

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

Date: Tuesday 16 January 2018
Time: 10.00 am
Venue: Town Hall

Membership:

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

<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	
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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 10 October 2017	1 - 3
8. Presentation of Petitions	
9. Questions and answer session for members of the public	
10. Annual Review	4 - 11

ALTERNATIVE FORMATS

The reports included in Part I of this agenda can be available in alternative formats. For further information about this service, or to arrange for special facilities to be provided at the meeting, please contact committeeservices@maidstone.gov.uk or 01622 602272. To find out more about the work of the Committee, please visit www.maidstone.gov.uk

PUBLIC SPEAKING

In order to book a slot to speak at this meeting of this Committee, please contact 01622 602272 or committeeservices@maidstone.gov.uk 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.

Issued on Monday 8 January 2018

Alison Broom

Alison Broom, Chief Executive

MAIDSTONE BOROUGH COUNCIL

QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 10 OCTOBER 2017

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

17. APOLOGIES FOR ABSENCE

There were no apologies for absence.

18. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

19. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

20. DISCLOSURES BY MEMBERS AND OFFICERS

Councillor Wilson disclosed membership of the Museum Strategic Board but confirmed that this would not affect her ability to take part in the Committee and vote.

21. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

22. EXEMPT INFORMATION

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

23. MINUTES OF THE MEETING HELD ON 11 JULY 2017

RESOLVED: That the minutes of the meeting held on 11 July 2017 be approved as a correct record and signed.

24. REPORT INTO THE CHARGED-FOR ENQUIRY SERVICE AT QUEEN'S OWN
ROYAL WEST KENT REGIMENT MUSEUM

The Museums Director presented this report to the Committee. The report gave information to Trustees on the amount of time and resources allocated to each research request received by the Queen's Own Royal West Kent Regiment Museum Trust by Maidstone Museum staff and how the enquiry charges were structured. It was noted that:

- The enquiry charge was £15 for every enquiry taking longer than 30 minutes. (Following the meeting Officers have clarified that this amount of time was 20 minutes.)
- Enquiries were received by email, telephone, post and via the contact form on the Maidstone Museum website.
- In the current financial year 2017/18, 117 enquiries had been received and logged. Of these, 26 were taken forward and charged for and a total of £390 had been secured.
- The Collection Manager spent on average a day a month working on the administration of these enquiries and the cost for this service was £1410.78 for the past six months. This resulted in a net cost to the Queen's Own Royal West Kent Regiment Museum Trust of £1020.78.
- A volunteer carried out the research for the enquiry once it had been logged by the Collection Manager, as he had the regimental knowledge to complete the research to a high standard.
- Appendix A detailed the enquiry service charges in other museums. Most museums charged between £15 and £25 for the service, if they charged at all, and it was fairly standard that the first half an hour of the service was free. This indicated that the current enquiry service charge for Queen's Own Royal West Kent Regiment Museum Trust was at the lower end of charging spectrum.

The Committee was concerned that the cost per hour for the administration of the enquiry was very high and asked whether a volunteer or somebody with a lower hourly rate could carry out this task. Officers informed the Committee that the Collection Manager had the knowledge and expertise to carry out the task efficiently and if anybody else was to do it the process would take much longer. Officers also confirmed that volunteers did not have access to financial information or an email account and so could not perform the task.

In response to a question, the Senior Finance Manager (Client Accountancy) advised the Committee that he would investigate whether gift aid could be collected for the enquiry service as the charge was a donation to the Queen's Own Royal West Kent Regiment Museum Trust.

The Museums Director confirmed that she would send details of the enquiries received to the Committee, in order that they could understand the substance of the enquiries.

It was noted that the Committee said that members of the public could be directed more easily to the online form when making enquiries about the Queen's Own Royal West Kent Regiment online.

The Committee agreed with Officers that charging £20 for each enquiry would make the charge more reflective of costs without causing too greater fall in enquiries.

RESOLVED:

1. That the report be noted.
2. That the level of charging for 2018-19 be set at £20.

Note: In the report it stated that for each enquiry the first 30 minutes of research was free and then an enquiry charge would be made. After the meeting, Officers confirmed that the first 20 minutes of research was free and after that an enquiry charge would be made.

25. DURATION OF MEETING

10.00 a.m. to 10.56 a.m.

