

# MUSEUM OF ARMY MUSIC

England & Wales · Charity number 273762

## Details

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**Other names** MUSEUM OF THE ROYAL MILITARY SCHOOL OF MUSIC

**Status** Registered

**Legal form** Other

**Registered** 1977-06-23

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Museum of Army Music  
Rcam Hq  
Gibraltar Barracks  
Camberley  
Surrey  
GU17 9LP

**Phone** 07795461811

**Email** [info@museumofarmymusic.com](mailto:info@museumofarmymusic.com)

**Website** <https://museumofarmymusic.com/>

## Activities

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**Objects:** TO UPHOLDING THE TRADITIONS OF THE SCHOOL AND PERPETUATING ITS DEEDS.

**Activities:** Military Museum for Army Music

## Classification

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- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

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- **Area of benefit:** TWICKENHAM AND ELSEWHERE
- Richmond Upon Thames

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£57,093	£48,872	-	-
2024-03-31	£28,985	£40,565	-	-
2023-03-31	£28,264	£17,632	-	-
2022-03-31	£22,305	£20,216	-	-
2021-03-31	£23,703	£20,164	-	-

## Trustees

Name	Role	Appointed
DOCTOR TOMASZ MARIAN MAKSYHILIAN CZEPIEL		
David Barringer MVO MBE		2024-04-01
GRAHAM HENDERSON		2019-06-11
Lt Col Kevin Frazier Nash Roberts MBE		2020-09-22
Paul Anthony Collis-Smith		2008-01-05
Susan Barber		2019-06-01

**MUSEUM OF ARMY MUSIC**

England & Wales - Charity number 273762

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# Accounts

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# Charity Commission Annual Return

Museum of Army Music (Charity No. 273762)

Financial year: 1 April 2024 to 31 March 2025

Legal name of charity	Museum of Army Music
Charity number	273762
Financial period covered by this return	1 April 2024 to 31 March 2025
Principal address	Museum of Army Music, HQ RCAM, Gibraltar Barracks, Minley, GU17 9LP
Public contact email	info@museumofarmymusic.com
Website	www.museumofarmymusic.com
How the public can access the museum	Open by appointment (collection currently in store) and through satellite displays and online resources.

## Charitable purposes (objects)

The charity's stated objects (as set out in trustee annual reports) are to:

- Educate the public to the role of Army music.
- Preserve and collect items related to Army music.
- Gather historic relics and artefacts related to the history of Army music and the Royal Corps of Army Music.

## Trustees and governance

Trustees and key roles referenced during the period (to confirm for final submission):

Name	Role	Capacity
Colonel D Barringer MVO MBE	Chair	Trustee
Lt Col (Retd) K Roberts MBE	Trustee	Trustee
Major P A Collis-Smith	Trustee / Project Lead	Trustee
Professor T Czepiel	Trustee	Trustee
Mr G Henderson	Trustee	Trustee
Mrs S Barber	Trustee / Curator	Trustee

Other individuals referenced in governance, delivery and support roles during the period:

Name	Role	Notes
Mr D Loftus MBE	Honorary Treasurer	Not a trustee (attended as Treasurer)
Mrs F Stovold	Project Manager / Consultant	Not a trustee
Maj G Bennett	Corps Secretary (attended)	Not a trustee
WO1 D Hatton	Corps Sergeant Major (ex-officio liaison role)	Ex-officio / liaison
Lt Col L Petritz-Watts	Ex-officio Trustee	Ex-officio trustee

Governing document and charity history (per trustee reports): the Museum was originally formed on 1 March 1949; a Declaration of Trust was established on 27 April 1977 and amended on 29 January 2015. The charity was re-registered with the Charity Commission on 4 December 2015 following a period of removal from the register.

## Trustee remuneration and conflicts of interest

Meeting records note that Mrs S Barber is a trustee who receives remuneration for part-time curatorial work. This interest is declared and recorded in trustee meetings. The annual return should confirm the arrangements used to manage the conflict (e.g., withdrawal from decisions about remuneration and related contracts).

