

# Notice of Russell Cotes Art Gallery and Museum Management Committee



Date: Monday, 20 March 2023 at 11.00 am

Venue: Committee Room, First Floor, BCP Civic Centre Annex, St Stephen's Rd, Bournemouth BH2 6LL

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## Membership:

### Chairman:

Stuart Bartholomew

### Vice Chairman:

Cllr L Williams

Cllr B Dunlop  
Cllr M Iyengar

Mr G Irvine  
Mr A Frost

Sir George Meyrick Baronet  
Ms F Winrow

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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?MIId=5614>

If you would like any further information on the items to be considered at the meeting please contact: Nicky Hooley or email [democratic.services@bcpcouncil.gov.uk](mailto:democratic.services@bcpcouncil.gov.uk)

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email [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](http://democracy.bcpCouncil.gov.uk)

GRAHAM FARRANT  
CHIEF EXECUTIVE

10 March 2023

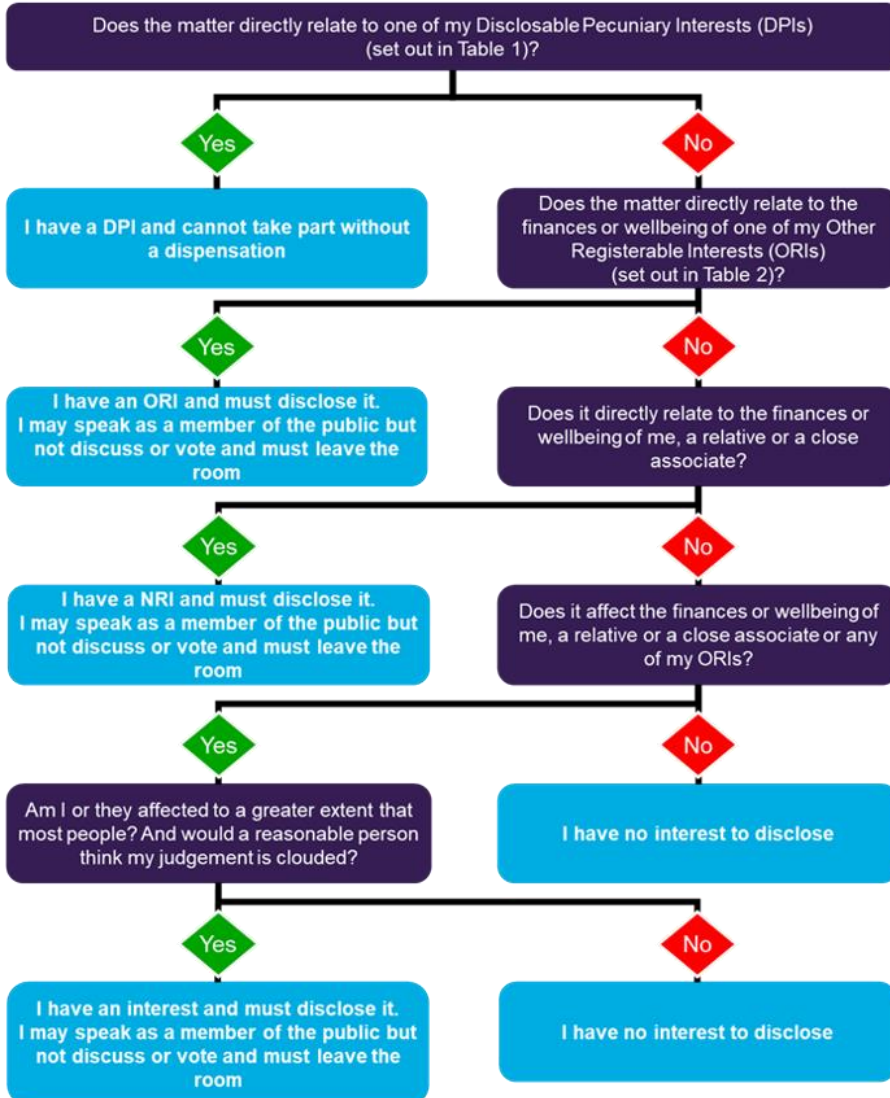


## Maintaining and promoting high standards of conduct

### 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. Apologies

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

## 2. Declarations of Interests

Councillors 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.

## 3. Confirmation of Minutes

To confirm and sign as a correct record the minutes of the Meeting held on 30 January 2023.

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## 4. Public Issues

To receive any public questions, statements or petitions submitted in accordance with the Constitution. Further information on the requirements for submitting these is available to view at the following link:-

<https://democracy.bcpCouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&Info=1&bcr=1>

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

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

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

## 5. Acquisitions, Loans and Disposals Report

To note the new acquisitions to the Collection (material owned and held in trust by the Russell-Cotes Art Gallery & Museum charity in accordance with its charitable objectives) and the loan of material to other institutions (ie public art galleries and museums and to approve the disposal of items in the Collection which do not meet the Museum's Core Offer according to the Museums Association Code of Ethics.

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## 6. Russell-Cotes Art Gallery & Museum Update Report

This report provides an update on the activities of the Russell-Cotes Art Gallery & Museum from 1 October 2022 – 28 February 2023.

Visitor numbers and performance have continued at pre-Covid levels with sustained good performance in admissions, shop and café.

Visitors are now returning for group travel, education activities and events.

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**7. Update on 'Repair and Renewal' Project funded by ACE MEND for restoration of Conservatory**

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The ACE MEND Project is underway:

- work on replacement and renewal of the environmental plant and machinery is designed and commissioned with work starting on 13 March and to be completed in 3 phases by February 2024.
- The detailed specifications and work required for the Conservatory repairs have been completed ready for imminent tender.
- Drainage surveys completed
- CCTV updates yet to be started

The project remains in budget and on time, with a proposed completion date of February 2024.

**8. Update on Progress towards Externalization**

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The Russell-Cotes Art Gallery and Museum Management Committee's recommendation for governance change of the Museum has been fully supported by the approval of externalisation, formally agreed at BCP Council meeting on 10 January 2023. Financial support of £98,500 has been received from National Heritage Lottery Fund which will support the legal costs for governance change and the transition costs for a new independent operation.

The work programme to achieve externalisation can now be implemented. The priority is to initiate the application to the Charity Commission for a change of governance under Section 73 of the Charities Act, which requires decisions on the specific governance changes desired.

In order to manage the complex, multi-faceted process a Steering Committee will be set up consisting of Portfolio Holder, Management Committee Members, BCP Council officers and museum staff and advisers, which will meet regularly. This is in addition to regular update reports to this Committee for approval.

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.