

EASTLEIGH MUSEUM JOINT MANAGEMENT COMMITTEE

14 FEBRUARY 2017

FINANCIAL REPORT AND REVENUE BUDGET 2016/17 and 2017/18

Introduction

In accordance with the agreement between Hampshire County Council and Eastleigh Borough Council, the net cost of running Eastleigh Museum is shared between the partner authorities.

This report provides an update on the budget for 2016/17 (Appendix 1) and asks the committee to recommend the proposed 2017/18 partner contributions (Appendix 3) and recommend in principle a further three years' budget, 2018/19, 2019/20 and 2020/21 at standstill and note the contents of the financial update.

Item 1, 2016/17 Budget.

The 2016/17 budget for Eastleigh Museum provided in Appendix 1, column B reflects partner contributions as follows:

1. Venue Management - salaries

Includes venue management and curator salaries and on costs.

2. Venue Management - costs

This cost is an annual estimate of the total 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. Provided agreed usage figures are not exceeded, Hampshire County Council as landlord will continue to pay the utility bills. 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 contributes towards the cost of the Exhibitions team and includes display development, transport, setting up and taking down, cases for local exhibitions, maintenance of permanent exhibitions, insurance, marketing and research relating to new exhibitions.

4. Collections

This contributes to the care, curatorship and management of all collections relating to the 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 provides strategic guidance and direction, monitors performance, levers funding from external sources including Arts Council England, and liaises closely with external stake holders 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.

These headings reflect the headings in the previous 16/17 Venue Plans. Future finance reports submitted to the committee will reflect the new, 17/18 Venue Business plans, as referenced in the relevant agenda item. The aim is to improve understanding of where money is being spent and how Eastleigh 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).

Item 2, Proposed 2017/18 budget.

The proposed 2017/18 budget for Eastleigh Museum as set out in Appendix 1, column D and Appendix 3, column A2 reflects proposed partner contributions.

It is proposed that the committee recommend in principle a further three years' (2017/18, 2018/19 and 2019/20) partner contributions at stand still and confirm within that the current year's budget 2017/18 and recommend that the constituent authorities are notified of their requested contribution. All recommendations made by the committee are subject to the normal budgeting processes of each contributor and will be reviewed annually as appropriate.

Recommendations

It is recommended that the committee

- 1) Notes the 2016/17 budget update.
- 2) Recommends the proposal of a further 3 years standstill budget 2017/18, 2018/19, 2019/20 and the constituent authorities are notified of their requested contribution.
- 3) Recommends confirmation of the first year (2017/18) of that budget for Eastleigh Museum

Appendix 1

Eastleigh Museum JMC Budget 2016/17 and 2017/18

	A	B	C	D
Expenditure	9 month Actual to Dec 2016/17	Budget 2016/17	2015/16 FY Actuals	Budget Estimate 2017/18
Venue Management -Salaries	7,319	9,759	9,618	9,800
Venue Management -Costs	12,455	18,061	17,605	15,000
Public Programmes	12,975	18,433	20,061	20,000
Collections	33,075	45,421	45,547	45,000
Better Life Chances	18,523	24,431	24,625	22,000
Business Development	17,024	22,577	22,306	31,077
Total Expenditure*	101,371	138,682	142,762	138,677
Less Income	0	5,919	5,316	6,000
Net Expenditure	101,371	132,763	134,446	132,677

Appendix 2

Bursledon Windmill JMC Budget 2016/17 and 2017/18

	A	B	C	D
Expenditure	9 month Actual to Dec 2016/17	Budget 2016/17	2015/16 FY Actuals	Budget Estimate 2017/18
Venue Management -Salaries	20,935	27,030	25,750	27,650
Venue Management -Costs	5,875	6,500	6,931	7,100
Public Programmes	3,510	4,608	4,720	4,720
Collections	8,033	11,355	12,045	12,045
Better Life Chances	18,343	24,431	23,625	24,500
Business Development	16,033	22,577	23,306	21,880
Total Expenditure*	72,729	96,501	96,377	97,895
Less Income	3,618	5,716	5,160	6,488
Net Expenditure	69,111	90,785	91,217	91,407

	A1	A2	Appendix 3
Partner Contributions	Budget 2016/17	Budget 2017/18	
Hampshire Cultural Trust/HCC	167,169	170,075	
EBC Eastleigh Museum	30,000	30,000	
EBC Windmill	23,707	21,337	
BPC Windmill	2,672	2,672	
Total Partner Contributions	223,548	224,084	

*This includes expenditure on rates, supplies and services and an estimated utilities and maintenance costs based on the average actual costs during 12/13, 13/14 and 14/15 (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. HCT also covers additional central overheads including finance, IT, HR & Marketing of £8,978 December YTD.