

Curator's report to Museum Committee, Tuesday 15th December 2020



**Trowbridge
MUSEUM**

Clare Lyall - Curator and Head of Cultural and Neighbourhood Services

Hannah Lyddy - Museum Manager

David Birks - Learning and Outreach Officer

Vacant Position - Assistant Learning and Outreach Officer

Nikki Ritson - Collections and Exhibitions Officer

Tessa Kerslake - Marketing and Events Officer

Andrea Bartlett - Retail and Income Generation Officer

Richard Alley - Museum Assistant

1. STAFFING/ TRAINING

1.1 Impact of Covid- 19 – With the government announcement on October 31st of the country entering into a second lock down, we took the decision to revert back to working on site in smaller bubbles. This was to minimise the amount of people that staff were coming in to contact with. Our bubble of 6 became two bubbles of three, with each bubble on site and working at home respectively, avoiding each other.

1.1.2 Volunteers - We also took the decision to temporarily pause working on site with volunteers for the safety of them and the team.

1.2 Staff – We are pleased to announce that Nikki Ritson was offered and has accepted the role of Collections and Exhibitions Officer. Nikki has worked in the Collections department (as well as Learning and Outreach!) for the last eight years, and hopes to combine her experience in education with this role, increasing access to our objects as a learning resource.

1.2.2 Training - TK undertook the following free training this quarter: South West Museum Development Programme: Engaging with your collections online and Digital Storytelling with a collections focus and Association for Cultural Enterprises: Commercialisation: Transitioning from the Physical to the Digital: How to Succeed on #MuseumShopSunday

1.3 Volunteers – This quarter we have welcomed 4 new members to our volunteer team.

1.3.1 We were incredibly saddened to hear the news of the passing of one of our longest standing volunteers Roger Newman. A fount of knowledge, an incredible supporter and the loveliest of gentleman. The Museum will not be the same without him. Our thoughts are with Jackie and Tim (also a volunteer) at this terribly sad time.

1.4 Value Exchange – Before the second lock down we were grateful to have the support of volunteers on site. The Town Council received volunteer support for the Museum and its activities equating to £2,175 (General: 3 hrs - £75, Learning & Outreach: 0 hrs - £0, Collections: 84 hrs - £2,100).

2. OPERATIONAL

2.1 New signage – We have put together a signage brief for all the sundry signage that accompany a project like this (toilets, way out, entrance etc.) and hope to have these installed early in the new year. They have been designed to be autism and dementia friendly, with lots of illustrations to accompany the wording.

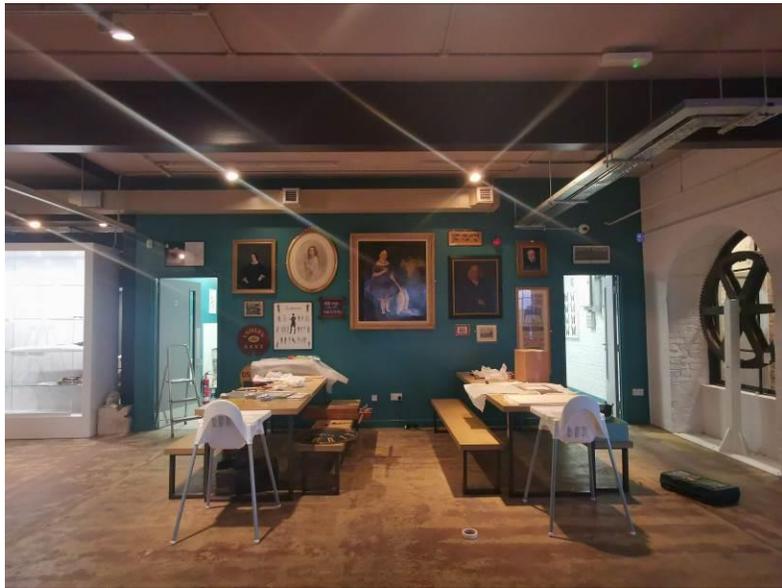
2.2 Fire inspection sign off - We had a visit from a Fire and Wiltshire Council Officer in September. We need to have some sealant replaced in some of the fire doors and hang additional fire escape signage; once this is done, they will return to sign us off officially in January.

