

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE
HERITAGE ARTS AND CULTURE COMMITTEE
HELD AT WESTON MUSEUM
ON 30TH NOVEMBER 2023**

Meeting Commenced: 2:16 pm

Meeting Concluded: 3:34 pm

PRESENT: Councillors John Crockford-Hawley (Chair), Peter Crew, Roger Bailey and Jemma Coles; Sarah Pearse (Deputy Town Clerk), Fay Powell (Assistant Town Clerk - Operational Services), Molly Maher (Senior Development Officer), Cara MacMahon (High Street Heritage Action Zone Officer - North Somerset Council), Josyanne Clark (North Somerset Council, Sam Astill (South West Heritage Trust) and Fiona Matthews (Super Culture).

	<p>The Chair apologised for the confusion regarding the venue, with two separate venues circulated.</p> <p>The Chair requested that it be noted there was need for a full review of the agenda be carried out in order to address errors throughout the document, which included, but was not limited to:</p> <ul style="list-style-type: none">• List of councillors was incorrect, with changes to membership having been agreed by the Town Council• The list of non-voting co-opted members was out of date• The date of the previous meeting was incorrect• Defunct organisation names or reports were listed• Reading order of reports was incorrect
234	<p>Apologies for absence and notification of substitutes</p> <p>Apologies for absence were received from Councillors Helen Thornton, and Catherine Gibbons with no substitutions and Rachel De Garang, Bethan Murray and Mike Solomon.</p>
235	<p>Declarations of interest</p> <p>There were no declarations of interest received.</p>
236	<p>To approve the accuracy of the Minutes of the last meeting held on 29th June 2023</p> <p>The minutes of the meeting had been previously circulated with the agenda.</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman</p>
237	<p>South West Heritage Trust</p> <p>The South West Heritage Trust report was previously circulated with the agenda.</p>

	<p>Sam gave an overview of the current work being carried out by the trust. He noted that the work relating to the North Somerset Collection was still being carried out at the trust by A1 Camera Club. Weston Museum was working on its Forward Plan, with the Trust involved as well as key officers.</p> <p>As of April 2023, the South West Heritage Trust were now an Arts Council England National Portfolio Organisation. This would open up more opportunities for the Trust and potentially Weston Museum as a result.</p> <p>Members were asked if they thought it prudent to extend the Doctor Who exhibition run time, given its success to date. It could be extended for up to three months.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor John Crockford-Hawley</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To explore extending the Doctor Who exhibition beyond its current completion date, with the extended time frame to be agreed between the Trust and Officers in order to ensure it did not not impact on other programming.</p> <p>The exhibition due to take place summer 2024 was 'Axel Scheffler: A Life in Illustration', and in Autumn 2024 'Les Sandys – Weston photographer in mid-20th Century'.</p> <p>The South West Heritage Trusts' current CEO was due to retire on 31st December 2023. Sam Astill had been named as successor.</p> <p>RESOLVED: That the report be noted.</p>
238	<p>Friends of Weston Museum Update</p> <p>There was no representation from the Friends of the Museum at the meeting. The Chair noted that the Museum were working with the Friends to understand how they might develop moving forward.</p>
239	<p>Heritage Action Zone</p> <p>The Heritage Action Zone report was previously circulated with the agenda.</p> <p>Cara confirmed that her role at North Somerset Council had been extended by six months, and she would now be staying until September 2024.</p> <p>Cara was working in partnership with Super Culture and Weston Museum to deliver a museum exhibition. There would also be an exhibition in the Sovereign Centre which would launch 17th January 2024.</p> <p>Evaluation was available for members regarding Heritage Open Days.</p>

Alongside the additional funding for Cara's time, there was also an extension to the restoration work funding. This would allow NSC to finish the work to 10 and 12 Walliscote Road and the Kendall's Building

Planning permission had been submitted for Fairfax House (formally TJ Hughes).

A cultural audit had been commissioned, looking to cultural assets throughout North Somerset. A previous draft strategy would be reviewed, with funding from Arts Council England to achieve this. There was a wide remit for this audit, with works due to take place between Christmas and May 2024.

**Members were given an update on the Levelling Up Fund:
Tropicana**

- Surveys carried out to identify priority areas for refurbishment:
- roofing, flooring, walls
- heating, lighting and ventilation systems
- drainage, and toilet facilities
- fire, health and safety to enable capacity to be increased.
- Architects appointed
- planning application - spring.
- Building works - end of summer 2024.
- January formal procurement of operator

Birnbeck

- LUF: Restoration of landside buildings for reuse as visitor centre, café and commercial spaces
- Separate funding secured from:
- National Lottery Heritage Fund for landside and island buildings, structures, and public realm
- Historic England, National Heritage Memorial Fund and RNLI for restoration of the Pier itself. The RNLI will be funding restoration of the 1904 boathouse and provision of a new lifeboat station on the Island.

