of the history of the Queen's Own Royal West Kent Regiment and military involvement generally within the transformed galleries.

Since neither the Interim Head of Regeneration and Economic Development nor the Museums' Director were present at the meeting, Members agreed to (a) note the progress of the Museum 20 Year Plan and (b) defer providing feedback on the proposals for the presentation of the history of the Queen's Own Royal West Kent Regiment and military involvement generally within the transformed galleries until a meeting of the Committee to be held within the next four weeks to enable these Officers to be in attendance. It was also suggested and agreed that the Chairman of the Heritage, Culture and Leisure Committee which has responsibility for overseeing the development and implementation of the Museum 20 Year Plan should also be invited to attend the meeting.

**RESOLVED:** That

1. The progress of the Museum 20 Year Plan be noted.
2. The provision of feedback on the proposals for the presentation of the history of the Queen's Own Royal West Kent Regiment and military involvement generally within the transformed galleries be deferred until a meeting of the Committee to be held within the next four weeks to enable the Interim Head of Regeneration and Economic Development and the Museums' Director to be in attendance.
3. The Chairman of the Heritage, Culture and Leisure Committee which is responsible for overseeing the development and implementation of the Museum 20 Year Plan should also be invited to attend the meeting.

30. UPDATE ON PROPOSALS TO TRANSFER THE QORWKRMT COLLECTION TO THE NATIONAL ARMY MUSEUM

**RESOLVED:** That consideration of this update be deferred until the next meeting to enable the Interim Head of Regeneration and Economic Development and the Museums' Director to be present when it is discussed.

31. DURATION OF MEETING

9.30 a.m. to 10.05 a.m.

# Agenda Item 10

**QORWKRMT**

**8 February 2019**

## **Update on Museum 20 Year Plan**

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

<b>Meeting</b>	<b>Date</b>
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
<b>Impact on Corporate Priorities</b>	<ul style="list-style-type: none"> <li>We do not expect the recommendations will by themselves materially affect achievement of corporate priorities.</li> </ul>	Victoria Barlow

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

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

**3. REPORT APPENDICES - None**

**4. BACKGROUND PAPERS**

Museum 20 Year plan available at [www.maidstonemuseum.org](http://www.maidstonemuseum.org)

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

**6<sup>th</sup> March 2019**

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

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

<b><i>Meeting</i></b>	<b><i>Date</i></b>
<b>Queens Own Royal West Kent Regimental Museum Trust</b>	6 March 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.

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

	require funding for 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.	Finance Team
<b>Staffing</b>	<ul style="list-style-type: none"> <li>We will deliver the recommendations with our current staffing.</li> </ul>	John Foster
<b>Legal</b>	<ul style="list-style-type: none"> <li>The recommendations do not propose a change in service at this time so there are no legal implications at the present time.</li> </ul>	[Legal Team]
<b>Privacy and Data Protection</b>	<ul style="list-style-type: none"> <li>Accepting the recommendations will increase the volume of data held by the Council. We will hold that data in line with [policy].</li> </ul>	[Legal Team]
<b>Equalities</b>	<ul style="list-style-type: none"> <li>The recommendations do not propose a change in service therefore will not require an equalities impact assessment</li> </ul>	[Policy & Information Manager]
<b>Public Health</b>	<ul style="list-style-type: none"> <li>We recognise that the recommendations will not negatively impact on population health or that of individuals.</li> </ul>	Victoria Barlow
<b>Crime and Disorder</b>	<ul style="list-style-type: none"> <li>The recommendation will have a no impact on Crime and Disorder.</li> </ul>	Victoria Barlow

<b>Procurement</b>	<ul style="list-style-type: none"><li>• 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.</li></ul>	John Foster & Section 151 Officer]
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## 6. BACKGROUND PAPERS

QORWKRMT Scheme 12 March 2007