3. COLLECTIONS

3.1 Project work- all of the staff are still working on getting the collection back in the store. Most boxes and larger objects have now been worked through. Once the final objects are situated, the air conditioning and dehumidifier will be turned on in the Collection store. The temperature and humidity must be adjusted gradually to avoid 'shock' to the objects causing possible damage (thankfully the colder weather will help to avoid this).

3.2 Volunteers - were able to join us on site (prior to 5/11/2020 lockdown 2.0) and they have been helping update MODES (our Collection database) with the new object locations. We are changing the way some objects are being stored, collection volunteers are assisting in the transferral of these objects. We hope to continue to train more volunteers in collection handling so that they can continue supporting us when the museum reopens.

3.3 New Collection objects - We have been working through new donations, including those from the Friends of Trowbridge Museum's storage units and the old Wiltshire Times Office.



4. EXHIBITIONS

4.1 Graphic panels - We are now very close to being able to sign off our new exhibition graphic panels. We have written the text, almost all the images have been scanned and we are just going through final tweaks with the designers.

4.2 Installation - We have started looking out objects to put on display. The costume case has all of the pieces on mannequins, the chemist case has been completed, awaiting labels, and many of the other cases are now filling up. We have also been displaying paintings and photographs from our collection, most of which have never been displayed in the museum. We will be working again with Beaufort Bespoke (our exhibition fit-out contractors) in the coming weeks. We need help with the installation of our larger (and heavier!) objects.

4.3 Illuminating the Overlooked- progress continues on our first temporary exhibition, 'Illuminating the overlooked', Andrea has taken on much of the correspondents with Jen Hamblin, whilst the other staff prepare the permanent displays. Jen will soon come on site to collect a variety non- accessioned objects to use as part of the exhibition that will be mobile, and taken off- site to visit different parts of the community.

5. LEARNING & OUTREACH

Despite Learning and Outreach activities having been largely curtailed due to COVID-19 restrictions and the need to focus on readying the Museum for reopening, we ran 12 activities and workshops this quarter and engaged with 806 people.

5.1 School Workshops & Lifelong Learning - We ran 9 school sessions for 20 classes and engaged with 682 primary school children. We led three guided walks for St John's that focussed on the town's woollen heritage. We trialled our new tour guide walkie-talkie system, which worked very well, the children enjoyed using them and it proved much easier to keep the group engaged. We planned three walks for year 2 classes but were unable to facilitate them due to the second lockdown. Our solution was to record the guided walk and edit it into a short film so that each class can view it in the classroom. Our online lessons (for The Mead, Castle Mead and St Johns) have covered Thomas Helliker, Abraham Bowyer, the Woollen Trade and Victorian Seaside. We are working on a remote Christmas session for Shockerwick House, BUPA care home. Oasis Longmeadow have taken a woollen industry loans box for use in the classroom.



5.2 Not In A Pub Quiz - We ran another three online quizzes which were very successful.

5.3. Learning Hub - We have been purchasing equipment for the new Learning Hub including tables and chairs, whiteboard equipment for seminars and lessons and an oven, for period cooking sessions.

5.4 BBC Wiltshire - Museum Passion: Hannah, David and Andrea recorded several pieces on favourite museum objects for BBC Wiltshire's Museum Passion items. Three of our picks were voted for by listeners (a Victorian wedding dress, the Spinning Jenny and a teasel Hand) and featured on the radio. In all 3 we beat Wiltshire Museum's picks so we were rather chuffed!

6. MARKETING AND EVENTS

6.1 Website – Brightside have developed a proposal to refresh the website, with the addition of brand new pages and removal of outdated ones. The new website will be fully compliant with accessibility requirements. Work on the website begins in December, to finish in January, ready for the Museum to relaunch in March.

6.2 Social Media Marketing – In the run up to the festive period, to maintain engagement during lockdown, we have been creating weekly 'Festive Friday' craft videos, alongside collection insights and museum 'sneak peeks' and the museum team continue to feature in vlogs led by Nikki.

6.3 Print Marketing – We have begun to develop a new museum map/guide with Brightside, which will be a fantastic resource for visitors, as well as a channel for promotion.

6.4 Monthly updates- These continue to be a fun way to engage the wider community with our work. Part of November's update can be seen below:





This month we had the lovely job of creating a gallery wall for our 'picnic' area. It was difficult narrowing down images and even more difficult making sure they were all straight (Roger Brown we're looking at you!), but we are so pleased with the outcome. One of the most enjoyable parts of the expansion process is handling objects. Finding gems you have not seen before or seeing them in a new light. We love our collection (...well most of it) and can't wait to be able to share more of it with you!



