

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

Date: Tuesday 22 January 2019
Time: 11.30 am
Venue: Town Hall

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.

<u>AGENDA</u>	<u>Page No.</u>
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 16 January 2018	1 - 3
8. Minutes of the Meeting held on 22 May 2018	4
9. Presentation of Petitions (If any)	
10. Questions and answer session for members of the public (If any)	
11. Accounts 2017/18	5 - 10
12. Annual Report	11 - 25

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.

In order to speak at this meeting, please contact Democratic Services using the contact

Issued on Friday 11 January 2019

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

details above, by 5 p.m. one clear working day before the meeting, i.e. by 5 p.m. on 18 January 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.

MAIDSTONE BOROUGH COUNCIL

QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 16 JANUARY 2018

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

26. APOLOGIES FOR ABSENCE

There were no apologies.

27. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

28. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

29. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

30. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

31. EXEMPT INFORMATION

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

32. MINUTES OF THE MEETING HELD ON 10 OCTOBER 2017

RESOLVED: That the minutes of the meeting held on 10 October 2017 be approved as a correct record and signed, subject to the reordering of Minute 24 to place the note before the resolution.

33. PRESENTATION OF PETITIONS

There were no petitions.

34. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

35. ANNUAL REVIEW

Ms Victoria Barlow, the Museum's Director, presented the Annual Review to the Committee.

Ms Barlow highlighted to the Committee that:

- The Learning Team had run several workshops based on WW1 and WW2 and which related to the artefacts and history of the Queen's Own Royal West Kent Regiment Museum Trust (QORWKRMT) throughout 2017. In total 338 school children engaged specifically with the collection and gallery in formal learning activities since January 2017.
- There had been increased social media presence relating to QORWKRMT after suggestions from this Committee.
- Several items from the collection, such as the Keys to Jerusalem, had been lent to the Tower of David Museum in Jerusalem for a temporary exhibition. This had increased publicity of the QORWKRMT.
- During 2017, 23 items had been donated, accessioned and added to the QORWKRMT collection. Highlights of the newly acquired items were:
 - A Christmas card;
 - Materials from Malta; and
 - A colour sergeant's sash.
- The Collections Development Panel, made up of representatives from across the Museum's departments, met each quarter to assess and decide on items offered for donation. A more sustainable and strategic approach was being undertaken and as such a number of items offered to QORWKRMT were not accepted. This was primarily because the items were already duplicated or did not fit the collecting policy.
- Café Culture sessions have increased in popularity and during 2017 a WW1/QORWKR themed session was run. This session included a talk by the regimental volunteer Mr Steve Finnis.
- Mr Finnis continued to work on the QORWKRMT photographic collection. The information was in the process of being updated by staff and would be uploaded to Adlib (the new collections management system) by the end of 2018.

In response to questions from the Committee, Ms Barlow replied that:

- She would speak to the Learning Team about inviting Veterans to attend sessions with schoolchildren.

- Everything that had been donated to the QORWKRMT in 2017 had been archived.
- Items that had been archived from the collection could be moved into the gallery if other items were placed back into the archives.

The Committee suggested that the collection in the gallery should be changed more frequently and that the profile of the collection be raised in order to attract more visitors and donations.

The Committee requested that an informal meeting be arranged at the Museum to assess whether to place a floor sticker around the collection box and to discuss the collection.

The Committee congratulated Officers on the success of the Café Culture initiative.

RESOLVED: That the annual report be noted.

36. DURATION OF MEETING

10.00 a.m. to 11.02 a.m.

Agenda Item 8

MAIDSTONE BOROUGH COUNCIL

QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 22 MAY 2018

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

1. APOLOGIES FOR ABSENCE

There were no Apologies.

2. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitutes.

3. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Round be elected as Chairman of the Committee for the Municipal Year 2018/19.

4. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That Councillor Wilson be appointed as Vice Chairman of the Committee for the Municipal Year 2018/19.

5. DURATION OF MEETING

7.13 p.m. to 7.14 p.m.

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

22nd January 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 Accounts for the year ending 31st March 2018.
2. That the Committee notes the annual update on investment performance.