Marine Lake

- Improvements and repairs to walkway, safety features, and seating area
- Dredging contract recently agreed
- Design contract is under procurement;

Town Centre

- Refurbishment of 4 High Street units
- Hope to use LUF to extend HSHAZ
- Window vinyls for empty units

Grove Park

- Redesigning the park entrance
- Relocating and replacing the public toilet block
- Surveys have been carried out and the design contract procurement is underway

	<p>Wayfinding</p> <ul style="list-style-type: none">• Project will build on existing signage• Mix of signage, design and graphics• Encourage people to walk and cycle between town centre and seafront• Highlight assets which are harder to find• Will link to Coast Path, Pier to Pier cycle route <p>LUF funding extension</p> <ul style="list-style-type: none">• Funding conditions for LUF require that all projects are delivered by March 2025• Councils across the UK requested an extension• Particularly needed for the Tropicana and possibly Birnbeck (to 25-26) <p>Sam Astill informed that the Trust held archived material which might be of use for historical interpretation, particularly for Birnbeck Pier, and offered the Trusts support moving forward.</p>
<p>240</p>	<p>Super Culture</p> <p>The report of Super Culture was previously circulated with the agenda.</p> <p>Fiona gave an update of events which had taken place this year which included:</p> <ul style="list-style-type: none">• Good Grief Weston (May 2023)• Whirligig Festival 9th + 10th September• Weston Arts + Health Weekender - 29 September-1 October• Weston Literature Festival• Rural Touring Dance Initiative Programme <p>Future events included:</p> <ul style="list-style-type: none">• Heritage Action Zone/ High Street HAZ Culture Programme finale exhibition 'All Together Now' (provisional title) The Sovereign - Thursdays-Sundays, w/c 18 and 25 January, 1 and 8 February• GLOW - February 2024 <p>RESOLVED: That the report be noted.</p>
<p>241</p>	<p>Budget for 2023/24</p> <p>The Income and Expenditure reports for Weston Museum and the Blakehay Theatre had been previously circulated with the agenda.</p> <p>A review of the Blakehay Theatre was currently being carried out by the Expenditure and Governance Working Group, which included reviewing the income and expenditure.</p> <p>The Deputy Town Clerk advised members that secondary spend and footfall at Weston Museum were flourishing due to the pull of the temporary exhibition programme, in particular the Doctor Who exhibition. It was noted that the café sales were on target, and the shop sales were ahead.</p>

	<p>RESOLVED: That the report be noted.</p>
242	<p>South West Heritage Trust Service Level Agreement</p> <p>It was explained to members that as part of the Medium-Term Financial Plan, which was adopted by the Council in February 2023, there had been a need to review all service level agreements with partner organisations, and with the current agreement with the SWHT coming to an end this was explored.</p> <p>It was felt that there was demonstrable benefit to working with the Trust, noting that the museum would not function without them in its current form, with no other access to the collection. There was an increase in cost to the current agreement, but it was not considered excessive when compared with increasing costs elsewhere.</p> <p>It was also explained that this agreement formed part of the National Lottery Heritage Fund requirements, with the need for a long-term agreement in place.</p> <p>PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To endorse the continuation of the Service Level Agreement with the South West Heritage Trust within the budget setting process for 2024/2025</p>
243	<p>Communications and Marketing Report</p> <p>There had been issues with paying for the newsletter distribution company ‘Mail Chimp’. It was explained that this was not set up for a credit payment, and the total invoice was higher than the limit on any of the officer’s credit cards. The Deputy Town Clerk was looking for a way to pay, but welcomed suggestions of different providers. ‘Sendinblue’ was recommended.</p> <p>RESOLVED: That the report be noted.</p>
244	<p>Weston Museum Management Report</p> <p>The report of the Weston Museum Manager was previously circulated with the agenda.</p> <p>Events at Weston Museum were selling out and overall it was functioning on or above target. Members felt it was finally established, with Sam advising that this normally takes around five years with museum.</p> <p>RESOLVED: That the report be noted.</p>
245	<p>Blakehay Theatre Management Report</p> <p>The report of the Blakehay Theatre Manager was previously circulated with the agenda.</p>