Although we are unable to have volunteers on site, some can't resist still helping! A special thank you must go to Moira who is sorting out and checking off barcodes. Each box or large object was given a barcode during the move so we could ensure it all returned. It's a job we have all been avoiding, but look at that organisation!

This month was particularly tough with the passing of Roger Newman. Roger has been a weekly shop volunteer for as long as we can remember, but also volunteered with the collection & as Father Christmas. His knowledge & passion for the town will be greatly missed.



Stumpy's big makeover!

Stumpy was feeling very left out as the museum was being spruced up, so had a make over of his own! We think he looks baariliant!

Don't worry the original stumpers will still be in the museum for a cheeky cuddle!

Get into the Christmas spirit with our Festive Fridays crafts on Facebook & inst agram!

Lockdown will not stop us!

Although we are having to postpone school trips again, we are trying to think of inventive ways to keep up our engagement with schools and groups.

As well as online sessions, this month David and Nikki hit the street of Trowbridge to record a 20 minutes history tour.

The weather played havoc on our first attempt, but armed with a microphone and a milder day, take 2 was a success and we will be trialling it with a school soon! If the video goes well, we will create more videos on different topics and can charge a small fee for schools, care homes and day centres to use them.

This month has included:

- 1 new microphone
- 60 folding chairs
- 1 poo near miss
- 2 looms assembled
- 3 packs of chocolate
- 1 oven
- 5 yellow lamps
- 1 eggy smell
- 2 costumes mounted
- 10 new tables
- 0 birds in the window-YAY

★
Andrea has been busy designing & buying new stock for the museum shop. There will be unique & exclusive museum branded items...
★
And in time for Christmas.

★
Keep an eye out for our 'pop up shop' coming soon!



7. TOURISM AND EVENTS

Engagement figures this quarter (Aug, Sep, Oct): Schools (digitally): 536, Other Groups: 0, Website: 2,049, Digital (FB, Twitter and Insta post engagement): 5,678

7.1 Museum Re-Launch – We are now confident we will reopen in March 2021, and are preparing our launch events to be COVID-19 safe, with the view that restrictions can be scaled back if permitted. We will hold a Councillor/ Press preview evening on Friday 26th March, and then have our community opening on the 27th March. An 'official' launch will be held following this depending on COVID-19 guidelines. Tessa is currently liaising with Paul Mountford, Lieutenancy Officer to secure a Royal guest – the date of the official launch will be determined by their availability.

8. PARTNERSHIP WORKING

8.1 Court Street Gallery - We continue to work with The Court Street Gallery on our planned temporary exhibition 'Illuminating the Overlooked'.

8.2 Trowbridge Town Hall – On the 12th November I was part of an interview panel for a new member of the Town Hall Trustee Board. Amber Massie-Blomfield has extensive experience of working with Camden Arts Centre and will be an excellent addition to the Board.

8.3 Drawing Projects at Bridge House – It is five years since Bridge House opened in Trowbridge and it is an excellent addition to the town's cultural scene. Girl Friday sessions have now started again Miranda's café re-opened prior to the second lockdown. Bridge House has benefitted from the receipt of some central government funding which has helped it stay viable.

9. RETAIL AND INCOME GENERATION

9.1 Shop stock - This is being ordered and delivered in anticipation of some trading opportunities during December, we still hope to hold a number of pop- up shop days during the festive period.

9.1.2 Bespoke products - Our tote bag (selling price £7.50) and tea towel (selling price £6.50) featuring the museum mascot 'Stumpy' have also arrived. These are made from unbleached 100% cotton and printed with our unique design here in the UK. The china mug will be delivered next week, (selling price £8.50). We will also be selling other branded products.

9.2 New till system - Andrea is learning how to use the epos system and record all deliveries using the stock control function and has also set up the bar code label printer, so all products can be scanned at the till.

9.3 #MuseumShopSunday - We will be revealing some of our products on social media on Sunday 29th November as part of the international #MuseumShopSunday event.

9.4 Pop up shop - We are waiting for the final details to be confirmed about new the Covid restrictions following the end of this current lockdown before we announce the December dates for our 'pop up' shop in the museum. Only the shop area will be accessible, the rest of the museum will be screened off, and all necessary safety measures will be taken, with Perspex screens around the till and a system in place to limit the numbers of shoppers at a time.