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	22 nd January 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 The Committee is required to formally approve the Accounts before they are submitted to the Charity Commission.
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2. ACCOUNTS 2017/18

- 2.1 Whilst the Trust continues to have a healthy level of assets overall the funds available for day to day operations are still at a low level, although they have improved slightly from the position reported in 2016/17.
 - 2.2 Total assets of the Trust currently stand at £24,979, with the bank account balance now at £1,751. As a minimum the Trust needs to generate sufficient income to meet the annual service charge payment to the Council. There was no expenditure during the year, and income was slightly down compared to the previous year. Due to the low level of available resources the service charge payment to the Museum was not made from the bank account in 2017/18 but a payment was made of £1,273 from the donation box collection.
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3. INVESTMENT PERFORMANCE

- 3.1 Members requested an annual update on the performance of the Trust's investment, following the report on investments at the meeting in July 2017.
 - 3.2 The investment is managed by Northern Trust, and is invested in the CGWM (Canaccord Genuity Wealth Management) Select Bond Fund. As outlined in the previous report to the Committee whilst this is not a specific charitable investment fund it does seek to cap the volatility of the value of the investment at 6% annually. In that respect it is considered to be a suitable investment as maintaining the value and security of the investment is the main aim of the fund.
 - 3.3 The value of the investment at 31st March 2018 was £23,288, which was a slight decrease on the value of £23,813 at 31st March 2017.
 - 3.4 Annual investment income for 2017/18 was £760, which was a small increase on the 2016/17 figure of £727.
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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 It is recommended that the Committee approves the Accounts.

5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

5.1 The Accounts will be formally submitted to the Charity Commission.

6. 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</p>	Team Leader (Corporate Governance), MKLS

	report.	
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.	

7. REPORT APPENDICES

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

- Appendix A: Accounts 2017/18

8. 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	225	447
Investment Income:		
Interest & Dividends	760	727
TOTAL RECEIPTS	985	1,174
Payments		
Costs of Charitable Activities:		
Works Undertaken	0	568
Miscellaneous	0	0
Maidstone BC Service Charge	0	2,000
TOTAL PAYMENTS	0	2,568
Surplus/(Deficit) for the year	985	(1,394)
Cash & Bank Balances at 1st April 2017	766	2,160
Cash & Bank Balances at 31st March 2018	<u>1,751</u>	<u>766</u>

Bank Balances		
Lloyds Current Account @ 31/3/18	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
Accumulated Reserve		
Balance Brought Forward	24,579	25,466
Revaluation Reserve Increase/(Decrease) for the year	(585)	506
Surplus/(Deficit) for the year	985	(1,393)
	24,979	24,579

Signed:

Paul Holland - Senior Finance Manager (Client)
Maidstone Borough Council

ANNUAL REPORT

Final Decision-Maker	Queen's Own Royal West Kent Regimental Museum Trust
Lead Head of Service/Lead Director	John Foster, Interim Head of Regeneration and Economic Development
Lead Officer and Report Author	Victoria Barlow, Museums Director Samantha Harris, Collections Manager
Classification	Public
Wards affected	All

Executive Summary

This report covers the activity during the calendar year 2018.

This year has shown what might be termed the "World War One effect", with almost 700 school-children taking part in QORWKR-based sessions and almost three times the usual number of collections enquiries.

The collection has been developed with the addition of new donations, especially those of the Morley-Jacob family. Sessions such as Café Culture with older people at risk of exclusion, have increased access to the collection.

Once again, volunteer Steve Finnis has been integral to the work carried out on behalf of QORWKRT.

This report makes the following recommendations to this Committee:

1. That the annual report is noted.

Timetable

Meeting	Date
QOWKRMT	22/01/2019

1. INTRODUCTION AND BACKGROUND

This report provides the annual report on work of Maidstone Museums in the provision of services to the QOWKR Museum.

1.1 Learning

Several workshops based on WW1 and WW2 related to artefacts and history of the QORWK regiment throughout 2018. We have also run another Arts Award for a school, based on WW1 and the 'Arrival ...' Painting by Frank Hyde.

In total 680 school children have engaged specifically with the collection and gallery in formal learning activities since January 2018:

- 30 children for WWI workshops
- 30 children for WWI Arts Awards,
- 220 children for the WWII workshop.
- 400 for Green Spaces Natural Faces Arts Awards

Every child who comes to do a workshop at the museum has time to explore the museum and they all look around the QORWK museum. It provokes a lot of questions and discussions amongst the children. Over 2018, 6000 children took part in our workshops.