	<p>A review of the Blakehay Theatre was being carried out through the Expenditure and Governance Working Party.</p> <p>RESOLVED: That the report be noted.</p>
<p>246</p>	<p>WSMTC Grant Development</p> <p>A grant would be sought for Weston Museum to support the installation of a community archive room / history hub. It was explained that there was a lack of resources to explore funding currently, and that as a long-term project, it would require careful programming and planning before work could begin.</p> <p>RESOLVED: That the verbal report be noted.</p>
<p>247</p>	<p>Knife angel</p> <p>The report of the Assistant Town Clerk (Operational Services) was previously circulated with the agenda.</p> <p>North Somerset Council’s Crime Reduction Unit won a bid to have ‘Knife Angel’ displayed in Weston-super-Mare in May 2024. A programme of events would run throughout the month of May.</p> <p>Other towns which had hosted the Knife Angel had seen footfall increase by up to 100,000.</p> <p>The torch, an accompanying piece of art, would be hosted at Weston Museum during this time, as well as a photography and art exhibition.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Jemma Coles</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: To provide £10,000 to support the Knife Angel programme of events in May 2024, from the Community Events Grant 2023/2024 budget.</p>
<p>248</p>	<p>Community Event Grant applications</p> <p>The Community Events Grant report and supporting documents was previously circulated with the agenda.</p> <p>The total budget for the year 2023/2024 was £60,000, with £6,000 remaining.</p> <p><u>The Front Room CIC</u> The Front Room had applied for £4,000 to put on a Christmas show. Members were concerned that this show was already being advertised and it appeared works had already begun. Members were reminded that grants would not be given out retrospectively.</p> <p>It raised concerns amongst members that it conflicted with programming at Town Council venues, including the Blakehay Theatre. It was also noted that</p>

	<p>the funding appeared to cover staffing costs, and whilst this decision was at the discretion of members, previous precedent avoided funding staffing costs.</p> <p>An alternative was suggested, of allowing the Front Room to use the Blakehay Theatre for a performance in the future. It was felt this might be a more lucrative offer for them as it would enable them to increase ticket sales.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Roger Bailey</p> <p>A vote was taken and was carried</p> <p>RESOLVED: To contact the Front Room and offer them the opportunity to put on a show at the Blakehay Theatre.</p> <p>It was suggested that a review of the application and guidance might be prudent. Applications had been received from relatively small organisations, and where one of the main purposes of this fund was economic development, it was felt this was not always be achievable. Previous recipients of a Community Events Grant were mentioned, noting the audience numbers in the thousands.</p>
	<p>There being no further business the meeting concluded at 3:34pm</p> <p>Signed.....Dated..... Chair of the Heritage Arts and Culture Committee</p>

Heritage, Arts and Culture Sub Committee Meeting: 30 November 2023

Heritage Action Zone – written by Cara MacMahon. Heritage Action Zones Project Officer

High Street Heritage Action Zone Engagement work

Engagement Legacy work for end of the High Street Heritage Action Zone- including working with the Museum on an exhibition (November 2023-2 March 2024). Worth a visit!
<https://westonmuseum.org/event/community-gallery-exhibition-the-high-street-heritage-action-zone/>

An exhibition showcasing all the capital and the cultural work associated with the HSHAZ. Date 17 Jan- 11 Feb 2024 <https://n-somerset.gov.uk/news/new-exhibition-set-celebrate-westons-high-street-heritage-action-zone-0>

1 Restoration work

1.1 Fork n Ale- 18 Walliscote Road

Full external restoration. Works completed.

1.2 4-8 Walliscote Road

Three new shop fronts and 18 new flats. Work is completed apart from some snagging.

1.3 10 Walliscote Road

One restored shop front and 3 flats- work commenced January 2024

1.4 12 Walliscote Road

One new shop front and 3 flats- work commenced January 2024

1.5 4,6,8,10 and 12 Walliscote Road

Upper floors exterior clean and restoration of stone work- commenced Jan 2024

1.6 59-61 Oxford Street

One restored shop front - work completed Jan 2024

1.7 Plaza Cinema

Merlin Cinemas have bought The Odeon and will relaunch as The Plaza early December 2023. We have earmarked £50,000 of LUF funds to support the restoration of the retail units on Walliscote Road and on Alexandra Parade. And, if they can do it in time- potential for £15,000 or £10,000 from HSHAZ.

1.8 Kendall's Building- High Street/ Regent Street

A block of eleven units. Full external restoration. Phase one work completed:

- restoration of all mosaic tiles, windows and external render, repaired and restored.
- railings fitted.

