

Bewdley Museum Management Committee

Agenda

5.30pm
Tuesday 1st December 2020
Zoom – see appointment for joining details



BEWDLEY MUSEUM MANAGEMENT COMMITTEE
5:30pm Tuesday 1st December 2020

Zoom – for joining details please see appointment

A G E N D A

Item	Subject
1.	Apologies for Absence
2.	<u>Minutes</u> To confirm as a correct record the minutes of the meeting held on 8 th September and 21 st October 2020
3.	Matters Arising from the minutes
4.	<u>The Bewdley Museum Finance Report – 2nd Quarter 2020/21</u> To receive a report from the Corporate Director Resources, which gives a summary of the financial activities of the Bewdley Museum, TIC and Museum Store for the above quarter of 2019/20.
5.	<u>Museum Report</u> To consider a report and Action Plan from the Museum Manager on the continued progress and development of the Museum
6.	Friends of Bewdley Museum Update The Friends have not submitted a written report to this meeting as they wish to consider WFDC's plans for the future of the museum before they are able to decide how best to help and support and maintain the museum going forward.
7.	Guild of St George Update To receive a verbal update from the Director of the Guild of St. George on their activities.
8.	Item for disposal – to be agreed BEWDM: 1973-152 root seed drill made by Corbett of Shrewsbury Approval for this item to be disposed of. The item does not fall within Bewdley Museum's collection policy and is in need of restoration. The disposal procedure would follow the guidelines set out in the Museum's Collection Development Policy.
9.	Bewdley Museum – setting up independent trust To receive a verbal update from the Chief Executive and Museum Manager
10.	Any Other Business
11.	Next meeting: 5:30pm on 2 nd March 2021 (Teams). No further dates set for 2021 pending Trust

For any enquiries relating to this agenda please contact Jo Lange, ESO, Wyre Forest House, Kidderminster. Tel: 01562 732501; email: jo.lange@wyreforestdc.gov.uk



**WYRE FOREST DISTRICT COUNCIL
BEWDLEY MUSEUM MANAGEMENT COMMITTEE**

VIA ZOOM

5:30PM TUESDAY 8th SEPTEMBER 2020

Present:

Members	Representing:
Cllr Helen Dyke (Chair),	Wyre Forest District Council
Cllr Paul Harrison (PH)	Wyre Forest District Council
Cllr Anna Coleman (AC)	Wyre Forest District Council
Ms Penny Griffiths (PG)	Friends Bewdley Museum
Cllr Calne Edginton-White (CEW)	Bewdley Town Council
Mr J Iles (JI)	Guild of St George
Cllr R Vale (RV)	Worcestershire County Council
Ms Jenny Robbins (JR)	Friends Bewdley Museum
Officers:	
Steve Brant, Alison Bakr, Ian Miller, Jo Lange	

1.	Apologies for Absence: Mr Richard Perrin, Bewdley Development Trust
2.	Cllr Dyke welcomed everyone to the meeting and it was agreed that, as Members had to leave for other meetings, item 8 would be taken first.
3.	Notes of Meeting of 3rd March 2020 Matters Arising: Agreed and signed as an accurate record; there were no matters arising.
4.	<p>Bewdley Museum Financial Report – First Quarter 2020/21</p> <p>Commenting that this had been a very strange year thanks to the Covid crisis resulting in closure of the museum, AB noted that despite this costs are under control via essential expenditure only and that the museum’s diverse income streams (events/activities/weddings/sop/cafe) are recovering well.</p> <p>The site was opened up cautiously as the rules permitted and with the team’s creativity and innovative ideas, coupled with the flexibility to make changes as necessary everything is going very well, especially the cafe which has had a very successful summer utilising the Jubilee Gardens for outside dining which, being especially suitable for families, has proved very popular with its many visitors.</p> <p>Overall the crisis has proved to be a useful opportunity for a fresh look at the work of the museum and the staff have excelled at finding solutions despite the extra hard work such as producing Risk Assessments that involved, whilst, at the same time, maintaining the special atmosphere of the site. Everything is now working very well and, in fact it is anticipated that the season will be longer this year as people embrace the outdoor lifestyle that the museum can offer.</p> <p>Of the 20 weddings booked only two were cancelled as a result of the lockdown, 5 have taken place within the social distancing guidelines and the remainder have been moved to next year.</p>

