

Bewdley Museum Management Committee

Agenda

5.30pm

Tuesday 2nd March 2021

Teams – [Click here to join the meeting](#)
or see appointment for joining details



BEWDLEY MUSEUM MANAGEMENT COMMITTEE

5:30pm Tuesday 2nd March 2021

Teams – [Click here to join the meeting](#)

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 1 st December 2020
3.	Matters Arising from the minutes
4.	<u>The Bewdley Museum Finance Report – 3rd 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 20/21.
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.	Bewdley Museum – setting up independent trust To receive a verbal update from the Chief Executive and Museum Manager
9.	Any Other Business
10.	Next meeting: 8 th June 2021 5:00pm (Teams)

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 1st DECEMBER 2020

Present:

Members	Representing:
Cllr Helen Dyke (Chair),	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
Mr Richard Perrin (RP)	Bewdley Development Trust
Officers:	
Steve Brant, Alison Bakr, Ian Miller, Jo Lange	

1.	Apologies for Absence: None
2.	Cllr Dyke welcomed everyone to the meeting thanking them for attending.
3.	<p>Notes of Meeting of 8th September/21st October 2020/Matters Arising:</p> <p>Agreed as an accurate record with the exception that the likely future grant funding package was £3-400,000 per annum and not a one off; notes amended accordingly.</p> <p>Members were reminded that the valuation figure for the site given in the Cabinet report dated 10th November is £780,000.</p>
4.	<p>Bewdley Museum Financial Report – second Quarter 2020/21</p> <p>AB advised that the team are still trying to meet their targets despite the interruptions to trading this year resulting from the C19 outbreak, helped by savings on repairs/maintenance as at same time 2019 plus leaving two vacancies unfilled.</p> <p>JI took this opportunity to pass on his thanks to the team for their wonderful efforts and positive attitude in re-opening the museum to the public to visit safely and adapting the museum’s shop/educational offering via greater use of technology.</p> <p>It was confirmed that the Garfield Weston £10,000 exhibition grant income is earmarked for use in 2021 and support services/capital charges were defined as recharges for admin/HR/Audit/Accountancy and capital charges as charges back for repairs, eg to the roof, respectively.</p>
5.	<p>Museum Staff Report</p> <p>AB provided a brief report due to the interruption to opening caused by the latest lockdown. Everything is now in place for reopening on 3rd December which is now more straightforward as the team are able to build on their past experience, with a plan for each of the different income streams, events/weddings/retail etc to operate safely.</p>

	<p>Events sell out really quickly when people are again able to book and following the success of the outdoor Halloween event, which proved that the weather is no barrier, Father Christmas (who gives his time for free) is now able to visit and is expecting 250 children in the gardens, a sell out event at £5 per child who will each receive a locally sourced gift from museum stock.</p> <p>AB confirmed that, other than one incident when a couple had attempted to use the site toilets whilst the museum was closed, visitors were complimentary and appreciated the team's hard work in enabling them to visit. In some other area museums have not reopened which has resulted in some people travelling further to visit Bewdley instead.</p> <p>CEW noted how impressed she was with the way the educational team have adapted and, by embracing technology, have continued with their work online.</p> <p>RV noted the very positive effect of being able to visit on peoples' wellbeing and mental health which had helped them to get through a very hard year with flooding, followed almost immediately by the C19 crisis.</p>
6.	<p>Action Plan progress</p> <p>Although it is early days AB reported that the transition team are meeting weekly and are currently researching a specification, role profile, skills sets, etc, for the recruitment to the Trustee posts. External consultants will be appointed to assist with legal issues covering governance structure/business planning aspects with the remainder to be carried out in house.</p>
7.	<p>Friends of Bewdley Museum Update</p> <p>There was no written report, the Friends are waiting for the outcome of the transition and how best they can support going forward.</p>
8.	<p>Guild of St George Update</p> <p>Like the Friends, the Guild are waiting to see how best they can offer support and thanked IM for his work in getting the approval of Cabinet/Council for the proposals. It is appreciated that there is a lot of detailed work to do and the Guild are keen to help where they can. The Guild are considering putting forward a candidate for a Trustee to maintain their historic association with the site since it came into being.</p>
9.	<p>Item for disposal: BEWDM: 1973-152 root seed drill made by Corbett of Shrewsbury</p> <p>Disposal agreed given that this is outside of the museum's current remit and in need of quite extensive restoration. It was suggested that in order to obtain the best price it could be sold via Halls regular machinery sale or possibly via eBay.</p>
10.	<p>Bewdley Museum - Options Appraisal</p> <p>IM provided a verbal update on progress commenting that this had largely been covered already by AB as above. He further noted that external recruitment may give the best reach and that, whilst it seems a long way ahead, the time will go very quickly.</p> <p>CEW noted that the Trustee work in the Action Plan for Jan 21 is well on target and stressed the importance of the financial support package and the necessity of future proofing the destiny of the museum for the people of Bewdley via incorporation into the legal contract in case of any failure of the new structure in the years ahead.</p>