## Activities, achievements and public benefit (summary for the annual return)

### Operational context

During the year the Museum continued to operate in a transitional model following the closure of its former public site. The Museum's collection is stored at HQ RCAM, Minley, and is accessible for research visits by appointment. Public engagement is delivered through satellite displays (including in London and Portsmouth) and through a developing digital platform.

Key activity delivered during the year (drawn from trustee reports and meeting records):

- Collections management and care work to stabilise and organise the collection in the Minley store, enabling access for research and future displays.
- Continuation and development of public-facing interpretation through partnership displays (including a Guards Museum display) and RCAM-related displays in Portsmouth.
- Development and maintenance of digital outreach, including a functioning website and social media presence which generated research enquiries.
- Installation of a new graphic timeline display in the Higher Training Wing corridor at Minley (March 2025), improving access to Army Music heritage for RCAM personnel and visitors.
- Fundraising and grant activity to resource development work and collections care, including restricted project grants and local authority grant funding.

### Public benefit

The Museum's work advances education about Army music and preserves a nationally significant collection documenting the history and public role of Army musicians. Public benefit is delivered through research access, interpretation via physical displays in partner venues, and online access through digital content.

## Accreditation and public access

The Museum has been working to maintain and/or regain full Arts Council England Accreditation. An AIM Museum Fundamentals application draft notes that the Museum has provisional status because it does not currently meet the criterion of being open to the public for 20 days per year, with a target date for meeting this in 2026-2027. Trustee meeting records also note the requirement to be open for at least 20 days per year.

## Financial information

Summary figures below are taken from the Museum's summary accounts at 31 March 2025. All amounts are gross and shown to 2 decimal places.

Fund type	Opening balance (1 Apr 2024)	Income	Expenditure	Closing balance (31 Mar 2025)
Restricted funds	£8,224.99	£51,504.97	£46,949.00	£12,780.96
Unrestricted funds	£5,084.27	£5,588.10	£1,923.40	£8,748.97

Total	£13,309.26	£57,093.07	£48,872.40	£21,529.93
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## Restricted funds – year-end balances

Restricted funds held at year end (per summary accounts):

Restricted fund	Balance at 31 Mar 2025
RCAM Project Grant (balance)	£6,003.96
Bristol City Council grant (unspent at year end)	£6,777.00

## Bank and deposit accounts

Bank balances reported at 31 March 2025 (all funds):

Account	Balance
Current Account	£29.98
Business Reserve	£19,582.90
35 Day Notice	£583.78
95 Day Notice	£1,333.27

## Comparison – previous year (for trustee context)

For reference, the prior year summary accounts for 1 April 2023 to 31 March 2024 reported a closing balance of £13,309.26. This section is not required in the Charity Commission annual return but is included to support trustee review.

Financial year	Opening balance	Income	Expenditure	Closing balance
Year ended 31 Mar 2024	£23,788.98	£29,984.98	£40,464.70	£13,309.26
Year ended 31 Mar 2025	£13,309.26	£57,093.07	£48,872.40	£21,529.93

## Reserves and investment policy

### Reserves policy

A trustee paper on reserves and investments (Oct 2023) stated that the Museum had no meaningful free reserves at that time because income was predominantly restricted and there were no reliable unrestricted income streams. At 31 March 2025 the Museum reported unrestricted funds of £8,748.97.

### Investment policy

The Oct 2023 investment note recommended holding approximately £3,000 in the current account for cashflow and allocating additional balances to deposit accounts (business reserve and notice accounts) to earn interest. At 31 March 2025, balances were held across a current account and deposit accounts as shown above. Trustees should confirm that this remains the intended investment approach and that it complies with the charity's governing document and applicable guidance.

## Staffing, volunteers and operations

Staffing and capacity referenced in documents for the period:

- Two part-time museum staff (curatorial capacity), with additional time supported through restricted grants.
- A Project Manager / consultant role was used to deliver development work and support the transition to the new operating model.
- The Museum is supported by trustees and (where available) volunteers; volunteer activity and expenses should be confirmed for the annual return.