5.	<p>Museum Staff Report</p> <p>Following on from the above AB advised that the education team had stepped up to provide, in addition to smaller school visits of no more than 30 children, an online offering. These consisted of sessions filmed with staff in costume which can then be used by schools delivered entirely on line by their own teaching staff or the museum team can visit the school to deliver the lesson taking related artefacts to bring the story to life. These three options are proving popular and open up the geographical areas that can be reached.</p> <p>Action AB to send HD the link to these online courses.</p>
6.	<p>Friends of Bewdley Museum Update</p> <p>There was no written report as the Friends' work has been impacted by C19 and, in light of the ongoing situation with relation to the future of the museum, they would prefer to wait and see how they can best support the museum going forward.</p>
7.	<p>Guild of St George Update</p> <p>Next year is the 150 year anniversary of the founding by George Baker of the Guild in Bewdley which will be celebrated with a major launch event to open a programme of cultural events plus a Ruskin exhibition which will take advantage of the museum now being in a position to borrow from other organisations.</p> <p>In July 21 the Museum will host an exhibition of the work of the MacDonald sisters which will include pieces by Ruskin and William Morris loaned from the V & A, Tate and Birmingham Art Gallery; permission to borrow pieces of such quality illustrates Bewdley's current status.</p> <p>The sisters are featured in the stained glass windows at both Ribbesford (where they are buried) and Wilden churches which could offer future opportunities for visitors.</p>
8.	<p>Bewdley Museum - Options Appraisal</p> <p>Members confirmed that they had all received and had the opportunity to study the very comprehensive report produced by the consultant, Ian Baggott who had attended the March meeting plus the accompanying brief report from Ian Miller stating that the Cabinet were minded to go with Option 2, being the transfer of the collection, all buildings and land to an independent Trust as soon as possible. A detailed report to this effect will be taken to Cabinet on 10th November when the decision will be taken.</p> <p>Everyone agreed that the report was a fair appraisal and acknowledged the hard work that had gone into it.</p> <p>Members' questions were as follows:</p> <ol style="list-style-type: none"> i. CEW: where do we go from here – what input could the management committee have into the November Cabinet report? ii. JI: Would like to see a flow chart of critical stages of work to be undertaken in sequence or parallel of what will be a complex legal process. iii. JR welcomed the report and requested clarity re the National Lottery Heritage Fund (NLHF) application referred to in Appendix A. AB confirmed that, as agreed at the last meeting, she had registered an interest in this to be taken up, if desired, at a future date. The report refers to possible costs of £124,000-

	<p>£167,000, with a maximum of £160,000 possible from the NHLF, with WFDC committed to contributing £5,000.</p> <p>IM responded further as follows:</p> <p>In light of the Council's worrying financial position which has not been helped by the Covid crisis, WFDC would have to consider carefully the costs quoted by the consultant and, for this reason, are looking to make the transfer at the earliest opportunity. The whole of the site and collection would be transferred to the Trust with no change of status to the collection, etc. In the unfortunate event of the Trust failing at a future date, the site could only be used for charitable purposes.</p> <p>HD reiterated her comments at the last meeting that WFDC appreciated the value the local community placed on the museum, the process would be open and transparent and information shared with the Management committee.</p> <p>The future role of the Management Committee was discussed and it was concluded that it would no longer be needed so would cease to exist when a Trust Board/Shadow Board had been appointed. It would be open to the trustees, if they wished, to consider establishing an engagement/liaison committee with the main stakeholders but this would not play the same role as the current committee.</p> <p>The staff are a huge asset, crucial to the future success of the museum and, in accordance with TUPE, would be transferred to the new Trust who would then make all staff decisions going forward.</p> <p>The Committee all felt that Option 2 was the best way forward and were very keen to ensure a secure future for the museum which has gone from strength to strength over the last 5 years.</p> <p>The Committee is already scheduled to meet on 1st December and it was agreed that JL would be tasked with finding a convenient date in late October for further ad hoc meeting to allow the Management Committee to feed into and ensure the robustness of the November Cabinet report.</p> <p>JL suggested that when a way forward has been agreed, monthly meetings may be necessary next year in order to keep the process on track.</p> <p>HD concluded by reminding Members that if they had any further questions to get in touch with her or JL in order that these can be answered before the next meeting.</p> <p><i>Post meeting note 21st or 29th October dates have been circulated to Members for a majority decision.</i></p>
9.	<p>Any Other Business:</p> <p>None.</p>
10.	<p>There being no further business HD closed the meeting at <u>18:30pm</u> thanking AB for her report and especially for her and her team's effective response to the challenge of reopening the museum so successfully.</p>
11.	<p>Date of Next Meeting(s):</p> <p>Ad hoc meeting end October, date/time tbc</p> <p>Tuesday 3rd December 5:3pm, both remote, joining details tbc</p>

