

# NATIONAL ARMY MUSEUM COUNCIL

## Summary Minutes of the 152nd Meeting

**Date:** 26 March 2015

**Location:** The Supreme Court, Parliament Square

**Present:** General Sir Richard Shirreff (Chairman), Mr Keith Baldwin, Mr Patrick Bradley, Brigadier Douglas Erskine Crum and The Rt Hon The Lord Hamilton of Epsom (until 1210hrs).

Mr David Scott.

The Director General, Museum Director, Assistant Director (Collections)(Minutes), Assistant Director (Development), Assistant Director (Public Programmes).

### 1 Opening remarks

The Chairman welcomed members and recorded the resignation of Mr Algy Cluff who was thanked *in absentia* for his contribution to the work of the Council. The Chairman also thanked David Scott, the outgoing Honorary Financial Adviser, and David Bownes, the outgoing Assistant Director (Collections), for their work with the Museum.

### 2 Register of Members' Interests

The *Register* was made available before the meeting, in accordance with Charity Commission advice.

### 3 Apologies for absence

Apologies were received from HRH The Duke of Kent, Field Marshal Sir John Chapple, Mr Algy Cluff, Professor William Philpott, Lieutenant General Sir Barney White-Spunner, Ms Caroline Wyatt and Mrs Deborah Younger.

### 4 Minutes of the 151st Meeting of Council held on 23 October 2014

Council approved the Minutes and the Chairman signed them as a true record.

### 5 Matters arising

There were no matters arising from the Minutes not covered on the Agenda.

### 6 Constitutional Matters

#### a. Trustee Recruitment

Council noted the appointment of Ms Jessica Spungin and Mr William Wells as Trustees. They also noted the appointment of the following Honorary Council Members: Patrick Aylmer (Financial Adviser), Richard Hughes (Legal Adviser) and Brenda Hobday (Marketing Adviser). Council noted the need to recruit another Member of Council.

#### b. Draft Terms of Reference - Audit & Risk Assurance Committee

Council approved the draft Terms of Reference subject to one slight revision.

c. Draft Terms of Reference - Remuneration & Appointments Committee

Council approved the draft Terms of Reference.

d. Draft Terms of Reference - Honorary Advisers

Council approved the draft Terms of Reference subject to the removal of Item 5.

e. Committee Vacancies

Following the resignation of Mr Algy Cluff, the NAM Foundation will need to elect a Chair.

It was recommended that the Chairman approach Jessica Spungin and William Wells regarding committee vacancies.

The Director General agreed to reissue a note of current Council Member appointments to all Council Members.

f. Charity Trustee Training

Council approved the proposal for NAM to organise a training day for Trustees in compliance with Charity Commission rules.

## **7 Reports from Committee**

a. Building for the Future

The Chairman congratulated Brigadier Douglas Erskine Crum and his team on the project's successful progress.

b. NAMTL

Preparations are in hand for the re-launch of NAMTL's trading activities in 2016.

The request for a loan from NAM reserves of up to £250,000 over the Financial Years 2015-16 and 2016-17 to enable NAMTL to be business ready for 2016 was agreed.

c. Audit & Risk Assurance

Council noted the appointment of internal auditors Moore Stephens.

d. NAM Foundation

An interim meeting will be called to elect a replacement Chairman.

## **8 Building for the Future Project**

a. Funding Gap

Council discussed the options for closing the existing Project funding shortfall. It was agreed to call a special fundraising meeting to review fundraising progress to date and produce a strategy to address shortfall.

b. RIBA Stage F

Council noted the overview report for RIBA Stage F.

**9 Finance 2014-15**

Council noted the Management Accounts for 2014-15, together with the Non-Public Account: Investments and NAMTL Accounts to 28 February.

**10 Draft Business Plan 2015-16**

Council approved the draft Business Plan for 2015-16.

**11 NAM Brand Presentation**

A presentation was received from the Brand specialists Small Back Room and marketing research specialist Arkenford, of their designs and research findings. Council Members expressed their satisfaction with the proposal to date and recommended that the implementation of the new visual identity should be progressed.

**12 Siborne Model**

Council were updated on discussions with RUSI regarding their claims to ownership of the Siborne Model. Council agreed to progress conservation work on the Model.

**13 Information Assurance Annual Update**

Council Members noted the Information Assurance Annual Update.

**14 Any Other Business**

Strategic Planning

The Director General reminded Council that the next cycle of strategic planning is due to start in April 2016 to inform the 5-year Strategic Plan. It was agreed an Away Day to brainstorm ideas would be held at the end of the summer.

[Afternote: The Remuneration & Appointments Committee met after the Council Meeting and recommended that Mr Patrick Aylmer should be invited to join NAM Council and the Audit & Risk Assurance Committee.]