1.2 Publicity

There has been increased social media from the museum in 2018 relating to the QORWK, including posts and blogs regarding the QORWK involvement in WW1, in the final centenary year. Also, posts relating to the Sikh Colours (rare flags from the Sikh Wars), in the collection, with a visit from a member of the Sikh Museums Initiative. Furthermore, the continued loan of the Keys of Jerusalem to the Tower of David Museum in Jerusalem for a temporary exhibition, has gained publicity. This has created interest amongst regimental and religious groups, and is publicizing the collection internationally. The most recent post regarding QORWK on Facebook/Twitter/Instagram linked to a blog on the museum website, introducing the regiment's role in WW1 on the Western Front and elsewhere: <https://museum.maidstone.gov.uk/lest-we-forget/>

1.3 Acquisitions

During the period Jan 1 – Dec 31st 2018, 73 items have been accessioned and added to the QORWK collection, please see list below. Please note, some distinct 'collections' were acquired relating to members of the regiment, creating contextualising archives relating to those individuals. No items have been bought for the collection, all items are by donation.

Object number	Object name	Title	Description
MNERM 2018.1717	Magazine	The Invicta The Magazine of the 1st Kent Regiment	The Invicta, The Magazine of the 1st Kent Regiment, Vol. II. No. 3, October-December 1917.
MNERM 2018.1718.1	Blouse		Size 12 1949 pattern battle dress blouse, made by Hepworths Ltd, in 1954 of khaki serge. This blouse is part of the uniform worn by Captain Peter Morley-Jacob.
MNERM 2018.1718.10	Trousers		Size 7 green 1949 pattern drill trousers made by Alfred Polikoff Wales Ltd in 1953. These trousers are part of the uniform worn by Captain Peter Morley-Jacob.
MNERM 2018.1718.11	Respirator		A respirator, anti-gas, light Number 4 Mark 2. The respirator is complete with case and accessories. This respirator belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.12	Bottle		A 1944 pattern aluminium water bottle in a webbing case, complete with cup. This water bottle belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.13	Bayonet Frog		A 1944 pattern webbing bayonet frog. This bayonet frog belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.14	Holster		A 1944 pattern webbing pistol holster. This holster belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.15	Case		A 1944 pattern webbing binocular case. This binocular case belonged to Captain Peter Morley-Jacob.

MNERM 2018.1718.16	Haversack		A 1944 pattern webbing haversack, complete with shoulder straps. This haversack belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.17	Musketry Order		A 1944 pattern webbing musketry order, belt with utility pouches and braces. This musketry order belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.18	Belt		A green cloth belt with a black metal buckle. The belt has War Office marks. This belt belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.19	Shirt		A green shirt, which is believed to have been made by a local tailor in Malaya to military design. This shirt belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.2	Trousers		Size 12 1949 pattern battle dress trousers of khaki serge; the trousers were made by Lincoln Works (Leeds) Ltd in 1954. These trousers are part of the uniform worn by Captain Peter Morley-Jacob.
MNERM 2018.1718.20	Helmet		A steel helmet, not of a pattern issued to the British forces in the 1950s. to the Malay Regiment during the Emergency. This helmet belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.21	Mess Tin		A pair of aluminium mess tins. These two mess tins belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.22	Puttees		A pair of olive green short puttees. These puttees belonged to Captain Peter Morley-Jacob.

MNERM 2018.1718.23	Cup		A 1944 pattern water bottle cup. This cup belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.24	Camouflage Face Veil		A camouflage face veil, 900 x 700 mm. This face veil belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.25	Hat		A green issue canvas hat with four ventilation holes and an orange triangle identification sign. This hat belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.26	Rope		A two metre toggle rope, the rope has a toggle at one end and a loop at the other. This toggle rope belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.27	Button		Two large regimental brass buttons. These buttons are believed to have belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.28	Badge		A Civil Defence Corps buttonhold badge. This badge is believed to have belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.29	Parachute		A khaki parachute canopy, four sections only. It was light to carry and was provided free to patrols at supply drops. This parachute canopy belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.3	Blouse		A size 11 1949 pattern battle dress blouse of khaki serge, made by Thor Neloe Clarkson Ltd in 1951. This blouse is part of the uniform worn by Captain Peter Morley-Jacob.
MNERM 2018.1718.30	Parachute		A blue parachute canopy, four sections only and torn. This parachute canopy belonged to Captain Peter Morley-Jacob.