WYRE FOREST DISTRICT COUNCIL
BEWDLEY MUSEUM MANAGEMENT COMMITTEE
VIA ZOOM
5:30PM TUESDAY 21st OCTOBER 2020

Present:

Members	Representing:
Cllr Helen Dyke (Chair),	Wyre Forest District Council
Cllr Paul Harrison (PH)	Wyre Forest District Council
Cllr Anna Coleman (AC)	Wyre Forest District Council
Ms Penny Griffiths (PG)	Friends Bewdley Museum
Cllr Calne Edginton-White (CEW)	Bewdley Town Council
Mr John Iles (JI)	Guild of St George
Ms Jenny Robbins (JR)	Friends Bewdley Museum
Mr Richard Perrin (RP)	Bewdley Development Trust
Officers:	
Steve Brant, Alison Bakr, Ian Miller, Jo Lange (Notes)	

1.	<p>Cllr Dyke opened the meeting, welcoming everyone and apologised for the papers being late coming out due to the many other pressures facing the Council. She stressed that everyone had received these at the same time and hoped Members had had an opportunity to read these. Members were asked to respect the confidentiality of the report/accompanying consultant's report which have yet to be more widely circulated to WFDC Councillors not attending today.</p> <p>It was agreed that the report and accompanying project plan would be considered page by page with officers answering questions as required.</p>
2.	<p>Bewdley Museum - Options Appraisal</p> <p>IM, also apologising for the lateness of the papers, introduced his report noting that he had felt that the figures in the earlier CFP report were very high which was borne out by the report from Caroline Taylor (CT) Consulting which confirmed this.</p> <p>IM clarified the meaning of the Innovation Fund (see 2.5) as monies to be used to cover related costs such as redundancy/consultancy to enable transformation resulting in cost savings to the Council.</p> <p>The initial CFP report called for a Conservation report but IM advised that CT's report referred instead to obtaining a Heritage Asset Survey.</p> <p>It was confirmed that the assets were all Freehold (as preferred by Members) and would be transferred as such, with the exception of the outstanding lease on the Museum store (which is due to expire in 2022-23 (see 4.6)). This would allow the new Trustees to decide how they wished to proceed re storage going forward and to explore possible sharing arrangements etc as they wished. It was also noted that WFDC currently make use of the store which would become chargeable to WFDC following transfer.</p>

Discussing the likely savings to be delivered by the transfer, IM reassured Members that WFDC planned to commit to a very substantial grant funding package of possibly as much as £3-£400,000 over a given period with figures/timescales to be agreed.

It was confirmed that, whilst commercial, the shop could be transferred within the CIO charitable status option whereby Trustees are not personally liable. The report shows these options as open, with future governance arrangements to be resolved by the Council in moving to the creation of the new Board of Trustees.

It was confirmed that all site activities including the TIC are included in the overall transfer as, for the past three years, all staff as part of the overall budget cover both the museum and TIC roles.

It was further noted that the site also includes Bewdley's art gallery which serves to promote the arts (including performing arts) plus the popular craft element, as well as the museum's historical offering. **The full range of activities will be noted in the report.**

An independent external adviser has already been appointed to value the site. Depending on the final valuation it may be necessary to seek the approval of the Secretary of State for the transfer to go ahead. It is hoped that the final figure will be available in time for the 2nd November deadline for inclusion in the completed report.

Members discussed the optimum time for the Shadow Board to start work alongside the existing structure. IM advised that the Project Plan showed the recruitment process as Jan 2021 – Apr 2021 (*NB error corrected on project plan which showed from Jan 2020*). **The report will be amended to ensure that this timescale is brought out more clearly if necessary.**

Recruitment will be via a robust process to ensure that only people with the appropriate mix of skill sets are appointed and prospective candidates were reminded not to volunteer for the selection panel! It is hoped that new candidates may put themselves forward and that the new constitution should cover succession planning to build on for the future.