### Public opening

The Museum is currently open by appointment while the collection is in store. Annual visitor numbers were reported as approximately 50.

## Fundraising and income generation

Income sources during the year included:

- Grant in Aid (restricted) from Army Museums Ogilby Trust to support curatorial staffing.
- Restricted project grants from the Royal Corps of Army Music Trust and a grant from Bristol City Council.
- Unrestricted grant support from the RCAM Trust for running costs.
- Interest earned on bank/deposit accounts.

## Risk management and serious incident reporting

Trustee meeting records note a moisture issue in the museum store, assessed as not a threat to the collection and known to site staff. No serious incidents were identified in the provided documents.

MUSEUM OF ARMY MUSIC (CHARITY NUMBER 273762 ) YEAR 1 APRIL 2024 - 31 MARCH 2025  
SUMMARY AT 31ST MARCH 2025

	BAL BFWD 1-Apr-24	INCOME	EXPENDITURE	CURRENT BALANCE
<b>RESTRICTED FUNDS</b>				
SALARIES (NON PROJECT MGR) PROJECT MANAGER			25125.00 6925.96	-25125.00 -6925.96
AMOT (GRANT IN AID) inc BWFD	<b>7322.99</b>	24727.97		<u>24727.97</u> 0.00
GRANT IN AID BFWD INCS REPAYMENT				0.00
ROYAL PAVILION & MUSEUM GRANT	<b>902.00</b>		902.00	0.00
RCAM PROJECT GRANT INC'S PROJECT MANAGER PROPORTION		20000.00	13996.04	6003.96
BRISTOL CITY COUNCIL		6777.00		6777.00
<b>TOTAL RESTRICTED</b>	<b>8224.99</b>	<b>51504.97</b>	<b>46949.00</b>	<b>12780.96</b>
<b>UNRESTRICTED FUNDS</b>				
INSURANCE			1354.28	-1354.28
CONFERENCES			45.00	-45.00
MODES			216.00	-216.00
WEBSITE HOSTING			200.00	-200.00
IT CLOUD BACKUP			14.06	-14.06
EQUIPMENT			94.06	-94.06
RCAM GRANT		5000.00		5000.00
INTEREST		588.10		588.10
<b>TOTAL</b>	<b>5084.27</b>	<b>5588.10</b>	<b>1923.4</b>	<b>8748.97</b>
<b>RESTRICTED &amp; UNRESTRICTED ACCOUNT BALANCE</b>	<b>13309.26</b>	<b>57093.07</b>	<b>48872.4</b>	<b>21529.93</b>

<b>REPRESENTED BY</b>
<b>CURRENT ACCOUNT</b>
<b>BUSINESS RESERVE</b>
<b>35 DAY NOTICE</b>
<b>95 DAY NOTICE</b>
<b>TOTAL</b>

<b>89.41</b>
<b>11370.36</b>
<b>566.12</b>
<b>1283.37</b>
<b>13309.26</b>

<b>29.98</b>
<b>19582.90</b>
<b>583.78</b>
<b>1333.27</b>
<b>21529.93</b>

**Independent examiner's report to the Trustees of The Museum of Army Music (Charity Number 273762)**

I report on the accounts of the Museum of Army Music (the charity) for the year ended 31<sup>st</sup> March 2025, which are set out on the two pages Income and Expenditure for the Year Ended 31<sup>st</sup> March 2025.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *Brian Heyes*



BRIAN HEYES  
9 KEW GARDENS  
FARINGTON  
LEYLAND  
PR25 4QN

May 2025

21/7/25

**MUSEUM OF ARMY MUSIC**

England & Wales - Charity number 273762

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# Accounts

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# MUSEUM OF ARMY MUSIC

Headquarters Royal Corps of Army Music ,Gibraltar Barracks ,Minley, GU17 9LP

## TRUSTEES ANNUAL REPORT FOR THE YEAR 1 APRIL 2023 TO 31 MARCH 2024

The Museum of Army Music (formally the Museum of The Royal Military School of Music) is a registered charity, number 273762.