We would like to restore the facias on 5 or 6 individual shop units and are currently in dialogue with owners, tenants and funders to enable that to happen. Use of LUF funding has been earmarked for this plus a small contribution from HSHAZ, if work can commence in time.

1.9 Faces Café- Station Road

We are working with Faces café to allocate a small grant to enhance the exterior of the building. The work needs to be confirmed during Feb 2024 for the grant to be allocated.

Cara MacMahon. Heritage Action Zones Officer. February 2024

Walliscote Road – work in progress



59/61 Oxford Street: Before and After





Super Culture HAC update

GLOW light festival

GLOW light festival returns to Weston-super-Mare for the third year running to light up the town with a dazzling festival designed to appeal to everyone. Due to popular demand, GLOW 2024 has been expanded to run over five nights during the February half-term (13 – 17 February) and will bring a magical line-up of over 20 light installations to the festival's main site at Grove Park – from brand new showcase commissions and iconic artworks to heart-warming community collaborations and interactive GLOW favourites.

Additional free, pop-up light displays, immersive experiences and activities will be located at top locations in the town centre, including Weston's Grand Pier, Princess Royal Gardens and The Italian Gardens.

Celebrating the theme of 'Play in Nature', GLOW 2024 shines a light on Weston's landscape, encouraging Festival-goers to engage with the natural environment whilst enjoying uplifting, interactive and fun experiences in the great outdoors. GLOW places the community at the heart of the event, with a strong focus on accessibility and sustainable production. Local and internationally renowned artists will come together for the light festival to create a wealth of work in collaboration with local creatives and community members of all ages.

GLOW is conceived and designed by Weston-based artist and producer Paula Birtwistle and made possible thanks to funding from Arts Council England and Weston-super-Mare Town Council. More information about the programme can be found here:

<https://superculture.org.uk/listings/glow-2024/>

Councillors are invited to visit GLOW in Grove Park on Wednesday 14th at 8pm.

All Together Now exhibition



North Somerset Council and Super Culture are inviting people to visit a new exhibition to discover more about the work of Weston-super-Mare's High Street Heritage Action Zone and celebrate its legacy.

The exhibition Showcases how many of the town's buildings have been restored to their former glory. It also looks back at the cultural programme – 21st Century super Shrines – run by Super Culture over the last four years creating artworks and experiences with local communities.

Visitors are also be able to find out more about what's happening next in the town as the UK government's Levelling Up funded projects are delivered.

Film-maker Nick Sutton has created a film where Megan Clark-Bagnall, lead artist on 21st Century super Shrines, talks about the cultural programme and what it has achieved with the community over the past four years, which can be viewed online here:

<https://superculture.org.uk/listings/atn/>

West of England Combined Authority 'Culture West' Place Partnership programme

Arts Council England have awarded the West of England Combined Authority £1 million as part of a new £3.14 million creative and cultural programme across the WECA region.

The 'Culture West' creative partnership involves over 35 lead delivery partners including Super Culture and 150 organisations across the region. The two year project will work with cultural organisations, venues, councils, health and education providers with children and young people to achieve an ambitious vision of cultural regeneration. By diversifying who gets to create and experience culture today, the programme will help and sustain tomorrow's talent.

The partnership pledge to provide each child and young person in the area with at least one cultural experience each year. Families can expect organised trips to the West of England's theatres and galleries, as well as in-school visits from musicians, painters, and poets.

Working with the region's renowned live arts and festival scene, Culture West will empower Black, Asian and ethnically diverse communities to pursue a career in production. Participants will deliver two new performing arts and music festivals that are estimated to reach over 380,000 people. Events include DIASPORA! a celebration of BIPOC Global Ethnic Majority artists in the region and Citizen's Assembly in 2024.

Super Culture is working with Creative Youth Network and Bath Spa Uni to lead on creation of a new regional Creative Agency, developing integrated/flexible pathways into the creative industries for young people (16-30) from under-represented backgrounds, and additionally for older people on low incomes.

