

BURSLEDON WINDMILL JOINT MANAGEMENT COMMITTEE

11 July 2017

FINANCIAL REPORT AND REVENUE BUDGET 2017/18

Introduction

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

This report provides a report on the budget for 2016/17 (Appendix 1, column B) and an update on the first quarter performance to the 2017/18 budget (Appendix 1, column C).

2016/17 Budget and 2017/18 Budget.

The 2017/2018 budget for Bursledon Windmill provided in Appendix 1, column D and the 2016/17 budget for Bursledon Windmill provided in Appendix 1, column B reflect 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 13/13, 13/14 and 14/15. 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. As stated in the last JMC it is a goal of HCT that future finance reports submitted to the committee will reflect the new, 17/18 Venue Business plans. The aim is to improve understanding of where money is being spent and how Bursledon Windmill directly benefits. The budget has been modelled to include staff increments and a 1% pay award. The budgets also include financial activity within the trading arm and projected income from gift aid (where applicable).

Recommendations

It is recommended that the committee

- 1) Notes the 2016/17 budget Report.
- 2) Notes the 2017/18 budget update.

Appendix 1

Bursledon Windmill JMC Budget 2016/17 and 2017/18

| | A | B | C | D |
|----------------------------|---|---------------------------|--|--|
| Expenditure | Full Year Actual 2016/17 | Budget 2016/17 | 2017 YTD/QTR 1 Actual** | Budget Estimate 2017/18 |
| Venue Management -Salaries | 22,067 | 27,030 | 6,913 | 27,650 |
| Venue Management -Costs | 5,879 | 6,500 | 1,775 | 7,100 |
| Public Programmes | 5,629 | 4,608 | 1,180 | 4,720 |
| Collections | 12,018 | 11,355 | 3,011 | 12,045 |
| Better Life Chances | 27,669 | 24,431 | 6,125 | 24,500 |
| Business Development | 20,028 | 22,577 | 5,470 | 21,880 |
| Total Expenditure* | 72,729 | 96,501 | 24,474 | 97,895 |
| Less Income | 4,260 | 5,716 | 1,400 | 6,488 |
| Net Expenditure | 89,032 | 90,785 | 23,074 | 91,407 |

Appendix 2

Eastleigh Museum JMC Budget 2016/17 and 2017/18

| | A | B | C | D |
|----------------------------|---|---------------------------|--|--|
| Expenditure | Full Year Actual 2016/17 | Budget 2016/17 | 2017 YTD/QTR 1 Actual** | Budget Estimate 2017/18 |
| Venue Management -Salaries | 10,269 | 9,759 | 9,618 | 9,800 |
| Venue Management -Costs | **12,455 | 18,061 | 17,605 | 15,000 |
| Public Programmes | 18,629 | 18,433 | 20,061 | 20,000 |
| Collections | 43,037 | 45,421 | 45,547 | 45,000 |
| Better Life Chances | 24,835 | 24,431 | 24,625 | 22,000 |
| Business Development | 22,028 | 22,577 | 22,306 | 31,077 |
| Total Expenditure* | 131,253 | 138,682 | 142,762 | 138,677 |
| Less Income | **627 | 5,919 | 5,316 | 6,000 |
| Net Expenditure | 131,880 | 132,763 | 134,446 | 132,677 |
| | | | | |

| | 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 Bursledon Windmill | 23,707 | 21,337 | |
| BPC Bursledon 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 13/14, 14/15 and 15/16 (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.

** This indicates actuals up to the end of day June 30th 2017, and accounts for some outstanding payments/accounting i.e. Eastleigh Income, payment from One Community still outstanding.