Agenda Item 10

**QUEEN'S OWN ROYAL WEST KENT
REGIMENTAL MUSEUM TRUST**

16 JANUARY 2018

ANNUAL REPORT

Final Decision-Maker	Queen's Own Royal West Kent Regimental Museum Trust
Lead Head of Service/Lead Director	Dawn Hudd, 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

The report shows the work that has been completed by museum staff on behalf of Queens Own Royal West Kent Regiment Museum Trust during 2017. The year has seen a number of events and activities related to the QORWKR museum including use of the collections by the Learning Service, increased presence on social media and the continued upgrading of collections information on our Adlib system. A list of donated objects is also included.

This report makes the following recommendation to this Committee:

That the annual report be noted.

Timetable

Meeting	Date
QOWKRMT	16/01/18

1. INTRODUCTION AND BACKGROUND

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

Learning

The Learning Team has run several workshops based on WW1 and WW2 related to artefacts and history of the QORWK regiment throughout 2017. In addition, continuing from last year, the museum ran a series of WW1 themed Arts Awards days for schools (and families) also where children investigated different elements of WW1 looked at different pieces of art linked to the war and found out about soldiers from the regiment.

In total 338 school children have engaged specifically with the collection and gallery in formal learning activities since January 2017:

- 87 children for WWI workshops/WWI Arts Awards,
- 77 children for the WWII workshop.
- 174 for other Arts Awards (including the uniforms and medal design etc)
- (11 children with parents for family Arts Award day, not with schools)

Publicity

Further to suggestions in the January 2017 committee meeting, there has been increased social media from the museum in 2017 relating to the QORWK, including posts regarding a visit by the Sikh Heritage Group to view the Sutlej gun, WW1 centenaries of action in which QORWK were involved such as Passchendaele, military photos/archive, and most notably the surrender of Jerusalem by the Ottomans to the British Forces in December 1917. The museum has lent a number of items relating to it, such as the Keys to Jerusalem, to the Tower of David Museum in Jerusalem for a temporary exhibition. This has created interest amongst regimental and religious groups, and is publicizing the collection internationally. The most recent post on Facebook/Twitter/Instagram:

This week saw the centenary of Jerusalem's Ottoman surrender to British Troops on 11th December 1917 during the First World War.

The 2/20th London Regiment (linked to The Queen's Own Royal West Kent Regiment) were at the surrender, and two cooks are said to have unofficially received the ceremonial keys on 9th December 1917 from Jerusalem dignitaries, including the mayor, priests, rabbis and imams, bearing the keys of the city and a white flag. General Sir Edmund Allenby walked into Jerusalem following the official surrender on 11 December 1917. The keys from the Queen's Own Royal West Kent Regiment Museum are currently on temporary loan to an exhibition at the Tower of David Museum, Jerusalem.

Thanks to Julian Munby for his photo from the exhibition in Jerusalem, with the keys (the 2 on the left).



Acquisitions

During the period Jan 1 – Dec 31st 2017, 23 items have been accessioned and added to the QORWK collection, please see list below. No items have been bought for the collection, all items are by donation.