9.5 Research Library - Following the 'Small Project Big Difference' grant award from SWMD, 'Digital Thirty8' have been appointed and work has begun to develop the online digital index of our library's contents, aiming for completion by the end of January 2021.

9.6 Illuminating the Overlooked - An application to the Art Fund's 'small project grant' programme was prepared and submitted in October, this was to support the artists creating our opening exhibition 'Illuminating the Overlooked'. The level of demand and competition for funding is currently at an all-time high due to the impact of the pandemic on the whole cultural sector and unfortunately we weren't successful (but we tried!).

9.7 Crowdfunding - We are taking part in a free Crowdfunder campaign sponsored by the Museums Association as part of their support to help Museums recover from Covid. Our project is to try and raise money (£3000) to conserve two flapper dresses from our collection, to enable us to display them for visitors to see in the future. They are very beautiful dresses donated by a local family but in such an unstable condition they cannot be removed from the store at the moment. The campaign launches on 28th November for four weeks, fingers crossed we achieve our target, can conserve and save these dresses and display them in our costume case.

<https://www.crowdfunder.co.uk/restoration-of-two-1920s-flapper-dresses>



10. MUSEUM EXPANSION PROJECT – ONWARDS AND UPWARDS (CL)

The final claims to the NLHF for the main contract works have now been paid. This leaves around £80,000 of NLHF grant to be claimed to cover activity and operational costs including support for three members of staff for the 2021/22 financial year. The Project will not be carried forward as a cost centre into 2021/22 so the grant will show as a contribution towards operational costs in cost centre 101. Savings on additional items of capital expenditure, which have been covered by the main contract and the fit-out contract have been made to off-set against over budget items in these contracts. The overall project is likely therefore to come in only just over budget.

10.1 Project History

Our successful round one pass with the National Lottery Heritage Fund (NLHF) secured £100,000 towards the development stage, which allowed us to complete the work required to complete our successful round two application to the NLHF for £1,172,500 million, which was submitted in May 2017. The Museum sought funding from others of around £200,000 and the town council is making a contribution of around £1million, funded by reserves and borrowing (£900,000 costing just under £50,000 per annum) over the 25 years of a new lease for two floors of Home Mill.

The new museum is due to open in March 2021.

Trowbridge Museum must undergo Accreditation every four years. This is an external independent assessment and covers every aspect of the Museum operation, from being appropriately resourced to employing suitably qualified staff. Without Accreditation, the Museum would not be able to obtain major funding from external bodies including the NLHF. Trowbridge Museum underwent a semi-assessment during 2017/18 and therefore much of the focus of work prior to commencing the Development Phase of the project was on Accreditation.

During the closure period (from June 2019) the Museum implemented the project **Activity Plan**, which was developed during the Development Phase, and enabled our Learning and Outreach service to continue to offer a series of workshops in other locations and outreach services.

The Museum also continues to work with our partners to enhance Trowbridge as a tourism destination, supported by the Information Services department.

10.2 Design & Interpretation - The staff have finalised the panels and are in the process of proof reading the drafts. Work has been impacted by the lockdowns and the return to work bubbles and the fact that volunteer support can no longer be utilised.

10.3 Shires - The removal of the Shires fire alarm equipment from the Museum stairwell has been completed and verified by Select.

10.4 National Lottery Funding monitoring – We held our remote meeting with Ellen Dempster and Tom Brewer on the 15th October. The National Lottery Heritage Fund have agreed to increase the grant percentage from 90% to 95% for the payments that were deferred from the July to September reporting period. The remaining 5% will be paid at the end of the claim period which is March 2022 and will be accrued in the accounts during the 2021/22 financial year.

10.5 Borrowing for the Project – The second tranche of borrowing was taken out on the 31st January 2020. This was £450,000 at an interest rate of 2.74% which gives an annual repayment of £24,981.74 for this half of the loan and £24,675.28 for the first half of the loan, giving a total of £49,657.02 per annum which is just under the original budget of £50,000 per annum. This equates to £1,241,425.50 including interest over the whole life (25 years) of the loan.

10.6 Snagging update-

Rooflights Actuators / controls. This has been an issue due to; faulty installation, now resolved, and incorrect information given by a sub-contractor, resulting in a controller being installed that can only power 4 roof light openers not the stated 16 openers, causing several to fail. We are awaiting a response from Craig Dashfield to redesign system to accommodate manual control of roof lights.