We will collectively develop an industry wide, cross-disciplinary support scheme for emerging artists and creative industries workers, covering Visual Arts, Theatre, Events, Digital Media, Music and Radio. The Creative Agency will provide a one stop shop for opportunities, resources, training and information for routes into the industry in West of England region, including:

- Paid work placements
- Access to residency and exhibition space
- Training via short courses, masterclasses, bootcamps, workshops in technical skills, creative practice, creative, event and technical production, business skills
- Apprenticeships for roles as Event/Festival/Venue Technicians, Producers, Project Managers, Production Managers, Events Assistants

Nature Calling

Nature Calling is an ambitious national season of art in nature across led by Activate Performing Arts across 6 National Landscapes taking place in 2025, commissioning exceptional diverse multi-art form artists across the country to animate, celebrate & increase access to the country's national landscapes. We are partnering with Mendip Hills as one of six main National Landscape 'hubs' where the commissions will be focussed. Members of local communities will be invited to be on steering groups & share their views & ideas on the approaches to engagement with their communities. We will be focusing on the South Ward area as the Mendip Way starts in Uphill. The project aims to reach 72,000 people nationally.

Nature Calling will encourage and facilitate more people in urban areas to explore their local national landscape, using arts as a tool to help do that. We particularly want to reach those who may not see the countryside as 'for them', and those who may have mental or physical health needs that can be alleviated through engagement in physical activity and nature – 'green social prescribing'. The Mendip Way (a 50 mile footpath) starts in Uphill so is very accessible from both Central and South Weston. Our first steering group met on Friday 26th including Sirona, UHBW, Alliance Homes and local residents.

National Partnership to tackle health inequalities in coastal communities

Led by Bristol University this new national project funded by Arts and Humanities Research Council aims to create a national and local networks that unites health and social care workers, people providing community assets, academics, and people with lived experience to work together to reduce health inequities in coastal communities. In North Somerset, collaborators include:



The project builds on a pilot that took place in Weston last year that established the Weston Community Network and culminated in the Good Grief Festival and extends to new coastal communities including Hastings and Blackpool. As part of the project we anticipate delivering another series of Good Grief events in late 2024/early 2025.