Object number	Object name	Title	Description
MNERM 2017.1708.1	Medal	British War Medal 1914-1920	British War Medal 1914-20 awarded to Private A L Summers, no 29860, of the Royal West Kent Regiment. (Obverse) the uncrowned left facing profile of King George V by Sir Bertram Mackennal. (Reverse) St. George on horseback trampling underfoot the eagle shield of the Central Powers and a skull and cross-bones.
MNERM 2017.1708.2	Medal	Victory Medal 1914-1919	Victory Medal 1914 – 1919 awarded to Private A L Summers, number 29860, of the Royal West Kent Regiment. (Obverse) the standing figure of Victory holding a palm branch in her right hand and stretching out her left hand. (Reverse) a laurel wreath containing a four line inscription “The Great War for Civilisation 1914-1919.”
MNERM 2017.1709	Card	Christmas card Officer 97th, 1824	A Christmas card showing an officer of the 97th, 1824 in the bottom right hand corner on a plain white background. Their logo and motto of the Queen’s Own Royal West Kent regiment is printed in pale blue in the top left hand corner and a dark and light blue ribbon is decorates the side. The card is written by ‘John’, 2nd Battalion The Queen’s Own Royal West Kent Regiment, who is stationed Aldershot. The card is addressed “to all at Sycamores Bless them”, but the card is not dated. The producer of the card was W M May and Co of Aldershot.
MNERM 2017.1710	Report	Report on Activities of “A” Coy From May 22nd 1940 at Oudenarde – June 2nd 1940	A report written by Private William Walter Flower on the activities of A company, Royal West Kent Regiment, from May 22nd 1940 at Oudenarde to June 2nd 1940 at Dunkirk. The report consists of ten loose leaf handwritten pages with dates, locations, names and activities for the period May to June 1940.
MNERM 2017.1711	Pay book	Soldiers’ Service and Pay Book, Army book 64	A Soldiers’ Service and pay Book (Army Book 64) belonging to Frank William Davies, 6339941, who enlisted in London on the 10th of August 1926.
MNERM 2017.1712.1	Diary	Diary of Captain Donald John Cropper	A diary written in an exercise book with a dark brown cover. The excessive book contains the handwritten account of Captain Donald John Cropper of his experiences on Leros, serving with the Queen’s Own Royal West Kent Regiment in November 1943.

MNERM 2017.1712. 2	Postcard	Nine soldiers at Leros	A postcard included in an exercise book with a dark brown cover with three birds. The excessive book contains the handwritten account of Captain Donald John Cropper of his experiences on Leros, serving with the Queen's Own Royal West Kent Regiment in November 1943.
MNERM 2017.1713	Sash		A red worsted colour sergeant's sash with a fringe worn by Colour Sergeant William Henry Wilson, 97 Regiment of Foot, 1864 -1888.
MNERM 2017.1714. 1	Photograph	Fort Manoel Malta 1902	A photograph taken in 1902 at Fort Manoel, Malta. It is an informal group of Royal West Kent Regiment members arranged in three rows, with one man standing right at the back. Charles Albert Cordeaux (6164) is shown on the second left in the first row.
MNERM 2017.1714. 2	Photograph	1902 Regimental photo Malta	A regimental photo of members of the Queen's Own Royal West Kent Regiment taken in Malta in 1902. Charles Albert Cordeaux (6164) is the fifth person from the right four rows back. The photo is staged outdoors on a structure with eight rows of servicemen arranged in tiers. The photograph was taken by J Mallia & Co Photographers, The Grand Studio, Valetta, Malta.
MNERM 2017.1714. 3	Photograph	Signallers 1st BN. "The Queen's Own" Royal West Kent Regiment Malta 1906	A regimental photograph of Signallers 1st BN. "The Queen's Own" Royal West Kent Regiment Malta 1906. A full list of names is given on the mount below the photograph. Charles Albert Cordeaux (6164) is depicted on the first right in the front row of five rows. The photograph was taken by the Grand Studio, Malta.
MNERM 2017.1714. 4	Photograph	Instructors' Course, Aldershot 1907	A formal regimental group photograph taken in 1907 of the Army Signalling school depicting participants in the Instructors' Course at Aldershot in 1907. Charles Albert Cordeaux (6164) is shown as the first person on the right in the back row.
MNERM 2017.1714. 5	Photograph	Signallers Royal West Kent Regiment, Shaft Barracks Dover 1908	A formal regimental group photograph taken in 1908 the Signallers from the Royal West Kent Regiment at Shaft Barracks, Dover.
MNERM 2017.1714. 6	Photograph	Sergeants Mess, Royal West Kent Regiment, Dover 1909, Old Veterans reunion, New Colours	A formal regimental group photograph taken in 1909 in Dover. The photograph shows the old veterans of the regiment in civilian clothes at their reunion in 1909 under the new colours.