Other updates correlate to the Fire regulations i.e. doors and signage which Hannah is progressing in conjunction with Karl Buckingham. This will have to be completed before the building can be signed off to re-open to the public.

11. Q2 ACCOUNTS (AGENDA ITEM 7)

The Q2 accounts for Cultural Services are shown below (APPENDIX A).

12. MUSEUM - BUDGET (AGENDA ITEM 8)

The Budget for 2021-2022 is shown below (APPENDIX B). This shows the removal of the Project costs centre and the remaining HLF grant coming in to 101 to offset against operational costs for the final year of the project. Net effect is a reduction in Council Tax requirement from £163,959 to £149,999

Appendix A

Museum Quarter 2 Actuals 2020-21						
101	Museum Operation	Qtr 2 Actuals 2020/2021	Qtr 2 Budget 2020/2021	Variance Favourable (Adverse)	Annual Budget 2020/2021	Notes
	EXPENDITURE					
4001	Staff-Salaries	£69,035	£72,570	£3,535	£145,603	
4002	Employers NI	£5,743	£6,174	£431	£12,382	
4003	Pension	£11,959	£15,024	£3,065	£30,140	Savings due to changes in pension scheme membership
4008	Staff-Training	£0	£816	£816	£1,632	
4009	Staff-Travelling	£150	£254	£104	£500	
4020	Miscellaneous	£131	£0	-£131	£0	
4024	Subscriptions	£395	£594	£199	£1,184	
4026	Printing and publicity	£505	£714	£209	£1,428	
4032	Marketing	£0	£4,014	£4,014	£8,029	Savings due to low activity for prolonged closure period.
4037	Equipment Maintenance	£30	£48	£18	£100	
4053	Loan Repayments Interest	£11,983	£11,964	-£19	£23,925	
4054	Loan Repayments Capital	£20,445	£13,158	-£7,287	£26,315	Georgia - have we paid two quarters worth here?
4071	CRB/DBS	£0	£132	£132	£220	
4102	Cost of Temp. Exhibitions	£0	£3,400	£3,400	£4,000	Savings due to low activity for prolonged closure period.
4103	Equipment-Insurance	£185	£1,320	£1,135	£2,636	
4104	Insurance-Exhibits (Jelf)	£0	£996	£996	£2,000	
4106	Education Expenses	£4,462	£1,662	-£2,800	£3,328	
4169	Refreshments/Water	£5	£96	£91	£200	
4196	Shop Stock	£0	£4,100	£4,100	£5,000	Savings due to low activity for prolonged closure period.
4199	Events and Catering	£0	£2,600	£2,600	£5,000	Savings due to low activity for prolonged closure period.
4978	Adjustments for Projects	-£44,650	-£53,454	-£8,804	-£106,913	
	Sub-Total Expenditure	£80,378	£86,182	£5,804	£166,709	
	INCOME					
1002	Donations	£5,147	£300	£4,847	£750	Donation button will be added to the website for specific projects
1011	Education	£0	£2,502	-£2,502	£5,000	Loss of all outreach income for quarter 1 due to Covid-19
1112	Shop	£0	£700	-£700	£6,000	
1113	Workshops	£0	£252	-£252	£500	Loss of all workshop income for quarter 1 due to Covid-19
1114	Collections	£0	£252	-£252	£500	
1121	Events and Fundraising	£4,378	£3,500	£878	£8,000	Loss of events income due to Covid- 19. Fundraising income will show in
	Sub-Total Income	£9,525	£7,506	£2,019	£20,750	
	Net Actual Costs	£70,853	£78,676	£7,823	£145,959	