The charity's principal address is:

Museum of Army Music  
HQ RCAM  
Gibraltar Barracks  
Minley  
GU17 9LP

Tel: 07795 461811

Email: [paulcollissmith@icloud.com](mailto:paulcollissmith@icloud.com)

### Trustees

The Trustees during the year to 31 March 2024 were:

Col S Haw MBE	Colonel, Corps of Army Music
Lt Col C Hallatt	Principal Director of Music (Army)
Major P A Collis-Smith	Trustee
Mrs S Barber	Trustee
Doctor TMM Czepiel	Trustee
Mr G Henderson	Trustee
Lt Col (Rtd) K Roberts MBE	Trustee

### Governance

The Museum of Army Music was originally formed on 1 March 1949. A Declaration of Trust was subsequently established and dated 27 April 1977. This was amended on 29 January 2015. The Museum was registered originally with the Charity Commissioners on 23 June 1977 but was removed on 9 September 2015 as it was deemed not to be operating. It was subsequently registered on 4 December 2015.

### Objects of the charity

1. Educate the public to the role of Army music
2. Preserve and collect items related to Army music
3. Gather historic relics and artefacts related to the history of Army music and the Corps of Army Music.

### Charity activity

The title of the museum changed in 2015 and is now known as the Museum of Army Music (formally titled Corps of Army Music Museum and the British Military Music Museum). The museum is supported by the Friends of the Museum of Army Music and many volunteers.

More recently, the Corps of Army Music Trust has started to donate funds in the interest on developing the museum.

Since 2020, the Museum moved into storage due to a location change as part of the British Army re-basing plan. The main part of the collection is now stored at the HQ in Minley. The museum is currently under a period of re-modelling to include some satellite locations, a research centre and a website. This is expected to be complete and re-launch in Apr 2025, but another outward facing location to display the museum in its entirety is currently being looked into.

## **Events**

There have been no special museum events in this period while the museum is in a development stage having moved from a previous location in 2020 and subsequently put into storage. The location of the Museum is now based at HQ Royal Corps of Army Music at Gibraltar Barracks, Minley, but has public facing displays in Wellington Barracks (the Guard's Museum) and at the music training school in Portsmouth. The stored collection in Minley is used as a research centre.

## **Financial Report**

The balance of the account is £13,309. The source of income has been grants from the Army Museums Ogilby Trust (AMOT) Grants in Aid scheme, totalling £23,663 for the salary of part-time curator staff. The Corps of Army Music Trust have increased a grant to £5000. There were also various grants and donations of £902 from the Royal Pavilion and Museum Grant. £20,481 brought forward from the previous year of Grant in Aid which was an underspend due to stalled work in the museum whilst in storage.

The greatest source of expenditure is the salary (grant in aid) of £36,821 of which £6551 was a one-off project and funded by an underspend of grants from the previous year. Insurance and computer software costs of around £1500 per year. All other expenditure is general running costs and development costs for the museum associated with the change in business model over the last 2-3 years.

## **Other Assets**

The only assets listed are for the collection of data; display cabinets; stands and wall mountings.

## **Reserves Policy**

There is no reserves policy at present.

## **Investments**

The museum has no investments.