MNERM 2017.1714. 7	Photograph	Presentation of New Colours to the Queen's Own Royal West Kent Regiment Dover 6 August 1909	Presentation of New Colours to the Queen's Own Royal West Kent Regiment Dover 6 August 1909. A photograph showing the parade with dignitaries in the centre and civilian audience.
MNERM 2017.1714. 7.a	Postcard	Presentation of New Colours to the Queen's Own Royal West Kent Regiment Dover 6 August 1909	Presentation of New Colours to the Queen's Own Royal West Kent Regiment Dover 6 August 1909. A photograph showing the parade with dignitaries in the centre and civilian audience. Two smaller images arranged above show the new colours.
MNERM 2017.1714. 8	Postcard	1912 'C' Coy Football team in Dublin	A formal group portrait of Queen's Own Royal West Kent 'C' Coy's Football team in their kit taken in Dublin in 1912. The football team is photographed outside with the players arranged in three rows against the backdrop of a house.
MNERM 2017.1714. 9	Discharge papers		The discharge certificate, army form D. 426, of 6164 Sergeant (Charles) Albert Cordeaux of the Royal West Kent Regiment.
MNERM 2017.1715. 1	Photograph	Valerie Eileen Sturdy	A framed photograph of Valerie Eileen Sturdy in full ATS (Auxiliary Territorial Service) uniform circa 1945. The photograph is framed in a Royal West Kent Frame.
MNERM 2017.1715. 2	Photograph	Valerie Eileen Sturdy	A photograph of Valerie Eileen Sturdy in a cardboard frame. The photograph is taken of Valerie Sturdy in her later years and complements a photograph of her in full ATS (Auxiliary Territorial Service) uniform circa 1945.
MNERM 2017.1715. 3	Photograph	"A" Coy West Kent Sub-district Group ATS 1945	A photograph of A Coy West Kent Sub-district group ATS taken in 1945. Valerie Eileen Sturdy served in the ATS (Auxiliary Territorial Service) and appear in this photo along with her good friend Joan Mary Sullivan (nee West).
MNERM 2017.1715. 4	Photograph		Eighteen photographs of women who served with Valerie Eileen Sturdy in "A " Coy West Kent Sub-district group ATS (Auxiliary Territorial Service) in 1945.

MNERM 2017.1716	Booklet	Sergeant Saddington M.M. Passchendae le Hero	A booklet written and published by George H. Saddington about the author's grandfather, Sergeant Saddington M.M. who fought and died during the First World War.
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Maidstone Museums' Collections Development Panel, has received 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.

Gallery & Exhibitions

No major redisplay work has been undertaken in the permanent gallery in 2017. A number of the medal drawers have developed faults over time, but these have been fixed by the interpretation team in 2017 to ensure the security of artefacts and safety of visitors.

A digital timeline was developed during last year's 'Coming Home' exhibition, detailing WW1 events on the Home Front, Western Front, and involving the QORWK Regiment during WW1. This remains on the museum website, being viewable for the length of the WW1 commemorations here: <http://museum.maidstone.gov.uk/world-war-one-exhibition-timeline/> . It proves a useful resource for visitors and school groups.

Activities

Café Culture sessions have increased in popularity: The informal group, meeting once a month, is open to over 65s and a legacy of the award winning and innovative 'Museums on Prescription' programme run between UCL and Canterbury Christchurch University. It demonstrated the health and wellbeing impact of museums on socially isolated older people. During this year the Collections and Learning Teams at Maidstone Museums held a WW1/QORWK regiment themed session with a talk by the Regimental volunteers, Steve Finnis. The themes for these sessions change from month to month, so it is likely that the regiment and collection will feature in future sessions also.

Documentation

Cataloguing of the collections continues. Volunteer, Steve Finnis continues to work on the QORWK photographic collection. The information is in the process of being updated digitally by staff on the existing access database and will be uploaded to Adlib (the new Collections Management System), longer term as part of the Human History Collection digital audit by the end of 2018. 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.

Conservation/Collections Care

No new collections care issues have been raised in 2017 – this will be reviewed in line with display needs and budget.

Staffing

In 2017 the Collections Officer post has been re-recruited with Pernille Richards and the Collections Officer post (Part Time) by Paris Linkin.

2. AVAILABLE OPTIONS

The Committee is asked to note the annual report.

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	Victoria Barlow
Financial	The proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation.	Paul Holland, Senior Finance Manager (Client)
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 QORWK RMT	Keith Trowell, Interim Team Leader (Corporate Governance)
Privacy and Data Protection	The recommendations do not propose a change in service therefore will not require an 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	Equalities and Corporate Policy Officer
Crime and Disorder	The recommendations do not propose a change in service therefore will not require an impact	Victoria Barlow

	assessment	
Procurement	No procurement is required	[Head of Service & Section 151 Officer]
