

EASTLEIGH MUSEUM / BURSLEDON WINDMILL JOINT MANAGEMENT COMMITTEES

05 JULY 2016

FINANCIAL REPORT AND REVENUE BUDGET 2015/16

Introduction

In accordance with the agreement between Hampshire County Council and Eastleigh Borough Council, the net cost of running Bursledon Windmill and Eastleigh Museum is shared between the partner authorities. 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 budget for 2016/17 and decide if it wishes to take up BDO's offer of a limited financial review. The report recommends that the committee:

1. Notes the actuals for 2015/16 and 2016/17
2. Approves the budget for 2016/17 and
3. Does not agree to take up the advertised services from BDO

Description of 2015/16 Budget

The 2015/16 budget for Bursledon Windmill and Eastleigh Museum provided in Appendix 1 reflects proposed partner contributions as follows:

1. Venue Management - salaries

Includes venue management and curatorship 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 Bursledon Windmill and Eastleigh 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 Venue Plans, making it easier to understand where money is being spent and how Bursledon Windmill and Eastleigh Museum directly benefit. The budget has been modelled to include staff increments and the 1% pay award. They also include more accurate projections in relation to VAT costs, the financial activity which will be included in the trading arm and projected income from gift aid (where applicable).

In addition, we intend to report from time to time on external investment secured and/applied for, and in kind support generously received from volunteers, trustees, businesses and other individuals and/or organisations.

Figures shown for 2016/17 are not end of year figures.

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 committees several hundred pounds per annum. Hampshire Cultural Trust, as a charitable body, will submit audited accounts for the trust on an annual basis. It is not clear what real benefit there would be to the committee of such a review.

Recommendations

It is recommended that the committee:

- 1) notes the 2015/16 and 2016/17 budget updates.
- 2) approves the 2016/17 budget
- 3) does not take up DBO's advertisement of financial services

Appendix 1

Eastleigh Museum	Budget 2015/16	Actuals 2015/16	Budget 2016/17	Actuals 31 May
Expenditure	£	£	3	£
Venue - salaries	9,663	9,648	9,759	1,626
Venue Management*	19,264	16,605	18,061	2,047
Public Programmes	18,433	18,433	18,433	3,072
Collections	45,421	45,421	45,421	7,570
Better Life Chances	24,431	24,431	24,431	4,072
Business Dev	22,577	22,577	22,577	3,762
Total Expenditure	139,789	137,115	138,682	22,149
Income	6,695	5,317	5,919	0
Net Expenditure	133,094	131,789	132,763	22,149

Bursledon Windmill	Budget 2015/16	Actuals 2015/16	Budget 2016/17	Actuals 31 May
Expenditure	£	£	£	£
Venue - salaries	31,301	26,763	27,030	4,505
Venue Management*	7,500	6,383	6,500	1,279
Public Programmes	4,608	4,608	4,608	768
Collections	11,355	11,355	11,355	1,892
Better Life Chances	24,431	24,431	24,431	4,072
Business Dev	22,577	22,577	22,577	3,762
Total Expenditure	101,772	96,117	96,501	16,278
Income	6,695	5,791	5,716	236
Net Expenditure	95,077	90,326	90,785	16,042

Total Net Expenditure	Budget 2015/16 £	Actuals 2015/16 £	Budget 2016/17 £	Actuals 31 May £
Eastleigh Museum	133,094	131,789	132,763	22,149
Bursledon Windmill	95,077	90,326	90,785	16,042
Total Net Expenditure	228,171	222,115	223,548	38,191

Income	Budget 2015/16 £	Actuals 2015/16 £	Budget 2016/17 £	Actuals 31 May £
Hampshire Cultural Trust	167,771	161,715	167,169	22,149
EBC Eastleigh Museum	30,000	30,000	30,000	0
EBC Windmill	27,728	27,728	23,707	0
BPC Windmill	2,672	2,672	2,672	0
Total Income	228,171	222,115	223,548	22,149

Excludes all central costs provided within HCT 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.

