

**WESTBURY MANOR MUSEUM JOINT MANAGEMENT COMMITTEE**

**4 FEBRUARY 2013**

**FINANCIAL REPORT AND PROPOSED REVENUE BUDGET 2013-14**

**Introduction**

In accordance with the agreement between Hampshire County Council, Dorset County Council and Fareham Borough Council the net cost of running Westbury Manor Museum is shared between the two partner authorities.

This report briefly outlines progress with the current year's budget and makes proposals regarding the forward estimate for 2013/14 (Appendix 1).

The proposed 2013/14 revenue budget (Appendix 1) has been prepared within the framework of the Arts and Museums Strategic Plan 2012-2016 and Westbury Manor Museum Service Plan.

**Description of Proposed 2013/14 Budget**

The draft 2013/14 budget for Westbury Manor Museum provided in Appendix 1 reflects proposed partner contributions as follows:

**1. Staffing**

Venue management and curatorship: £21,338 (2012/2013), £21,338 (2013/14 draft budget)  
Front of House staff: £27,000 (2012/2013), £27,388 (2013/14 draft budget). The slight increase in budget for 2013/14 is due to staff salary increments.

**2. Essential Maintenance & Museum Venue Costs**

£32,100 (2012/2013), £32,100 (2013/2014 draft budget)  
The Museum Venue costs cover the costs of running the building (electric, rates, water, cleaning etc.), basic housekeeping materials and general equipment as well as regular maintenance work carried out by Hampshire County Council.

**3. Centralised Specialist Museums Support Services**

The charge has been split in to four separate elements which are described below.

**3.1. Exhibitions - £28,699 (2012/2013), £28,699 (2013/2014), draft budget)**

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

**3.2. Collections - £42,991 (2012/2013), £42,991 (2013/2014 draft budget)**

This charge contributes to the care, curatorship and management of all collections relating to Fareham, 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.

**3.3. Community Engagement & Learning - £34,475 (2012/2013), £34,475 (2013/14 draft budget)**

The Community Engagement and Learning team are 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.

## ITEM 4

### 3.4. Management & Marketing - £ 11,050 (2012/2013), £11,050 draft budget)

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.

#### **Recommendation**

Hampshire Museums and Arts Service seeks the views of the JMC members regarding the proposed 2013/14 budget as outlined in this report and that the proposal for the draft budget attached be approved by the JMC and that the constituent authorities are notified of their requested contribution.

## Appendix 1

### **Westbury Manor Museum JMC - 2012/13 Budget Report and Proposed Revenue Budget 2013/14**

	<b>Budget 2012/13</b>	<b>Actuals Q1 + Q2 +Q3 2012/13</b>	<b>Proposed Budget 2013/14</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Venue Management	7,138	5,354	7,138
Area Community Curator (33%)	14,200	10,365	14,200
Front of House Staff	27,000	21,636	27,388
Essential Maintenance and Venue Costs	32,100	27,949	32,100
Exhibitions	28,699	21,524	28,699
Collections	42,991	32,243	42,991
Learning & Community Engagement	34,475	25,856	34,475
Management & Marketing	11,050	8,288	11,050
<b>Total Expenditure</b>	<b>197,653</b>	<b>153,215</b>	<b>198,041</b>
Income	15,200	10,832	15,200
<b>Net Expenditure</b>	<b>182,453</b>	<b>142,383</b>	<b>182,841</b>

Fareham BC contribution	71,700	0	71,700
HCC Contribution	110,753	110,753	111,141
<b>Total Income</b>	<b>182,453</b>	<b>110,753</b>	<b>182,841</b>

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

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

When added to FBC's contribution the figures are as follows:

FBC	130,700
HCC*	110,753
<b>Total</b>	<b>241,453</b>

\* Excludes all HCC Central Costs such as Finance, HR, IT, Administration and Legal Services which are £36,431