

THE ASSOCIATION OF FRIENDS OF THE ROYAL ENGINEERS MUSEUM

Management Instruction Number 7

AIRBORNE ENGINEERS SUB-COMMITTEE

Introduction

1. The Airborne Engineers Association (AEA) have resolved to develop in some major national museums new displays of the part played by Airborne Engineers since their formation in 1940, with particular reference to the achievements of Lt Col John Rock RE, the originator of British Airborne forces. The AEA intend to establish in the RE Museum at Chatham a display which concentrates on the story of Lt Col Rock and the Airborne Engineers of World War 2, whilst at Elvington Museum of Aviation, their display will commemorate the Airborne Engineers of the 1950s with particular emphasis on operations in the Egypt in 1956.

2. The Director of the RE Museum has agreed in principle to the AEA proposal in relation to the RE Museum. Whilst certain aspects of the two displays will be co-ordinated within the AEA, this Management Instruction is concerned solely with the display in the RE Museum at Chatham. FoREM has agreed to act as a sponsor for this display.

Aim

3. The aim of this Instruction is to define FoREM's participation in the establishment of a new display of Airborne Engineers in the RE Museum.

Airborne Engineers Sub-Committee

4. A sub-committee of FoREM's Executive Committee will be formed to organise fund-raising for the supply and installation of any new display cases and display boards necessary, research and the collection of memorabilia not at present held by the RE Museum, to help the Museum with mounting memorabilia available in the display cases and provide specialist advice on the display of Airborne Engineers to Museum staff.

5. The Airborne Engineers sub-committee will consist of:-

Chairman: Nick Gibson

Members:

A member of the RE Museum Staff to be nominated by the Director.
Lt Col Edward Wall - as a consultant to relay lessons learnt by
experience on similar projects

Two further members may be co-opted at the Chairman, one of whom
is to act Secretary.

6. The sub-committee shall meet as required by the Chairman. The Chairman of the Airborne Engineers sub-committee will be, ex officio, a member of the FoREM Executive Committee, if he is unable to attend committee meetings, he may be represented at such meetings by another member of the sub-committee.

Fund Raising and Expenditure

7. The AEA is a registered charity in its own right (Registered Number 1009201) and as such it is able to take advantage of tax enhancement of certain charitable donations. The AEA intend to fund the new display partly through their existing assets, accounts and subscriptions and partly through new appeals on which they intend to gain the tax enhancements available post 6th April 2000. Accordingly, and also because co-ordination of any appeal for funds that may be necessary is likely to be based in Yorkshire where several members of the AEA Committee are based, the raising of funds and the recovery of the tax enhancements will be undertaken largely by the AEA.

8. Funds that have been collected and are required to meet expenditure on the display, will then be remitted to the RE Museum account. These funds, being transfers from one charity to another and as such not eligible for any further enhancement from the Inland Revenue, will be sent, via the Treasurer of FoREM, to the Corps Treasurer's Office for the credit of the Airborne Engineers sub-fund in the FoREM sub-account of the RE Museum Fund. However, where donations are made directly to the RE Museum specifically to help meet the cost of the new Airborne Engineers display in the RE Museum, FoREM will provide assistance in ensuring the papers necessary for the Corps Treasurer's office are completed and delivered to that office so that the tax enhancement may be recovered with other FoREM donations.

9. In order to take advantage of the VAT registration of the RE Museum, purchases must be made against invoices made out to the RE Museum. Bills for the display will not normally be settled by the AEA. When expenditure is incurred on the display, the AEA will forward the resulting bills, via FoREM's Treasurer, for transmission to and settlement by the Corps Treasurer's Office from the RE Museum account. It is most important that bills sent via FoREM for settlement are proper VAT accounts. Whenever the AEA or the Chairman of the FoREM Airborne Engineers Sub-Committee approves the reimbursement of any money already spent by one of their members on behalf of the display, it is essential that VAT receipts are provided whenever possible; such claims must be accompanied by a FoREM voucher summary sheet, countersigned by an officer of the AEA as may be agreed with FoREM's Treasurer.

Property

10. The Airborne Engineers display itself together with any and all the associated cabinets and display boards will be the property of the RE Museum in perpetuity, save only in so far as any items incorporated in the display which the RE Museum has agreed shall be on loan to the Museum.