

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.