

# BURSLEDON WINDMILL JOINT MANAGEMENT COMMITTEE

14 November 2017

## FINANCIAL REPORT AND REVENUE BUDGET 2017/18

### Introduction

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

This report provides an over view of the windmill's performance to the end of September 2017 and an update against the 2017 – 18 budget.

### Description of 2017/18 Budget

The 2017/18 budget for Bursledon Windmill 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 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. 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 the Red House, 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 Eastleigh Museum directly benefits. The budgets have 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).

## **Recommendations**

It is recommended that the committee

- 1) Notes the 2017/18 budget report.

## Appendix 1

### Bursledon Windmill Joint Management Committee Budget 2017/18

<b>Expenditure</b>	<b>2017 FY Actuals</b>	<b>Budget 2016/17</b>	<b>Actuals YTD September figures</b>	<b>Budget 2017/18</b>
Venue Management -Salaries	22,067	27,030	12,037	27,650
Venue Management -Costs	5,879	6,500	4,463	7,100
Public Programmes	5,629	4,608	5,944	4,720
Collections	12,018	11,355	5,646	12,045
Better Life Chances	27,669	24,431	13,805	24,500
Business Development	20,028	22,577	14,177	21,880
<b>Total Expenditure*</b>	<b>93,290</b>	<b>96,501</b>	<b>56,071</b>	<b>97,895</b>
Less Income	4,260	5,716	1,400	6,488
<b>Net Expenditure</b>	<b>89,030</b>	<b>90,785</b>	<b>54,671</b>	<b>91,407</b>

<b>Income</b>	<b>Budget 2016/17</b>	<b>Budget 2017/18</b>
Hampshire Cultural Trust/HCC	167,169	167,705
EBC Eastleigh Museum	30,000	30,000
EBC Windmill	23,707	23,707
BPC Windmill	2,672	2,672
<b>Total Income</b>	<b>223,548</b>	<b>224,084</b>

\*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.