

# Notice of Russell Cotes Art Gallery and Museum Management Committee



Date: Friday, 8 January 2021 at 11.30 am

Venue: Virtual Meeting

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## Membership:

### Chairman:

### Vice Chairman:

Cllr M Iyengar  
Cllr J Kelly  
Cllr L Williams

James Grasby  
Stuart Bartholomew  
Sir George Meyrick Baronet

Victoria de Wit

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All Members of the Russell Cotes Art Gallery and Museum Management Committee are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live stream of this meeting at the following link:

<https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?MId=4681>

If you would like any further information on the items to be considered at the meeting please contact: Democratic Services by email at [democratic.services@bcpCouncil.gov.uk](mailto:democratic.services@bcpCouncil.gov.uk)

Press enquiries should be directed to the Press Office: by email at [press.office@bcpCouncil.gov.uk](mailto:press.office@bcpCouncil.gov.uk)

This notice and all the papers mentioned within it are available at [democracy.bcpCouncil.gov.uk](https://democracy.bcpCouncil.gov.uk)

GRAHAM FARRANT  
CHIEF EXECUTIVE

30 December 2020



## Maintaining and promoting high standards of conduct

### Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests



What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

#### Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

#### Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer  
([susan.zeiss@bcpcouncil.gov.uk](mailto:susan.zeiss@bcpcouncil.gov.uk))

### Selflessness

Councillors should act solely in terms of the public interest

### Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

### Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

### Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

### Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

### Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

### Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

# AGENDA

Items to be considered while the meeting is open to the public

**1. Election of Chairman of the Russell Cotes Art Gallery and Museum Management Committee**

The Committee is asked to elect a Chairman until the end of the Municipal Year.

**2. Election of Vice-Chairman of the Russell Cotes Art Gallery and Museum Management Committee**

The Committee is asked to elect a Vice-Chairman until the end of the Municipal Year.

**3. Apologies**

To receive any apologies for absence from members of the Committee.

**4. Declarations of Interest**

Members of the Committee are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance. Declarations received will be reported at the meeting.

**5. Confirmation of Minutes**

To confirm and sign as a correct record the minutes of the meeting held on 22 January 2020.

5 - 12

**6. Public Items**

To receive any public questions, statements or petitions submitted in accordance with the Constitution, which is available to view at the following link:

[https://democracy.bcpCouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&Info=1&bc\\_r=1](https://democracy.bcpCouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&Info=1&bc_r=1)

The deadline for the submission of a public question is 4 clear working days before the meeting.

The deadline for the submission of a public statement is midday the working day before the meeting.

The deadline for the submission of a petition is 10 working days before the meeting.

**7. Russell-Cotes Art Gallery & Museum Update Report**

This report will provide an update on the activities of the Russell-Cotes Art Gallery & Museum over the last year including the impact of the coronavirus pandemic.

13 - 24

Operating restrictions have been applied since March 2020 which has had the inevitable negative impact on visitors, income and learning activities.

However despite the ongoing pandemic, the museum has reopened twice and attracted a high level of visitors compared to similar local attractions. The Pre-Raphaelite exhibition – *‘Beyond the Brotherhood; The Pre-Raphaelite Legacy’* was delivered and then extended so visitors had access after the initial lockdown period.

The DCMS and ACE funded project for the redisplay of three historic rooms was nearly completed and has hugely improved the visitor experience in the first-floor rooms.

Work on the review of governance has continued with steady progress being made.

Russell-Cotes Art Gallery & Museum has been successful in attracting two major support grants from Arts Council England. £29,000 from the Coronavirus Emergency Fund has supported salaries and digital developments. £226,000 from the Coronavirus Recovery Fund will support the loss of visitor income, investments in future financial sustainability (outdoor catering, signage and new till systems) and provides support for consultancy and professional services needed for the Governance Review.

## **8. Acquisitions, Loans and Disposal Report**

25 - 44

To note the new acquisitions to the collection (the material owned and held in trust in accordance with its charitable objectives by the Russell-Cotes Art Gallery & Museum charity) and the loan of material to other institutions (ie public art galleries and museums) and to approve the disposal of items in the collection according to Museums Association Code of Ethics.

## **9. Russell-Cotes Art Gallery and Museum Annual Accounts 2019/20**

45 - 70

This report includes 2019/20 final accounts for the Russell-Cotes Museum and Gallery Trust.

## **10. Exclusion of the Press and Public**

In relation to the item of business appearing below, the Committee is asked to consider the following resolution: -

‘That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 in Part I of Schedule 12A of the Act and that the public interest in withholding the information outweighs such interest in disclosing the information.’

## **11. Museum Governance - Progress Update**

71 - 80

To receive an update on the above.

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.