## **Bank**

The Royal Bank of Scotland

Paul Collis-Smith  
Trustee

Museum of Army Music, 31<sup>st</sup> January 2025



MUSEUM OF ARMY MUSIC (CHARITY NUMBER 273762 ) YEAR 1 APRIL 2023 - 31 MARCH 2024  
 SUMMARY AT 31ST MARCH 2024

	BAL BFWD 1-Apr-23	INCOME	EXPENDITURE	CURRENT BALANCE
<b>RESTRICTED FUNDS</b>				
SALARIES (NON PROJECT MGR)			15870.00	-15870.00
PROJECT MANAGER			14400.00	-14400.00
SALARIES TECHNICIANS			6551.00	-6551.00
AMOT (GRANT IN AID)		23663.13		<u>23663.13</u>
GRANT IN AID BFWD	<b>20480.86</b>			20480.86
ROYAL PAVILION & MUSEUM GRANT				
<b>GIA BALANCE INCLUDING REPAYMENT</b>				<b>7322.99</b>
<b>UNRESTRICTED FUNDS</b>				
INSURANCE			2491.51	-2491.51
FRAN STOVOLD TRAVEL			70.85	-70.85
MODES			192.00	-192.00
IT CLOUD BACKUP			81.01	-81.01
EQUIPMENT			808.33	-808.33
RCAM GRANT		5000.00		5000.00
ROYAL PAVILION & MUSEUM GRANT		902.00		902.00
INTEREST		419.85		419.85
<b>TOTAL</b>	<b>3308.12</b>			<b>5986.27</b>
<b>RESTRICTED &amp; UNRESTRICTED ACCOUNT BALANCE</b>	<b>23788.98</b>			<b>13309.26</b>
<b>REPRESENTED BY</b>				

GiA Underspend for Pro	
2022-2023	<b>20480.86</b>
PRO MGR	<b>-14400.00</b>
TECH FEES	<b>-6551.00</b>
BALANCE	<b>-470.14</b>

GiA 2023/2024	
2023-2024	<b>23663.13</b>
SALARIES	<b>-15870.00</b>
BALANCE	<b>7793.13</b>
<b>GiA</b>	<b>7322.99</b>

<b>CURRENT ACCOUNT</b>
<b>BUSINESS RESERVE</b>
<b>35 DAY NOTICE</b>
<b>95 DAY NOTICE</b>
<b>TOTAL</b>

**23788.98**

<b>89.41</b>
<b>11370.36</b>
<b>566.12</b>
<b>1283.37</b>
<b>13309.26</b>

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## **Independent examiner's report to the Museum of Army Music**

### **Independent Examiner's Report to the Members/Trustees of The Museum of Army Music, Gibraltar Barracks, Minley, GU17 9LP.**

I report on the accounts of the charity for the year ended 31<sup>st</sup> March 2024, which are set out on the Income and Expenditure Statement for the Year Ended 31<sup>st</sup> March 2024.

#### **Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: **David E Loftus**

DAVID EDWARD LOFTUS MBE  
11 KEW GARDENS  
FARINGTON  
LEYLAND  
PR25 4QN

25<sup>th</sup> January 2025

ASSOCIATE OF CHURCH ACCOUNTANTS AND TREASURERS  
MEMBER CHARTERED INSTITUTE OF FUNDRAISING  
MEMBER ASSOCIATION OF CHARITY INDEPENDENT EXAMINERS  
PAST VICE CHAIR OF LONDON DIOCESAN FUND  
VICE CHAIR QUEEN'S OWN HIGHLANDERS REGIMENTAL TRUSTEES INVESTMENT SUB COMMITTEE

**MUSEUM OF ARMY MUSIC**

England & Wales - Charity number 273762

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# Accounts

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# MUSEUM OF ARMY MUSIC

ANNUAL REPORT – Jul 2024

## This report speaks on behalf of the Museum Trustees

The Museum of Army Music is in a state of transition, since losing its home of over 50 years during this financial year. The trustees have found a new location and designed a new business model to fit the purpose of a modern collection such as ours:

- a. Research centre based at the Museum head office in Minley, Surrey.
- b. Footprint in London at the Guard's Museum near Buckingham Place
- c. New research focussed website.
- d. Displays and potential full museum collection at Historic Dockyard, Portsmouth.

**Long term plan.** Post 2025, once established as part of the Corps' key footprint areas, the museum will start to generate some income and the trustees will confirm the business plan. The long term aim is to have a public facing museum, a research centre and an informative website (already online: [Museum Of Army Music](http://MuseumOfArmyMusic.com)). As part of the project funded, the Project manager has made significant progress with a partnership potential at Historic Dockyard, and despite a small footprint in the Guards Museum, London, the museum could grow in Portsmouth located at a fashionable, well attended site in Portsmouth, based next door to the Alford School of Music, yet outside the wire. The trustees are pursuing this avenue and will report back at the next museum trustee meeting.