It was noted that going forward WFDC staff will be limited in their ability to help and that there is no reference in the report to a role for Bewdley Town Council. There would be the possibility however of employing external support if required.

Overall the report was felt to be very good and the timetable, whilst ambitious, is considered to be achievable, focussing peoples' minds on the future of the museum.

It was agreed that it is crucial that, following the publishing of the Cabinet report, the right comms messaging is put out to ensure that this is seen as a positive step rather than the District Council 'walking away'. The fact that the museum is neither closing nor under threat of doing so must be the message with the emphasis on the positive new energy which the new appointments will bring to the museum.

The appropriate due diligence will be put in place **and an extra paragraph was suggested for the report (see 5.2/3) highlighting that the proposed move will have benefits for the community over and above the WFDC cost savings.**

HD thanked everyone for their valuable feedback which will now be incorporated into the draft report and AB/SB were expressly thanked for their input into the project plan.

	Finally HD reminded Members that anyone who has questions or needs further clarification should contact officers for assistance.
3.	There being no further business HD closed the meeting at <u>18:20pm</u> .
4.	Date of Next Meeting(s): Tuesday 3 rd December 5:30pm, remote, joining details tbc

WYRE FOREST DISTRICT COUNCIL

BEWDLEY MUSEUM MANAGEMENT COMMITTEE TUESDAY 1st DECEMBER 2020

The Bewdley Museum Finance Report - Second Quarter 2020/2021

RESPONSIBLE OFFICER:	Tracey Southall, Corporate Director: Resources, Ext. 2100
CONTACT OFFICER:	Alison Bakr, Museum, Ext. 2970
Appendix 1	Revenue Budget Report – Quarter 2 2020/2021

1. Purpose of Report

To present a summary of the financial activities of the Bewdley Museum, Museum Store and Bewdley Tourist Information Centre (TIC) for the second quarter of 2020/2021; April – September 2020.

2. Recommendation

The Committee considers and notes this report.

3. Background

Whilst it is recognised that this Committee is purely of an advisory status with no powers to expend money or set admission fees which is undertaken by the district council, this Financial Summary will be a useful source of management information to Members.

Cabinet on 17th December 2019 agreed the Original Revenue Budget and Capital Programme for 2020/2021, including those for the Museum and TIC.

4. Key Issues

The Cabinet is responsible for overall budget monitoring and receives quarterly reports on Corporate Budget Monitoring from the Chief Financial Officer and the supplemental information in this report follows the same timeframes and key principles.

Each Director of Service is responsible for administration and monitoring of resources allocated to their division, to assist with this, the Chief Financial Officer provides each Director of Service monthly financial statements to assist with budget monitoring. The Museum and TIC Budgets are managed and controlled by Alison Bakr; Museum Manager in close liaison with the Accountancy Section.

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5. Financial Implications – 2nd Quarter 2020/2021

A summarised copy of the approved Revenue Budgets together with actual expenditure and income for the second quarter and resultant variances compared to budget profiles is enclosed as Appendix 1. Explanations for significant variances are provided together with estimated outturn to year end.

6. Legal and Policy Implications

Under the Local Government Act 2003 (sections 25 – 29) budgetary control including regular monitoring and review is the responsibility of Wyre Forest District Council; information provided to the Bewdley Museum Management Committee is to assist them in their advisory capacity.

7. Equality Impact Assessment

This is a financial report and there is no requirement to undertake an Equality Impact Assessment.

8. Risk Management

There are no risk management implications of this report, it is a positive step for this committee to review the Museum budgets and should help maximise the potential for good budgetary control.

9. Consultees

Community Well-being and Environment Officers

10. Background Papers

None.