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>120 Blakehay Central Costs</u>							
1105 Blakehay Box office income	(2,412)	(3,893)	4,000	7,893			(97.3%)
Blakehay Central Costs :- Income	<u>(2,412)</u>	<u>(3,893)</u>	<u>4,000</u>	<u>7,893</u>			<u>(97.3%)</u>
4000 Staffing Costs	5,625	50,629	68,254	17,625		17,625	74.2%
4013 Training	0	395	1,050	655		655	37.6%
4014 P P E / Health & Safety	0	306	500	194		194	61.2%
4019 Website Costs-TC	0	0	500	500		500	0.0%
4030 Equipment Purchase	628	3,424	5,000	1,576		1,576	68.5%
4031 Equipment - Rental	132	341	139	(202)		(202)	245.6%
4034 Equipment Repairs	0	1,698	2,000	302		302	84.9%
4035 Telephone	134	1,233	1,344	111		111	91.7%
4036 Stationery	0	115	500	385		385	22.9%
4043 Ink Cartridges/printing	0	121	350	229		229	34.5%
4044 Insurance	377	10,088	10,363	275		275	97.3%
4102 NNDR	314	2,830	3,226	396		396	87.7%
4104 Utilities - Water	53	438	624	186		186	70.3%
4105 Utilities - Heat & Light	3,090	16,462	21,017	4,555		4,555	78.3%
4107 IT Support & Upgrade	226	2,763	3,500	737		737	78.9%
4109 Alarm system	35	63	641	579		579	9.8%
4110 Cleaning	1,593	14,534	19,766	5,232		5,232	73.5%
4111 Window Cleaning	0	150	308	158		158	48.7%
4114 Refuse Removal	21	1,555	2,029	474		474	76.7%
4131 Licenses	0	319	1,200	881		881	26.6%
4136 Credit Card Chgs	46	355	450	95		95	79.0%
6000 Admin Salaries Recharge	1,668	14,883	15,786	903		903	94.3%
6005 Admin Overhead Recharge	441	4,187	4,433	246		246	94.5%
6009 HQ recharges	36	1,535	2,547	1,012		1,012	60.3%
6010 Grounds Salaries Recharge	506	5,108	5,607	499		499	91.1%
6015 Grounds Overhead Recharge	103	972	1,377	405		405	70.6%
6030 Operational Staffing Recharge	1,472	12,785	13,275	490		490	96.3%
6035 Operational Overhead Recharge	129	2,526	1,602	(924)		(924)	157.7%
Blakehay Central Costs :- Indirect Expenditure	<u>16,630</u>	<u>149,816</u>	<u>187,388</u>	<u>37,572</u>	<u>0</u>	<u>37,572</u>	<u>79.9%</u>
Net Income over Expenditure	<u>(19,041)</u>	<u>(153,709)</u>	<u>(183,388)</u>	<u>(29,679)</u>			
<u>121 Blakehay -Auditorium</u>							
1090 Bookings	0	20,700	38,089	17,389			54.3%
Blakehay -Auditorium :- Income	<u>0</u>	<u>20,700</u>	<u>38,089</u>	<u>17,389</u>			<u>54.3%</u>
4000 Staffing Costs	3,876	32,208	47,725	15,517		15,517	67.5%
4039 Advertising & Marketing	0	1,749	3,500	1,751		1,751	50.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4224 Blakehay Performing Rights	0	0	1,000	1,000		1,000	0.0%
Blakehay -Auditorium :- Indirect Expenditure	3,876	33,957	52,225	18,268	0	18,268	65.0%
Net Income over Expenditure	(3,876)	(13,257)	(14,136)	(879)			
122 Blakehay - Upper Studio							
1014 BH evening classes income	0	175	660	485			26.5%
1090 Bookings	294	4,563	6,621	2,058			68.9%
Blakehay - Upper Studio :- Income	294	4,738	7,281	2,543			65.1%
4141 BH evening classes expenditure	0	125	551	426		426	22.7%
4405 Blakehay Bar Expenditure	12	12	0	(12)		(12)	0.0%
Blakehay - Upper Studio :- Indirect Expenditure	12	137	551	414	0	414	24.8%
Net Income over Expenditure	282	4,601	6,730	2,129			
123 Blakehay Bar							
1015 Internal Bookings (Council)	0	1,634	0	(1,634)			0.0%
1193 Blakehay Bar Events Hire	0	125	1,000	875			12.5%
1194 Bar Income	5,844	12,921	15,000	2,079			86.1%
Blakehay Bar :- Income	5,844	14,679	16,000	1,321			91.7%
4000 Staffing Costs	1,254	12,555	20,967	8,412		8,412	59.9%
4031 Equipment - Rental	67	435	528	93		93	82.4%
4405 Blakehay Bar Expenditure	1,450	5,358	7,000	1,642		1,642	76.5%
Blakehay Bar :- Indirect Expenditure	2,772	18,348	28,495	10,147	0	10,147	64.4%
Net Income over Expenditure	3,073	(3,668)	(12,495)	(8,827)			
125 Blakehay -Live Shows							
1106 Blakehay events income	26,127	33,716	48,000	14,284			70.2%
Blakehay -Live Shows :- Income	26,127	33,716	48,000	14,284			70.2%
4016 Show costs	0	6,300	24,000	17,700		17,700	26.3%
4039 Advertising & Marketing	0	1,832	3,500	1,668		1,668	52.3%
Blakehay -Live Shows :- Indirect Expenditure	0	8,132	27,500	19,368	0	19,368	29.6%
Net Income over Expenditure	26,127	25,584	20,500	(5,084)			
Grand Totals:- Income	29,854	69,939	113,370	43,431			61.7%
Expenditure	23,289	210,389	296,159	85,770	0	85,770	71.0%
Net Income over Expenditure	6,565	(140,450)	(182,789)	(42,339)			
Movement to/(from) Gen Reserve	6,565	(140,450)					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
140 Museum Central Costs							
1034 Grant funding	2,300	1,703	0	(1,703)			0.0%
1100 Miscellaneous Income	83	4,369	5,000	631			87.4%
Museum Central Costs :- Income	2,383	6,072	5,000	(1,072)			121.4%
4000 Staffing Costs	11,814	89,681	123,542	33,861	33,861		72.6%
4012 Travel & Subsistence Expenses	14	61	50	(11)	(11)		122.9%
4013 Training	0	2,467	3,806	1,339	1,339		64.8%
4014 P P E / Health & Safety	0	407	500	93	93		81.3%