**GIA and Arts Council Accreditation.** Having previously been granted full accredited status with the Arts Council and subsequent public funded status, the Museum is now in a part accredited status since the closure of Kneller Hall. It is expected full accreditation status will be achieved within the next 3 years which will potentially keep the GIA staffing fund for the foreseeable future. Part of the project is assisting the trustees to achieve full accreditation with the plans set out above being actioned.

**£5k Grant.** For the last 2 years, the Corps Trust has provided a grant to cover costs sat outside of the rules from the GIA.

- a. **GIA.** A grant of £24,007.74 to cover staffing costs only associated with the museum. The amount would ordinarily cover 1 x Curator part time, to open the museum when required and carry out display changes and research enquiries. This was the situation pre closure of the KH site. Today, 2 x staff are using the GIA in full to sort all the items from storage, re-catalogue and plan future displays/stories. Further funding is required to project manage the development of the new museum aims.
- b. **£5k.** To work alongside the staffing costs to pay for insurance, MODES (museum catalogue), staff travel expenses to Portsmouth and London or any other small costs such as stationary and web hosting.

**£20k Grant.** The extra £20k will go towards staffing the set up and delivery of designed displays in the new locations and the continued forward momentum of achieving the Museum aim. Target completion to complete the setting up of the concept is Apr 25. Note this would be inclusive of the £5k grant already paid, so an additional £20k is being asked for.

**Post grant phase.** After Apr 25, it is anticipated that the full cost of the GIA will cover expenses in the main. The museum would benefit hugely with continuing the annual grant of £5k for the miscellaneous costs as described. However, as part of the long-term plan, the opportunity to rent space at Historic Dockyard could be an income generation opportunity and the trustees are currently looking into any potential costs associated with a rental agreement, expected to be far less than £25k per year, reduced further with the offer of combined events and mutually beneficial income generating projects.

**Income Generation.** With the current footprint plan comes opportunity to raise funds through trustee led event activities, grant applications and any profits from the services provided by the museum website and displays. The museum trustees have discussed sending all income generated to the Enterprise Fund to reduce the cost burden from the grants. The project manager has already achieved £7k worth of funding and has reported additional opportunities, although acknowledged the use of the Project Manager time must concentrate on the aim rather than application of lengthy grants which could be deemed cost neutral - this point will be fed back to the Project Manager.

**Summary.** The museum is in a pattern of growth and should be a hub for RCAM sldrs to use to visit, gain Esprit de Corps, educate and be inclusive to veterans. The work carried out has made significant progress to date since the plan to deliver a new business model started in Apr 23. Achieving the museum aim is likely to bring a return for RCAM Sldrs with the service it will provide, not necessarily in monetary value short term, but this is certainly a long term aspiration.

## Further background

**Current financial situation.** In 2024/25, the Museum will receive a Grant in Aid payment of £24,008. This supports 102 days curatorial time per annum which over a 48 week work pattern equates to 2.125 days per week. Up until 2023/2024 the GIA was supplemented with a grant of £5,000 from RCAM Corps Trust. This unrestricted fund has been used to cover running costs outside of staffing including insurance, software and cloud storage and day-to-day running costs.

**Work achieved 2023/24:** After a hiatus in museum work while the collection was stored at Chatham and following the move to the new RCAM HQ the latter part of 2023/24 was spent re-establishing the museum. Curatorial activities were focused on setting up the new collection store, condition checking items, commissioning new photography and supporting the development and installation of the new RCAM display at the Alford Schools of Military Music, Portsmouth. Whilst in storage, the museum incurred an underspend on its GiA grant which it was permitted to carry forward. This additional funding was used to engage a Project Manager who led on planning and initial delivery of more strategic activity including:

- a. **RCAM display presence.** Scoping requirements for new RCAM locations at Minley and Portsmouth including small display in ASMM Memorial Room

- b. **Developing new public displays.** Building relationship with The Guards Museum which will result in a new RCAM display in autumn 2024
- c. **Marketing.** Development of a new website, social media plan, newsletter and journal content
- d. **Income generation.** Mapping funding opportunities including securing additional c£7k to date.
- e. **Stakeholder relationships.** Building of relationship with stakeholders including Arts Council England Accreditation team, regional Museum Development team, AMOT, NAM, Hampshire Military Museums Network.