MNERM 2018.1718.31	Kit Bag		A khaki kit bag with "BSES MORLEY-JACOB" painted on the side. The bag is also marked with "Hi Catherine. Hope you had a good trip home. Ooodles of love. Franz". This kit bag belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.32	Groundsheet		A brown waterproof groundsheet/cape, made by Healey Royle and Co. Ltd. in 1940. This groundsheet belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.33	Poncho		A green waterproof poncho cape, which has an inside pocket. This poncho belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.34	Groundsheet		A brown waterproof groundsheet, which is marked "Morley-Jacob". This groundsheet belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.35	Valise		A 1937 pattern valise, which is a large pack. This valise belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.36	Haversack		A 1937 pattern haversack, marked "Capt. Watkins". This haversack came to the collection with the effects of Captain Peter Morley-Jacob.
MNERM 2018.1718.37	Haversack		A 1937 pattern haversack, marked "Lt M-Jacob". This haversack belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.38	Anklet		A pair of 1937 pattern web anklets, with black leather straps. These anklets belonged to Captain Peter Morley-Jacob.

MNERM 2018.1718.39	Anklet		A pair of 1937 pattern web anklets, with brown leather straps. These anklets belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.4	Tunic		A No 1 dress "Blues" tunic. This tunic is part of the uniform worn by Captain Peter Morley-Jacob.
MNERM 2018.1718.40	Braces		Two pairs of army issue braces. One pair is slightly longer and darker than the other. These braces belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.41	Waist Belt		A 1937 pattern waist belt fitted with braces and brace attachments. This waist belt belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.42	Water Bottle Carrier		A 1937 pattern water bottle carrier. This water bottle carrier belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.43	Waist Belt		A 1937 pattern waist belt marked "MJ". One of two This waist belt belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.44	Waist Belt		A 1937 pattern waist belt marked "MJ". One of two This waist belt belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.45	Strap		A web strap with stud fittings and a buckle, the strap has been referred to as a "Carbine Sling". This strap belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.46	Pouch		A khaki 1937 pattern basic pouch. This pouch belonged to Captain Peter Morley-Jacob.

MNERM 2018.1718.47	Belt		A brown leather belt, known as a Sam Browne belt, complete with cross strap. This pouch belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.48	Dowel		A plain piece of dowel, with a slit in one end. The purpose is unknown, but it was possibly used to ensure a perfect kit or bedding display. This dowel belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.49	Trunk		A metal trunk. The trunk has three black stripes across the lid, with the words "P.J.MORLEY-JACOB. LUNEBERG B.O.A.R. 8. 1 RWK" painted in white. This trunk belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.5	Trousers		No 1 dress "Blues" trousers. These trousers are part of the uniform worn by Captain Peter Morley-Jacob.
MNERM 2018.1718.50	Poncho		A green waterproof poncho cape. The cape as no maker's name or marks. This poncho belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.51	Tent		A United States Army, two-man canvas tent, complete with collapsible poles and pegs. This tent belonged to Captain Peter Morley-Jacob.
MNERM 2018.1718.52	Tent		A United States Army, two-man canvas tent, complete with collapsible poles and pegs. Carried in a green canvas zipped bag, apparently of British War Office Issue. This tent belonged to Captain Peter Morley-Jacob.

MNERM 2018.1718.6	Coat		A size 7 1940 pattern great coat (of another rank), made by GC & S Ltd in 1951. This great coat is part of the uniform worn by Captain Peter Morley-Jacob.
MNERM 2018.1718.7	Cap		A service dress cap. The cap is made from a khaki material and has a brown leather strap, buttons and a bronze regimental badge. This cap is part of the uniform worn by Captain Peter Morley-Jacob.
MNERM 2018.1718.8	Cap		A No 1 Dress cap. The cap has a midnight blue top, with a scarlet band and piping around the crown. This cap is part of the uniform worn by Captain Peter Morley-Jacob.
MNERM 2018.1718.9	Beret		An issue navy blue beret size 7 1/8, made by Nalbo in 1952. The beret has no badge. This beret is part of the uniform worn by Captain Peter Morley-Jacob.
MNERM 2018.1719.1	Certificate	A 013155 Regular Army Certificate of National Service	A Regular Army Certificate of National Service, belonging to Mr R.E. Green, Army no.23313344, dated 29th May 1958. The certificate is missing pages 4-9.
MNERM 2018.1719.2	Photograph	New Zealand Platoon. Depot. Queens Own Royal West Kent Regt.	A black and white photo of the New Zealand Platoon, Queens Own Royal West Kent Regiment. Raymond Edward Green, army number 23313344, is standing in the second line 3rd from the left.
MNERM 2018.1719.3	Photograph		A black and white photo of four soldiers, one of whom is Raymond Edward Green. Cyprus 1957.