4019 Website Costs-TC	6	114	350	236	236		32.6%
4030 Equipment Purchase	0	620	1,000	380	380		62.0%
4031 Equipment - Rental	23	437	403	(34)	(34)		108.5%
4034 Equipment Repairs	0	23	1,000	977	977		2.3%
4035 Telephone	268	2,431	2,950	519	519		82.4%
4036 Stationery	0	211	500	289	289		42.2%
4039 Advertising & Marketing	0	1,931	4,000	2,069	2,069		48.3%
4041 Fees, Subs and Conferences	9	258	100	(158)	(158)		258.3%
4044 Insurance	1,148	11,525	10,363	(1,162)	(1,162)		111.2%
4102 NNDR	0	(17,738)	213	17,951	17,951		(8327.8)
4104 Utilities - Water	67	304	257	(47)	(47)		118.3%
4105 Utilities - Heat & Light	2,632	11,458	12,953	1,495	1,495		88.5%
4107 IT Support & Upgrade	540	5,049	5,348	299	299		94.4%
4109 Alarm system	0	313	1,060	747	747		29.5%
4110 Cleaning	1,401	11,414	14,492	3,078	3,078		78.8%
4111 Window Cleaning	50	250	616	366	366		40.6%
4114 Refuse Removal	30	2,196	2,068	(128)	(128)		106.2%
4131 Licenses	2,120	3,045	1,907	(1,138)	(1,138)		159.7%
4214 Somerset County Council - SLA	0	0	72,260	72,260	72,260		0.0%
6000 Admin Salaries Recharge	1,392	12,424	13,185	761	761		94.2%
6005 Admin Overhead Recharge	368	3,495	3,695	200	200		94.6%
6009 HQ recharges	37	1,571	3,438	1,867	1,867		45.7%
6010 Grounds Salaries Recharge	838	8,454	9,288	834	834		91.0%
6015 Grounds Overhead Recharge	170	1,610	2,277	667	667		70.7%
6030 Operational Staffing Recharge	2,362	20,511	8,208	(12,303)	(12,303)		249.9%
6035 Operational Overhead Recharge	206	4,050	990	(3,060)	(3,060)		409.1%
Museum Central Costs :- Indirect Expenditure	25,495	178,574	300,819	122,245	0	122,245	59.4%
Net Income over Expenditure	(23,112)	(172,502)	(295,819)	(123,317)			
141 Museum Learning and Events							
1006 Learning Income	199	6,600	11,653	5,054			56.6%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1008 Museum handling box hire	80	960	2,404	1,444			39.9%
Museum Learning and Events :- Income	279	7,560	14,057	6,498			53.8%
4000 Staffing Costs	2,934	27,300	36,849	9,549		9,549	74.1%
4012 Travel & Subsistence Expenses	0	0	100	100		100	0.0%
4020 Learning/Event education equip	204	692	1,200	508		508	57.7%
4030 Equipment Purchase	0	180	2,500	2,320		2,320	7.2%
Museum Learning and Events :- Indirect Expenditure	3,138	28,172	40,649	12,477	0	12,477	69.3%
Net Income over Expenditure	(2,859)	(20,612)	(26,592)	(5,980)			
142 Museum Cafe							
1004 Cafe Sales	7,751	52,963	66,000	13,037			80.2%
1194 Bar Income	(163)	1,218	10,000	8,783			12.2%
1197 Function food income	3,655	12,373	0	(12,373)			0.0%
Museum Cafe :- Income	11,244	66,553	76,000	9,447			87.6%
4000 Staffing Costs	4,929	43,392	46,746	3,354		3,354	92.8%
4014 P P E / Health & Safety	0	665	1,500	835		835	44.4%
4030 Equipment Purchase	26	2,482	2,500	18		18	99.3%
4031 Equipment - Rental	163	1,347	1,980	633		633	68.0%
4110 Cleaning	39	336	1,000	664		664	33.6%
4114 Refuse Removal	0	1,052	2,280	1,228		1,228	46.2%
4406 Bar Stock	97	2,144	5,000	2,856		2,856	42.9%
4407 Museum cafe stock	2,497	19,426	16,500	(2,926)		(2,926)	117.7%
4511 Function food costs	345	3,689	0	(3,689)		(3,689)	0.0%
Museum Cafe :- Indirect Expenditure	8,097	74,534	77,506	2,972	0	2,972	96.2%
Net Income over Expenditure	3,147	(7,982)	(1,506)	6,476			
143 Museum shop/retail							
1005 Museum Shop Sales	956	11,105	13,500	2,395			82.3%
1009 Museum sale or return comm	1,630	2,057	1,500	(557)			137.2%
Museum shop/retail :- Income	2,586	13,162	15,000	1,838			87.7%
4030 Equipment Purchase	93	345	300	(45)		(45)	114.9%
4031 Equipment - Rental	11	129	156	27		27	82.7%
4136 Credit Card Chgs	46	355	450	95		95	79.0%
4408 Museum shop stock	0	6,721	8,250	1,529		1,529	81.5%
Museum shop/retail :- Indirect Expenditure	150	7,550	9,156	1,606	0	1,606	82.5%
Net Income over Expenditure	2,435	5,612	5,844	232			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
145 Museum Function							
1019 Internal Bookings (Council)	0	(193)	1,500	1,693			(12.8%)
1103 Other event misc income	0	0	6,000	6,000			0.0%
1104 Function Income	2,199	23,777	16,000	(7,777)			148.6%
Museum Function :- Income	2,199	23,585	23,500	(85)			100.4%
4400 Museum Function Expenditure	0	273	0	(273)		(273)	0.0%
Museum Function :- Direct Expenditure	0	273	0	(273)	0	(273)	
4000 Staffing Costs	942	7,151	18,361	11,210		11,210	38.9%
4030 Equipment Purchase	0	2,216	5,000	2,784		2,784	44.3%
4420 Function Expenditure (1104)	310	4,154	0	(4,154)		(4,154)	0.0%
Museum Function :- Indirect Expenditure	1,251	13,520	23,361	9,841	0	9,841	57.9%
Net Income over Expenditure	948	9,792	139	(9,653)			
Grand Totals:- Income	18,691	116,931	133,557	16,626			87.6%
Expenditure	38,132	302,624	451,491	148,867	0	148,867	67.0%
Net Income over Expenditure	(19,441)	(185,692)	(317,934)	(132,242)			
Movement to/(from) Gen Reserve	(19,441)	(185,692)					