**Staffing Requirement 2024/25.** Curatorial capacity and current workload does not allow for the development work to be absorbed into their business as usual. It is anticipated that it will take the remainder of the financial year to complete the current curatorial tasks and to create capacity to take on the development tasks to planned FOC in April 2025.

The strategic strands listed above are still developing and require delivery to embed them. Without further investment the work achieved so far could remain static, and in the case of the relationship building and display development, is unsustainable with current funding levels. The continuation of the Project Manager role will support a further 12 months of work to establish this work so it can be handed back to the Curatorial team to be absorbed into an updated curatorial role description.

**Income generation.** With staffing comes the capacity to secure additional funding. Funding already identified is as follows:

- a. Aim Pilgrim Grant - £3,000 for conservation (Sept)
- b. Other SWMD funding - £1,500 – skills development<sup>1</sup> (Sept) / Display grant £3,000 (Nov)
- c. AIM Skills grant – up to £350 – training bursary\* (Rolling deadline)
- d. Other funding will be sought as new streams become available

Further income generation and fund raising will be evolved by the museum trustees once established, the museum will generate the following income streams:

- a. Further display development in partnership with The Guards Museum
- b. Pilot project for potential future displays at The Historic Dockyard, Portsmouth
- c. Museum of Army Music UK touring exhibition to raise profile

### **National Lottery Heritage Fund**

It is planned to apply for a substantial grant of c£25k to either National Lottery Heritage Fund Grant / Arts Council England Project Grant to support longer term development for the museum. The focus of this is yet to be agreed by the Trustees but a grant of this size will take considerably longer to research and write.

Fran Stovold  
Museum Project Manager

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<sup>1</sup> Identified as grant writing, website and social media training for the curatorial staff

### Request for £25k grant – summary of projected spend

<b>Application to Corps Trust for £25k grant</b>		<b>Q1: Apr to Jun</b>	<b>Q2: Jul to Sept</b>	<b>Q3: Oct to Dec</b>	<b>Q4: Jan to Mar</b>
	Total no of days	1.25 days per week /15 days per quarter @ £300 per day	1.25 days per week /15 days per quarter @ £300 per day	1 day per week /12 days per quarter @ £300 per day	1 day per week /12 days per quarter @ £300 per day
Project Manager	54	4500	4500	3600	3600
Public exhibition costs – <b>The Guards Museum</b>		683			
RCAM exhibition costs – <b>Minley corridor in HTW</b>			2363		
RCAM exhibition costs – <b>Minley: timeline in HTW</b>				2258	
RCAM exhibition costs – <b>Displays within ASMM</b>					3570
		5183	6863	5858	7170
					<b>25074</b>

### Request for £15k grant - summary of projected spend

<b>Application to Corps Trust for £15k grant</b>		<b>Q1: Apr to Jun</b>	<b>Q2: Jul to Sept</b>	<b>Q3: Oct to Dec</b>	<b>Q4: Jan to Mar</b>
	Total no of days	1 days per week /12 days per quarter @ £300 per day	1 days per week /12 days per quarter @ £300 per day	0.75 day per week /9 days per quarter @ £300 per day	0.5 day per week /6 days per quarter @ £300 per day

Project Manager	39	3600	3600	2700	1800
Public exhibition costs - <b>The Guards Museum</b>		683			
RCAM exhibition costs - <b>Minley corridor in HTW</b>			2363		
		4283	5963	2700	1800 <b>14746</b>