MNERM 2018.1719.4	Photograph		A black and white photo of Raymond Edward Green, army number 23313344, OP Duty. Taken in Cyprus 1957.
MNERM 2018.1719.5	Photograph		A black and white photo of Raymond Edward Green, army number 23313344, OP Duty, reporting back to base.
MNERM 2018.1720.1	Photograph	Dev No: 45	An informal black and white photo of the Queen's Own Royal West Kent Regiment, 2nd Battalion. The location is believed to be Peshawar, the 2nd Battalion served in Peshawar in 1911.
MNERM 2018.1720.2	Photograph		An informal black and white photo of the Queen's Own Royal West Kent Regiment, 2nd Battalion. The image depicts several pitched tents in a field, between the tents in the middle ground and foreground are a group of horses. The roof of either a mosque or temple can be seen above trees, to the left of the photo.
MNERM 2018.1720.3	Photograph	DEV No: 10 R.W.Kents Awaiting Orders Camp Jalozai 1913	An informal black and white photo of the Queen's Own Royal West Kent Regiment, 2nd Battalion. The image depicts troops of the Royal West Kents lined up awaiting orders at Camp Jalozai, Peshawar, 1913.
MNERM 2018.1720.4	Photograph		A black and white photograph depicting the insignia of the 2nd Battalion, Queen's Own Royal West Kent Regiment, 1911-1912. The insignia appears to be on a wall.

MNERM 2018.1721.1.1	Book	Army Form B 2067 A	An army book, containing two army forms; army form B.2067 and army form 2079. The book belonged to Richard George Longhurst, who fought during the First World War in the 8th Battalion, who were pushed into Loos after just three weeks in France.
MNERM 2018.1721.1.2	Character Certificate	Army Form B.2607.	Army Form B.2607. The form is a character certificate, which belonged to Richard George Longhurst, No.5351, who enlisted in the West Kents in January 1915.
MNERM 2018.1721.1.3	Certificate of Discharge	Army Form B.2079.	Army Form B.2079. The form is a certificate of discharge, which belonged to Richard George Longhurst, No.5351, who enlisted in the Queen's Own Royal West Kents in January 1915.
MNERM 2018.1721.2	Newspaper Clipping	A Released Prisoner of War, His Experience in Germany, Seven days fast on the battlefield	A newspaper clipping from the Kent Messenger dated 3rd October 1917. The article is titled A Released Prisoner of War, His Experience in Germany, Seven days fast on the battlefield. The released prisoner is Richard George Longhurst who enlisted in the Queen's Own Royal West Kent Regiment in January 1915.
MNERM 2018.1721.3	Newspaper Clipping	Served in R.W.K.'s	A newspaper clipping. The clipping is a short obituary for Richard George Longhurst who served with the Queen's Own Royal West Kent Regiment during the First World War. Longhurst enlisted in the Royal

			West Kents in January 1915.
MNERM 2018.1721.4	Photograph		A black and white photograph depicting the grave stone of Richard George Longhurst. Longhurst enlisted in the Royal West Kents in January 1915.
MNERM 2018.1721.5	Certificate of Discharge		A King's Certificate of Discharge for Richard George Longhurst.
MNERM 2018.1721.6	Photograph		A black and white group photo of the 4th Battalion of the Kings Own. The photo was sent by Tom Walker from Germany to Richard George Longhurst.
MNERM 2018.1721.7	Photograph	Corpl: W. Holt's Squad. Oct 1914	A black and white photo postcard depicting Corpl: W. Holt's Squad. Oct 1914. Beacon was in a guards regiment and remained friends with the donors' parents.
MNERM 2018.1721.8	Photograph		A black and white photo postcard depicting 'BCO', 8th Batt. Royal War Kent Regt, Worthing 1915. Richard George Longhurst is in the photo.
MNERM 2018.1721.9	Photograph	A Merry Christmas Murren 1916	A black and white photo postcard. 'A Merry Christmas Murren 1916'.