	<p>IM noted that this is the subject of a question from Cllr Coleman to Cllr Dyke at 9th December Council and it would therefore be inappropriate for him to provide a full response at this meeting. HD advised that she was aware of CEW's concern and assured Members that WDFC is keen for this move to be successful.</p> <p>Jl commented that a possible solution would be for Bewdley Town Council to underwrite the future of the museum in their Articles of Association.</p>
11.	<p>Any Other Business:</p> <p>None.</p>
12.	<p>There being no further business HD closed the meeting at <u>18:10pm</u>, wishing everyone a happy and healthy Christmas.</p>
13.	<p>Date of Next Meeting(s):</p> <p>5:30pm on 2nd March 2021 (Teams). No further dates set for 2021 pending move to Trust.</p>

WYRE FOREST DISTRICT COUNCIL

BEWDLEY MUSEUM MANAGEMENT COMMITTEE
TUESDAY 2nd MARCH 2021

The Bewdley Museum Finance Report - Third 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 3 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 third quarter of 2020/2021; April – December 2021.

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 22nd December 2020 agreed the Revised 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.

/continued....

5. Financial Implications – 3rd Quarter 2020/2021

A summarised copy of the approved Revenue Budgets together with actual expenditure and income for the third 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 3 2020/2021

Detail	2020/21 Revised Budget	2020/21 Profiled Budget	Actual Expenditure / (Income) to Quarter 3	Variance Revised to Actual	Explanation of Variance	Projected Year End Outturn
	£	£	£	£		£
A050 MUSEUM STORE - R060						
<u>EXPENDITURE</u>						
Employee Costs	17,240	12,930	12,930	(4,310)	Expenditure in line with budget.	17,240
Premises Related Expenditure	32,260	24,195	32,239	(21)	Expenditure higher than profiled budget due to rent of property for full year and actual meter readings for electricity.	32,260
Supplies & Services	2,340	1,755	1,721	(619)	Expenditure in line with budget.	2,340
GROSS EXPENDITURE	51,840	38,880	46,890	(4,950)		51,840
NET EXPENDITURE/(INCOME)	51,840	38,880	46,890	(4,950)		51,840
A055 BEWDLEY MUSEUM - R065						
<u>EXPENDITURE</u>						
Employee Costs	272,490	204,368	188,310	(84,180)	Expenditure for salaries. Projected year end outturn expected to be £272,490.	272,490
Premises Related Expenditure	66,960	50,220	41,343	(25,617)	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 cleaning of toilets.	66,960
Transport Related Expenditure	50	38	20	(30)	Mileage expenses / rail tickets.	50
Supplies & Services	80,710	60,533	46,046	(34,664)	Main underspends are due to equipment purchase and repair and display materials. This is mostly for grant funded projects and matched below in grant income. Any underspends will be carried forwards to the next financial year when the projects can be completed.	80,710
Activities, Courses, Holiday Workshops & Lectures	3,000	2,250	1,919	(1,081)	Expenditure slightly lower than expected as effected by Covid-19 closures.	3,000
Third Party Payments (Services Provided)	90	68	90	0	Phonographic performance licence - no more expenditure expected.	90
Support Services	35,160	26,370	25,942	(9,218)	Expenditure in line with budget.	35,160
Capital Charges	35,540	26,655	28,973	(6,568)	Expenditure in line with budget.	35,540
GROSS EXPENDITURE	494,000	370,500	332,643	(161,357)		494,000

Detail	2020/21 Revised Budget	2020/21 Profiled Budget	Actual Expenditure / (Income) to Quarter 3	Variance Revised to Actual	Explanation of Variance	Projected Year End Outturn
	£	£	£	£		£
INCOME						
Grant Income	(18,500)	(13,875)	(18,503)	(3)	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	(1,110)	(833)	(41)	1,069	Earmarked reserve. This is income mainly from visitor donations to match expenditure in supplies and services.	(1,110)
Sales	(300)	(225)	(268)	32	Income for sales. Projected year end outturn has been reduced to £300 due to Covid-19.	(300)
Bewdley Museum Donation Income	(4,000)	(3,000)	(1,547)	2,453	Bewdley Museum donation income. Projected year end increased, and matches expenditure in supplies and services above.	(4,000)
Rents	(500)	(375)	(360)	140	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)	(13,253)	(12,285)	5,385	Income from licence fees from craft shops and cafe.	(17,670)
Museum Events and Activities Income	(5,000)	(3,750)	(4,185)	816	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)
Commission and Shop Profits	(43,800)	(32,850)	(25,867)	17,933	Income from shop sales, offset by expenditure above in supplies and services. Projected year end outturn has been reduced to £33,800 due to the impact of Covid-19.	(33,800)
Service Recharge for Energy	(3,000)	(2,250)	(1,676)	1,324	Electricity charges for the teashop at the Museum - matched by expenditure in Premises Related Expenditure above.	(3,000)
Recharges - Salaries	(17,240)	(12,930)	(12,930)	4,310	Salary recharge for Museum Store.	(17,240)
GROSS INCOME	(111,120)	(83,340)	(77,661)	33,459		(101,120)
NET EXPENDITURE/(INCOME)	382,880	287,160	254,982	(127,898)		392,880
A055 BEWDLEY MUSEUM COMMERCIAL ACTIVITY - R066						
EXPENDITURE						
Employee Costs	6,470	4,853	1,991	(4,479)	Salaries for museum commercial activities. Lower than expected as reduced activities and events due to Covid-19.	6,470
Activities, Courses, Holiday Workshops & Lectures	8,910	6,683	1,690	(7,220)	Expenditure offset by income below. Lower than expected as reduced activities and events due to Covid-19.	8,910
Support Services	4,950	3,713	3,702	(1,248)	Expenditure in line with budget.	4,950
GROSS EXPENDITURE	20,330	15,248	7,383	(12,947)		20,330
INCOME						
Grant Income	(1,400)	(1,050)	(1,401)	(1)	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)	0	0	0	0	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	(10,000)	(7,500)	(1,532)	8,468	Income generated from Groups. Projected year end outturn reduced to £10k due to Covid-19.	(10,000)
Wedding Ceremonies and Receptions	(5,000)	(3,750)	(3,769)	1,231	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	(4,000)	(3,000)	(2,525)	1,475	Income for Museum Events and Activities. Projected year end outturn reduced to £4,000 due to Covid-19.	(4,000)
Income - Miscellaneous	0	0	(29)	(29)		0
GROSS INCOME	(20,400)	(15,300)	(9,256)	11,144		(20,400)
NET EXPENDITURE/(INCOME)	(70)	(53)	(1,873)	(1,803)		(70)
TOTAL TIC, BEWDLEY MUSEUM AND STORE	434,650	325,988	299,998	(134,652)		444,650