BEWDLEY TOURIST INFORMATION CENTRE, MUSEUM & STORE - Revenue Budget Finance Report Quarter 2 2020/2021

Detail	2020/21 Original Budget	2020/21 Profiled Budget	Actual Expenditure / (Income) to Quarter 2	Variance Original to Actual	Explanation of Variance	Projected Year End Outturn
	£	£	£	£		£
A050 MUSEUM STORE - R060						
<u>EXPENDITURE</u>						
Employee Costs	17,250	8,625	8,630	(8,620)	Expenditure in line with budget.	17,240
Premises Related Expenditure	33,630	16,815	15,426	(18,204)	Expenditure slightly lower than profiled budget. Small change to projected year end outturn.	32,260
Supplies & Services	3,390	1,695	1,210	(2,180)	Expenditure slightly lower than profiled budget mainly due to the restoration budget. This has also been reduced in the projected year end outturn.	2,340
GROSS EXPENDITURE	54,270	27,135	25,266	(29,004)		51,840
<u>INCOME</u>						
Contribution from External Bodies	(3,080)	(1,540)	0	3,080	Contribution from Kidderminster Town Council for use of the Museum Store.	0
GROSS INCOME	(3,080)	(1,540)	0	3,080		34,600
NET EXPENDITURE/(INCOME)	51,190	25,595	25,266	(25,924)		51,840
A055 BEWDLEY MUSEUM - R065						
<u>EXPENDITURE</u>						
Employee Costs	253,650	126,825	126,278	(127,372)	Expenditure in line with profiled budget. Projected year end outturn updated and matched by recharges - salaries below.	271,080
Premises Related Expenditure	84,120	42,060	27,889	(56,231)	Expenditure is lower than profiled budget mainly due to Covid-19. This is mostly in relation to repairs and maintenance of buildings, maintenance of grounds and electricity. The reduction is reflected in the projected year end outturn.	66,960
Transport Related Expenditure	50	25	8	(42)	Mileage expenses / rail tickets.	50
Supplies & Services	70,280	35,140	33,274	(37,006)	Expenditure is currently in line with profiled budget. However, projected year end outturn has been increased by £10,430. This is mainly caused by a reduction in expenditure due to Covid-19 for purchase of sales materials, equipment purchase and repair, publicity and promotion, and information points and signposting. Additional expenditure is also expected for grant funded projects, reflected in the projected year end outturn and matched below in grant income.	80,710
Activities, Courses, Holiday Workshops & Lectures	6,800	3,400	1,170	(5,630)	Small amount of expenditure to date. Projected year end outturn has been reduced to £3,000 due to Covid-19. Corresponding income has also been reduced.	3,000
Third Party Payments (Services Provided)	90	45	90	0	Phonographic performance licence - no more expenditure expected.	90
Support Services	30,310	15,155	16,930	(13,380)	Expenditure in line with budget.	35,160
Capital Charges	38,630	19,315	19,315	(19,315)	Expenditure in line with budget.	35,540
GROSS EXPENDITURE	483,930	241,965	224,954	(258,976)		492,590
<u>INCOME</u>						
Grant Income	0	0	(18,503)	(18,503)	Remaining grant Income from the Arts Council for Brass Tacks project and ZoomTech project at Bewdley Museum. Matched by expenditure above. Also new grant for Art Fund project also matched by expenditure above.	(18,500)
Use/release of Earmarked Reserve	0	0	(41)	(41)	Earmarked reserve. This is income mainly from visitor donations to match expenditure in supplies and services.	(1,110)
Sales	(1,000)	(500)	(98)	902	Income for sales. Projected year end outturn has been reduced to £300 due to Covid-19.	(300)