Maidstone Museums' Collections Development Panel, has continued to receive a high number of offered donations this year, including QORWK items, and with representatives from across the museums departments meeting quarterly to assess and decide on items offered for donation, a more strategic and sustainable approach is being undertaken to acquisitions. As such a number of items offered to the QORWK were not accepted, primarily because they are already duplicated within the collection or did not fit the collecting policy.

1.4 Gallery & Exhibitions

No major redisplay work has been undertaken in the permanent gallery in 2018. A number of the medal drawers have developed faults over time,

which were fixed in 2017 but recurred in 2018. As such the new Maintenance Volunteer has since undertaken a more secure fix to ensure the security of artefacts and safety of visitors.

1.5 Activities

The popular Café Culture sessions continue with the informal group, meeting once a month (for over 65s) and has yearly QORWK talks/discussions and object handling, as well as covering collections across Maidstone's Museums. It demonstrates the health and wellbeing impact of museums on socially isolated older people, and is facilitated by staff and volunteers from the Collections and Learning Teams.

A new series of events named 'What's in Store?', are scheduled to begin in January 2019, with monthly tours behind the scenes, bookable in advance for the public. These will include highlights across the museums stored collections, with information about the artefacts themselves, as well as the collectors, and the work the teams do in the stores. This will include QORWK artefacts, such as the Crimean jacket with evidence of a mortal wound – with the intention of asking visitors – whose stories do museums tell? Who decides how to censor history? This will enable us to engage visitors in decision making as part of the community focussed 'Transformation Plan'.

1.6 Documentation

Cataloguing of the collections continues, now moving to 2D items, following completion of 3D objects. Volunteer, Steve Finnis continues to work on the QORWK archive and large photographic collection. A number of pieces of transcription work have been undertaken. The information for the c. 15,000 audited records is in the process of being updated digitally by the Collections Manager on the existing access database and will be uploaded to Adlib (the new Collections Management System), with a target date of April 2019. This process will enable research and additional information to be added to increase our understanding of the collection, as well as making the items more usable and accessible going forward. This has been a long term project due to the size of the collection, but invaluable for the management of the collection.

1.7 Conservation/Collections Care

No new collections care issues have been raised in 2018 – this will be reviewed in line with display needs and budget following the completion of documentation, which included some condition comments.

The Sikh Museum initiative have expressed interest in assisting in fundraising for conservation, mounting and display of the Sikh Colours. Discussions are in progress, but are not identified as a priority as there is currently no display potential within the existing themes, and due to their very large size and limited display space. The committee will be updated with progress regarding this.

1.8 Enquiries

A large number of enquiries have been received this year (almost 3x that of the 2017-2018 period), possibly linked with the final year of WW1 Centenary commemorations.

Jan 1st 2018 – Dec 31st 2018: 317 QORWK enquiries received by contact form, email, phone, letter and in-person, of which 136 were processed as paid for/free (charity/collection search) and 181 were not processed, due to non-payment by enquirers.

1.9 Accreditation

The QORWK Museum’s Accreditation status was renewed (along with the other Maidstone Museum’s), ensuring that it meets best practice standards across the museum sector with 1700 museums in the UK participating in the scheme. The museum reapplies for the status every 3 years to confirm the professional reputation of the museum, which covers areas such as organisational health, managing collections, and users and their experiences. For more information regarding the scheme, see:

<https://www.artscouncil.org.uk/accreditation-scheme/about-accreditation>

1.10 Staffing

In late 2018 the Visitor Services and Operations Manager post became vacant, with a new post holder due to start in January 2019.

2. AVAILABLE OPTIONS

That the annual report is noted.

3. RISK MANAGEMENT

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	We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. However, they will support the Council’s overall achievement of its aims as set out in section 3	Victoria Barlow
Risk Management	Already covered in the risk section 3.	Victoria Barlow
Financial	The proposals set out in the recommendation are all within	Paul Holland

	already approved budgetary headings and so need no new funding for implementation.	
Staffing	We will deliver the recommendations with our current staffing.	Victoria Barlow
Legal	Acting on the recommendations is within the Council's powers as set out in the constitution of the QORWKRMT	[Legal Team]
Privacy and Data Protection	The recommendations do not propose a change in service therefore will not require a privacy and data protection impact assessment	[Legal Team]
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	[Policy & Information Manager]
Crime and Disorder	The recommendations do not propose a change in service therefore will not require an impact assessment	Victoria Barlow
Procurement	No procurement is required	[Head of Service & Section 151 Officer]