

# WESTBURY MANOR MUSEUM JOINT MANAGEMENT COMMITTEE

6 June 2016

## FINANCIAL REPORT AND REVENUE BUDGET 2016/17

### **Introduction**

In accordance with the agreement between Hampshire County Council and Fareham Borough Council, the net cost of running Westbury Manor Museum is shared between the partner authorities. Hampshire Cultural Trust runs Fareham Borough Council on behalf of the partners. This report provides an update on the budget for 2015/16 and 2016/17 (Appendix 1) and asks the committee to note the contents of the update, approve the 2016/17 budget and respond to the BDO letter advertising financial review services..

### **Description of 2016/17 Budget**

The 2016/17 budget for Westbury Manor Museum provided in Appendix 1 reflects proposed partner contributions as follows:

#### **1. Venue Management - salaries**

Includes venue management and curator salaries and on costs.

#### **2. Venue Management - costs**

This includes expenditure on rates, supplies and services and an estimated utilities and maintenance cost based on the average costs during 11/12, 12/13 and 13/14. Due to annual fluctuations in property and maintenance costs, some years the actual cost of maintenance will be higher as works need to be carried out and in other years the burden will be lighter. Hampshire County Council will continue to pick up any such overspend in years where more work needs to be done.

#### **3. Public Programmes (exhibitions)**

This charge contributes towards the cost of the Exhibitions team and includes display development, transport, setting up and taking down, cases for local exhibitions, insurance, marketing and research relating to new exhibitions.

#### **4. Collections**

This charge contributes to the care, curatorship and management of all collections relating to Westbury Manor Museum, organised within the disciplines of Archaeology, The Arts, Natural Sciences and Social & Industrial History. The Service will continue to store, manage and provide public access to these important collections and make them available to the local community in support of exhibitions, displays and activities.

#### **5. Better Life Chances**

The Better Life Chances team is responsible for the design, creation, marketing and delivery of participatory learning sessions for young people in school and family groups, as well as other collections learning activity in both informal and formal settings, both within the museum and beyond in to the community. The team will place greater

emphasis on work with hard to reach people in the specialism of Older People, Young People, Schools and Community.

## **6. Business Development**

Business development and marketing functions form the bulk of this cost. Marketing functions include visitor research, targeted marketing campaigns, museum and *What's On* leaflets, posters, website development, email marketing, advertising and media relations leading to free editorial and promotions. Business development provides strategic guidance and direction, monitors performance, levers funding from external sources including Renaissance and Arts Council, and liaises closely with senior councillors and officers where appropriate.

These budget headings reflect the headings in the draft Venue Plans, making it easier to understand where money is being spent and how Westbury Manor Museum directly benefits. The budget has been modelled to include staff increments and a 1% pay award. They also include financial activity within the trading arm and projected income from gift aid (where applicable).

Figures show for 2015/16 are not closed end of year figures. Actual figures shown for 2016/17 are for April only.

### **Letter from BDO to the Committee**

A letter from BDO is attached. This is advertising a limited assurance financial review service to the committee. The audits that BDO carried out in the past on behalf of the Audit Commission, for small bodies are no longer necessary. Audits used to cost the committee several hundred pounds per annum. Hampshire Cultural trust, as a charitable body, will submit audited accounts for the trust to the Charity Commission on an annual basis. It is not clear what benefit there would be to the committee of such a review.

### **Recommendations**

It is recommended that the committee

- 1) notes the 2016/17 budget update.
- 2) does not take up BDO's advertisement of financial review services
- 3) approves the 2016/17 budget

## Appendix 1

### Westbury Manor Museum Joint Management Committee Budget 2016/17

Expenditure	Actuals 2014/15	Budget 2015/16	Actuals 31 Mar 2016**	Budget 2016/17	Actuals 30 April 2016/17
Venue Management – Salaries	47,040	47,430	46,544	47,904	2,122
Venue Management – costs*	27,183	18,474	12,420	27,183	230
Public Programmes	23,504	18,433	18,433	18,433	1,537
Collections	43,941	45,421	45,421	45,421	3,785
Better Life Chances	33,214	32,574	33,574	32,574	2,035
Business Development	16,605	22,577	22,577	22,577	1,881
<b>Total Expenditure</b>	<b>191,486</b>	<b>184,909</b>	<b>178,969</b>	<b>194,092</b>	<b>11,590</b>
Income	16,471	17,175	14,575	17,175	1,494
<b>Net Expenditure</b>	<b>175,016</b>	<b>167,734</b>	<b>164,394</b>	<b>176,917</b>	<b>10,096</b>

Income	Actuals 2014/15	Budget 2015/16	Actuals 31 Mar 2016	Budget 2016/17	Actuals 30 April 2016/17
Hampshire Cultural Trust/HCC	110,486	103,204	99,864	112,387	12,705
Fareham Borough Council	64,530	64,530	64,530	64,530	0
<b>Total Income</b>	<b>175,016</b>	<b>167,734</b>	<b>164,394</b>	<b>176,917</b>	<b>12,705</b>

In addition to the above, it is recognised that Fareham Borough Council makes the following additional contributions:

Expenditure	£
Employees	6,200
Premises (maintenance of grounds)	5,000
Commercial rental value (including Committee Section)	40,000
Central Costs (including Committee Section)	7,800
<b>Total</b>	<b>59,000</b>

Excludes all central costs provided within HCT/HCC such as Finance, HR, IT, Administration and Legal Services which equates to an estimated cost of £36,431.

\*This includes expenditure on rates, supplies and services and an estimated utilities and maintenance costs based on the average actual costs during 11/12, 12/13 and 13/14 (due to annual fluctuations in property and maintenance costs, some years the actual cost of maintenance will be higher as works need to be carried out and in other years the burden will be lighter. HCT/HCC will continue to pick up any overspend in years when the work needs to be done.

\*\* Figures are not closed for 2015/16.