102	Museum Project	Actuals 2020/2021	Budget 2020/2021	Favourable (Adverse)	Budget 2020/2021	Notes
	EXPENDITURE					
4024	Subscriptions	£0	£0	£0	£0	
4056	Legal/Professional Fees	£37,026	£0	-£37,026	£0	
4124	Activity	£74	£0	-£74	£0	
4188	Repair & Conservation	£40,962	£0	-£40,962	£0	
4189	Conversion (new build)	£91,695	£0	-£91,695	£0	
4190	Other Capital	£16,697	£0	-£16,697	£0	
4191	Equipment & Materials	£115,423	£0	-£115,423	£0	
4192	Preliminaries	£22,210	£0	-£22,210	£0	
4905	Asset funded from loans	-£136,939	£0	£136,939	£0	
4972	HLF Transfer	£44,650	£0	-£44,650	£0	
	Sub-Total Expenditure	£231,798	£0	-£231,798	£0	
	INCOME					
1001	HLF Grant (recovered at 49%)	£253,769	£0	£253,769	£0	All project costs continue to be reclaimed from HLF 49% and loan
1002	Income Friends of Trowbridge Museum	£4,250	£0	£4,250	£0	
	Sub-Total Income	£258,019	£0	£258,019	£0	
	Net Actual Costs	-£26,221	£0	£26,221	£0	
104	Grants Cultural	Qtr 2 Actuals 2020/2021	Qtr 2 Budget 2020/2021	Variance Favourable (Adverse)	Annual Budget 2020/2021	Notes
	EXPENDITURE					
4711	Grants Trowbridge Arts	£15,000	£15,000	£0	£15,000	
4730	Grants Historic Building	£3,044	£1,500	-£1,544	£3,000	
	Sub Total Expenditure	£18,044	£16,500	-£1,544	£18,000	

Appendix B

Cultural Services Budget 2021-2022		income then expenditure		Printed 03 December 2020			
		done	done 22/10	done	done	started	
101	Museum Operation	Actual To Sept 19 (half year)	Actual To Sept 20 (half year)	Actuals Last year 2019/2020	Budget approved 2020/2021	Budget proposal 2021/2022	Difference
	EXPENDITURE						
4001	Staff-Salaries	£48,718	£69,035	£108,821	£145,603	£142,390	£3,213
4002	Employers NI	£3,958	£5,743	£8,975	£12,382	£11,102	£1,280
4003	Pension	£7,210	£11,959	£16,766	£30,140	£28,051	£2,089
4008	Staff-Training (Project)	£713	£0	£1,007	£1,632	£1,153	£480
4009	Staff-Travelling (Project)	£154	£150	£463	£500	£576	-£76
4013	Rent			£8,000	£0	£0	£0
4016	Cleaning Mats	£56	£0	£56	£0	£200	-£200
4020	Miscellaneous	£0	£131	£165	£0	£0	£0
4022	Postage	£0	£0	£25	£0	£0	£0
4024	Subscriptions	£665	£395	£1,326	£1,184	£1,250	-£66
4026	Printing/Publicity (Project)	£348	£505	£920	£1,428	£0	£1,428
4032	Marketing (Project)	£0	£0	£0	£8,029	£10,000	-£1,971
4036	Equipment-Purchases (Project)	£310	£0	£528	£0	£1,000	-£1,000
4037	Equipment Maintenance	£0	£30	£108	£100	£250	-£150
4053	Loan Repayments Interest	£986	£11,983	£13,664	£23,925	£22,949	£976
4054	Loan Repayments Capital	£6,420	£20,445	£12,925	£26,315	£26,708	-£393
4071	CRB/DBS	£75	£0	£91	£220	£220	£0
4101	Conservation & Collection Management (Project)	£0	£0	£941	£0	£2,000	-£2,000
4102	Cost of Temp.Exhibitions	£2,127	£0	£2,111	£4,000	£4,000	£0
4103	Equipment-Insurance	£251	£185	£531	£2,636	£2,750	-£114
4104	Insurance-Exhibits (Jelf)	£0	£0	£0	£2,000	£2,200	-£200
4106	Education Expenses (Project)	£590	£4,462	£2,501	£3,328	£5,000	-£1,672
4169	Refreshments/Water	£10	£5	£79	£200	£200	£0
4196	Shop Stock	£0	£0	£0	£5,000	£10,000	-£5,000
4199	Events and Catering		£0	£0	£5,000	£4,500	£500
4972	HLF Transfer	£0	£0	£0			£0
4978	Adjustment for Project	(£13,578)	(£44,650)	(£40,867)	(£106,913)	£0	-£106,913
	Sub-Total Expenditure	£59,013	£80,378	£139,136	£166,709	£276,499	-£109,790
	INCOME						
1001	Grants	(£500)	£0	(£500)	£0	(£80,000)	£80,000
	Contribution from Reserves					(£20,000)	
1002	Donations	(£713)	(£5,147)	(£783)	(£750)	(£3,000)	£2,250
1009	Other (Events)	(£135)	£0	(£148)	£0	£0	£0
1011	Education	(£727)	£0	(£2,042)	(£5,000)	(£7,000)	£2,000
1112	Museum Shop	£0	£0	£0	(£6,000)	(£16,000)	£10,000
1113	Workshops	(£95)	£0	(£358)	(£500)	(£3,000)	£2,500
1114	Collections	(£1,179)	£0	(£1,017)	(£500)	(£500)	£0
1121	Events and Fundraising		(£4,378)		(£8,000)	(£10,000)	£2,000
	Sub-Total Income	(£3,349)	(£9,525)	(£4,848)	(£20,750)	(£139,500)	£118,750
101	Net budgeted cost (Museum Operation)	£55,664	£70,853	£134,288	£145,959	£136,999	£8,960