Bewdley Museum Staff

Report February 21

2021 Exhibition Programme

The Methodist art exhibition has been postponed until 2022.

The Macdonald Sisters – 17 April to 18 July (dates dependant on lockdown restrictions being lifted)

Sarah Stokes – provisional dates 31 July to 30 August (postponed from 2020)

Glynis Powell - provisional dates 4 September to 3 October (postponed from 2020)

Education

An 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 face book.

We are starting to expand the outreach offer and developing a programme to take out to schools.

Development of Bronze Age Programme for schools as part of an exhibition in Autumn.

We offered three walks to the general public over November and December that were well supported based on Bewdley as a riverside port and the industries of the past. Work will continue to develop this programme and potentially work in partnership with Severn Valley Railway in the spring.

Staff

We have two current vacancies. The recruitment has been on hold whilst we are closed due to Covid to make savings. This will be reviewed this at the beginning of March.

Staff worked in the shop, on site and supported events until 23 December. They do not come in throughout January and started back at the beginning of February. They have been busy with the Maintenance Programme for the museum, looking after Jubilee Gardens and assisting with the set up of the exhibition starting in Spring.

Events and activities

Paranormal Investigation and Guided Tour- Friday 4 December- Cancelled due to Covid Restrictions.

Pantomime 6 December

The Pantomime went ahead outside in the Green Theatre to enable a safe and secure environment due to Covid. We kept numbers reduced to 100 to enable safe social distancing. Customers had to purchase a ticket in advance. Staff seated customers to ensure social distancing was maintained.

Father Christmas Weekend 19 and 20 Dec- Green Theatre

Children were able to meet Father Christmas in the Green theatre and receive a present. We reduced the numbers to 100 a day and people booked time slots. We were able to have live music over the two days in the gardens under a Covid Secure Environment. All necessary risk assessments were carried out and the Police were notified of the event. This event sold out within 2 weeks.

Events planned for 2021 depending on Lockdown restrictions being lifted

Easter Egg Hunt and Childrens Craft Activities are planned for 2 weeks, Childrens Activities, Spring bank.

Heartbreak Productions presents Mr Stink, a David Walliams story as an Outdoor Theatre Production on Sunday 6 June in the Green Theatre.

Childrens Summer Activities will continue throughout the 6 week School Holidays.

Cherry Fair and 1940's weekend 24 and 25 July

Heartbreak Productions presents The Great Gatsby, Outdoor Theatre Production on Sunday 8 August in the Green Theatre.

Summer Music in the Gardens by Boogaloo Babes on Saturday 21 August.

Heritage weekend 18 and 19 September- Bronze Age Display/Event

Halloween activities and Event 25-31 October

Pantomime- Dick Whittington –Sunday 5 Dec

Father Christmas Weekend 18 and 19 Dec

All events will be ticketed.

Shop and Tourist Information Centre

The shop continued trading until 23 December. The shop was very busy and shop sales were good. Local people continued to support the shop and felt safe to shop buying gifts for Christmas. The local beers, jams and unique gifts were extremely popular.

New lines and ranges have been purchased in readiness for reopening when restrictions are lifted.

Café

The Café saw more visitors this Christmas due to them opening 7 days a week rather than 3 days. They were also very busy due to the café having outdoor seating under cover in the Saw yard and the marquee which made them feel very safe due

to Covid. The live music in the Gardens during Father Christmas Weekend enhanced café sales.

Weddings

A number are booked for 2021, we are in touch with people to update them about numbers and changes under social distancing guidelines.