Detail	2020/21 Original Budget	2020/21 Profiled Budget	Actual Expenditure / (Income) to Quarter 2	Variance Original to Actual	Explanation of Variance	Projected Year End Outturn
	£	£	£	£		£
Bewdley Museum Donation Income	0	0	(1,151)	(1,151)	Bewdley Museum donation income. Projected year end increased, and matches expenditure in supplies and services above.	(4,000)
Rents	(1,000)	(500)	(120)	880	Income for room hire at the Museum. Projected year end outturn has been reduced to £500 due to Covid-19.	(500)
Craft Shop Licences	(17,670)	(8,835)	(7,113)	10,557	Income from licence fees from craft shops and cafe.	(17,670)
Museum Events and Activities Income	(10,000)	(5,000)	(1,613)	8,388	Income for Museum Events and Activities - offset by expenditure above in Activities, Courses, Holiday Workshops & Lectures. Projected year end outturn has been reduced to £5,000. Expenditure above has also been reduced.	(5,000)
	(53,800)	(26,900)	(14,166)	39,635	Income from shop sales, offset by expenditure above in supplies and services. Projected year end outturn has been reduced to £43,800 due to Covid-19 and corresponding expenditure has also been reduced.	(43,800)
Commission and Shop Profits						
Advertising Income	(100)	(50)	0	100	Advertising income no longer achieved so projected year end outturn reduced to £0.	0
Service Recharge for Energy	(3,000)	(1,500)	(550)	2,450	Electricity charges for the teashop at the Museum - matched by expenditure in Premises Related Expenditure above.	(3,000)
Recharges - Salaries	0	0	(8,630)	(8,630)	Salary recharge for Museum Store.	(17,240)
GROSS INCOME	(86,570)	(43,285)	(51,984)	34,586		(111,120)
NET EXPENDITURE/(INCOME)	397,360	198,680	172,970	(224,390)		381,470
A055 BEWDLEY MUSEUM COMMERCIAL ACTIVITY - R066						
<u>EXPENDITURE</u>						
Employee Costs	6,470	3,235	574	(5,896)	Salaries for museum commercial activities. Expected later in the year (dependent on Covid-19).	6,470
Activities, Courses, Holiday Workshops & Lectures	18,510	9,255	558	(17,952)	Expenditure offset by income below. Projected year end outturn has been reduced due to Covid-19 and corresponding income has also been reduced.	8,910
Support Services	4,790	2,395	2,471	(2,319)	Expenditure in line with budget.	4,950
GROSS EXPENDITURE	29,770	14,885	3,603	(26,167)		20,330
<u>INCOME</u>						
Grant Income	0	0	(1,401)	(1,401)	Grant income from WMMD Museums West Midlands re Dementia Grant for a project called Forging Memories and WCC Divisional Fund . Matched by expenditure above.	(1,400)
Fees Miscellaneous (no order / Invoice)	(10,000)	(5,000)	0	10,000	Income for BLITZ project and Severn Valley. Projected year end outturn reduced to £0 as these aren't currently being run due to Covid-19.	0
Fees - Education & Instructional	(20,000)	(10,000)	(45)	19,955	Income generated from Groups. Projected year end outturn reduced to £10k due to Covid-19.	(10,000)
Wedding Ceremonies and Receptions	(15,000)	(7,500)	(6,656)	8,344	Income for Wedding Ceremonies and Receptions. Partly matches expenditure above in Supplies and Services but projected year end outturn reduced to £5,000 due to Covid-19.	(5,000)
Museums Events and Activities Income	(10,000)	(5,000)	(945)	9,055	Income for Museum Events and Activities. Projected year end outturn reduced to £4,000 due to Covid-19.	(4,000)
GROSS INCOME	(55,000)	(27,500)	(9,047)	45,953		(20,400)
NET EXPENDITURE/(INCOME)	(25,230)	(12,615)	(5,444)	19,786		(70)
TOTAL TIC, BEWDLEY MUSEUM AND STORE	423,320	211,660	192,792	(230,528)		433,240

Bewdley Museum Staff Update for Management Committee meeting December 1st 2020

The museum re-opened for the Summer and Autumn and the café and shop both managed to re-coup some of the lost income due to the three month closure.

Currently we have savings of 216,052 against our expenditure at the same time last year. We have achieved 76,509 in income against a target of 141,570.

We have closed and re-opened twice and during that time made the site safe and developed an online offer for our activities, education programmes and our shop.

2020 Exhibition Programme

The exhibition season has finished now and will open in March with the Methodist art exhibition.

Education

Online offer has been developed and is ready to go out to schools. It has been sent out to a couple of schools for review and will be fully marketed in the spring ready for the new season. The trailer is on our website and has been on Facebook.

Staff

We have two current vacancies.

Events and activities

There are three final events planned for 2020. These will go ahead when we re-open with ticket sales going really well. They are all socially distanced and in set time slots to minimise numbers.

Paranormal Investigation and Guided Tour- Friday 4 December

Pantomime 6th December

Father Christmas Weekend 19 and 20 Dec- Green Theatre

Wedding update

No weddings for the rest of this year.

Shop and Tourist Information Centre

Call and collect offer started on 12th of November and people have started to use it. Item for sale are on our website and this is an area that has the potential to do well.

Cafe

The café continues to do well, offering take away from the gardens.