

# Notice of Russell Cotes Art Gallery and Museum Management Committee



Date: Monday, 28 October 2024 at 2.00 pm

Venue: HMS Phoebe, BCP Civic Centre, Bournemouth BH2 6DY

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## Membership:

### Chairman:

Stuart Bartholomew

### Vice Chairman:

Cllr L Williams

Cllr A Martin  
Cllr L Northover

Mr G Irvine  
Ms F Winrow

Sir George Meyrick Baronet  
Mr A Frost

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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=5894>

If you would like any further information on the items to be considered at the meeting please contact: Rebekah Rhodes or email [rebekah.rhodes@bcpCouncil.gov.uk](mailto:rebekah.rhodes@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](https://democracy.bcpCouncil.gov.uk)

GRAHAM FARRANT  
CHIEF EXECUTIVE

18 October 2024

**DEBATE  
NOT HATE**



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on the Mod.gov app



## 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  
([janie.berry@bcpcouncil.gov.uk](mailto:janie.berry@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 for Absence

To receive any apologies for absence from Councillors.

## 2. Declarations of Interest

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. Minutes of the previous meeting

To confirm and sign as a correct record the minutes of the Meeting held on 3 June 2024.

7 - 14

## 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.bcpccouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&Info=1&bcr=1>

The deadline for the submission of public questions is midday Monday 21 October (4 clear working days before the meeting).

The deadline for the submission of a statement is midday Friday 25 October (the working day before the meeting).

The deadline for the submission of a petition is Monday 14 October (10 working days before the meeting).

## ITEMS OF BUSINESS

## 5. Russell-Cotes Art Gallery & Museum Update Report (1 April – 30 September 2024)

15 - 24

The Museum has had a strong summer half-year, though not quite reaching the record levels of summer 2023. Visitor numbers were reduced from the 2023 peak by 9% but income only by 2%. Admission and events income was strong, but shop and café were reduced, the latter particularly by the loss of tables on the terrace due to building work.

The exhibition of work by Albert de Bellaroche was well received and other programming – children's holiday activities, programmed Late evenings and tours and talks continued successfully.

A number of grant applications have been submitted notably for MEND Round 4 (£1,528,543) for maintenance and repairs and to support exhibitions and engagement.

## 6. Acquisitions, Loans and Disposals Report

25 - 56

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 in accordance with the Museums Association Code of Ethics.

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

57 - 60

The ACE MEND funded project has progressed and is due for completion by March 2025:

- All environmental plant and machinery has been replaced and is functioning fully.
- Drainage has been resolved
- The Conservatory Repair is underway and due for completion by Christmas 2024.
- Increased CCTV will then be procured.

The project is on budget. Total £1,050,000

**8. Update on Progress towards the Russell-Cotes becoming a fully Independent Trust**

61 - 80

The Scheme which agrees the future governance framework for the new Corporate Trustee of the Russell-Cotes Art Gallery & Museum is ready for approval.

The Articles of Association for the new Company Limited by Guarantee which will act as Corporate Trustee have been agreed with the Charity Commission and are ready for approval.

Once these critical documents have been approved, the governance change process will move from the drafting phase into the publicity and modification phase, prior to approval.

**9. Approval of Museum Policies Required for Accreditation**

81 - 138

The Russell-Cotes is an accredited museum under the Museum Accreditation Scheme administered by Arts Council England ACE. It was last accredited in 2015 and has been invited to make an accreditation return by 1 May 2026. Accreditation sets standards for governance, collection care and users and is a requirement for much vital museum activity, such as inter-museum loans, and for grant applications.

The Museum has a suite of policies and plans that provide a framework of good practice and outline future plans. These are reviewed at least every five years. Some require sign-off by the governing body, ie the Management Committee.

The Forward Plan and Documentation Policy and Plan require formal Committee approval.

**10. Date of next meeting**

To note the date of the scheduled meeting on Monday 20 January 2025 at 2:00pm.

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.