Trowbridge Town Council

Museum Committee 15th Dec 2020

Working with the Community

		Actual To Sept 19 (half year)	Actual To Sept 20 (half year)	Actuals Last year 2019/2020	Budget approved 2020/2021	Budget proposal 2021/2022	Difference
104	Grants Cultural						
	EXPENDITURE						
4730	Grants Historic Building	£2,636	£79	£2,636	£3,000	£3,000	£0
4917	TFR From CIL Reserve			(£20,000)			£0
4711	Grants Trowbridge Town Hall Trust	£10,057	£3,044	£20,125	£15,000	£10,000	£5,000
	Sub Total Expenditure	£12,693	£3,123	£2,761	£18,000	£13,000	£5,000
	INCOME						
1009	Income - Other	£0	£0	£0	£0	£0	£0
	Sub Total Income	£0	£0	£0	£0	£0	£0
104	Net budgeted cost (Grants Cultural)	£12,693	£3,123	£2,761	£18,000	£13,000	£5,000
101	Net budgeted cost (Museum Operation)	£55,664	£70,853	£134,288	£145,959	£136,999	£8,960
102	Net budgeted cost (Museum Project)	£0	(£26,224)	£157	£0	£0	£0
104	Net budgeted cost (Grants Cultural)	£12,693	£3,123	£2,761	£18,000	£13,000	£5,000
100	CULTURAL SERVICES	£68,357	£47,752	£137,206	£163,959	£149,999	£13,960
				ACTUAL	ESTIMATE	BUDGET	
	Reserves brought forward			2019/2020	2020/2021	2021/2022	
	UNSPENT LOAN - Museum project			£483,442	£136,939	£0	
	Earmarked Reserves - Museum Project			£37,663	£0	£20,000	
	RESERVES EXPENDITURE						
	UNSPENT LOAN - Museum project			(£796,346)	(£136,939)	£0	
	Contribution from reserves			(£37,663)	£0	(£20,000)	
	RESERVES INCOME						
	UNSPENT LOAN - Museum project			£449,843	£0	£0	
	Contribution to reserves			£0	£20,000	£0	
	Net change in reserves			(£384,166)	(£116,939)	(£20,000)	
	Balance carried forward			£136,939	£20,000	£0	
		Actual To Sept 19 (half year)	Actual To Sept 20 (half year)	Actuals Last year 2019/2020	Budget approved 2020/2021	Budget proposal 2021/2022	Difference
105	Museum Facilities						
	EXPENDITURE						
4011	Rates	£528	(£7,000)	£528	£16,780	£16,780	£0
4012	Water	£70	£100	(£140)	£200	£200	£0
4013	Rent	£4,833	£6,064	£8,907	£10,000	£10,000	£0
4014	Electricity	£1,612	£1,500	£2,029	£3,000	£3,000	£0
4015	Gas	(£2,711)	£1,500	(£2,711)	£3,000	£3,000	£0
4019	Service Charges	£3,218	£2,901	£817	£20,000	£20,000	£0
4025	Insurance	£1,891	£3,330	£11,378	£224	£6,750	-£6,526
4038	Premises Maintenance/ Repairs (HL 223.5 hrs @ £15/hr)	£0	£502	£0	£3,000	£3,000	£0
0	Sub- Total Expenditure	£9,441	£8,897	£20,808	£56,204	£62,730	-£6,526
0	INCOME	£0	£0	£0	£0	£0	
0	Other Income	£0	£0	£0	£0	£0	£0
0	Sub- Total Income	£0	£0	£0	£0	£0	£0
105	Net budgeted cost (Museum Facilities)	£9,441	£8,897	£20,808	£56,204	£62,730	-£6,526