Heritage, Arts and Culture Committee February 2023

Communication and Marketing Report - written by Becky Walsh, Communications and Marketing Officer

Communication and Marketing Report

The Facebook report for Weston Museum from December 26, 2023, to January 24, 2024, highlights several key metrics:

1. Fans: A significant decrease in the fan base, with a net loss of fans resulting in a total of only 5 fans, a -99.9% change.
2. Engagement: Total engagement dropped by 52.3% to 2,398 interactions. This includes reactions, comments, shares, clicks, and private messages.
3. Impressions: The total impressions were 136,673, a decrease of 37.8%.
4. Brand Awareness: Brand awareness score decreased by 41.9% to 165, including mentions and shares.
5. Video Views: Total video views were 901, decreasing by 44.5%.
6. Content Summary: 61 posts were published, with a decrease in posts reach and engaged users by 33% and 56%, respectively.

These insights indicate a decline in audience interaction and reach, likely due to the massive increase caused by Dr Who exhibition a decrease was likely after that successful event publicity.

The Instagram report for Weston Museum from November 1, 2023, to January 24, 2024, provides key insights:

1. Followers: A slight increase of 3% in followers, totaling 1,634.
2. Engagement: Total engagement declined by 6% to 925 interactions, which include likes, saves, comments, and direct messages.
3. Impressions: There was a 6% decrease in impressions, totaling 21,425.
4. Brand Awareness: The brand awareness score increased by 17.3% to 122, including mentions and story mentions.
5. Content Summary: 110 posts were published with a 2% increase, but post reach decreased by 4%. Engagement remained steady.

Heritage, Arts and Culture Committee February 2024

Weston Museum Report – written by Lisa Clemons, Museum Operations Manager

Weston Museum Report

10.1 Visitor services – Total visitor numbers for 2023 = 36,310 which is the highest number recorded since opening after the refurbishment. Holding the Christmas market on both Saturday and Sunday proved to be very popular with visitors as did the Christmas Grotto in the function room and the Grinch Shows in the courtyard, all of which we plan to do again for Christmas 2024.

10.2 Shop – Shop sales for December and January have increased compared to the same period last year with the average spend per head now approximately £0.92

10.3 Café – The café saw record numbers in December with approximately 70% of all visitors for the month buying something in the café, this resulted in a total café sales figure for the month of just over £9,000.

10.4 Functions – The Christmas function bookings were successful one of which choose our catering option for 90 people. A different seating layout was used for the Costanzi Consort Concert, to maximise available seats, this was received well by the choir and the audience.

10.5 Events – Events for the next six months are booked and scheduled on the museum website with planning now taking place for Aug-Dec 24. History Week will take place from 13th -16th Feb with paid workshops in the learning space and free activities & re-enactors in the courtyard.

10.6 Learning –Term 3 (Jan-Feb) has 15 learning sessions booked and Term 4 (Feb-Mar) has 16. Home education sessions continue to sell well. Rusty Club (YAC) is now attracting a wider age range so we plan to split the group into separate junior and senior groups to provide more age appropriate sessions for each.

10.7 Heritage & Community (written by Jane Hill- Heritage & Community Officer) –

The last day of the Heritage Action Zone exhibition in the community Gallery is Saturday 2nd March and the Scouts exhibition will launch on Friday 8th March at 6pm with invited guests. Volunteer Fraser Darke researched and put together the most recent display on the blue exhibition boards entitled, 'Crime and Punishment'.

Since November I have given talks on the following: History of Milton Road Cemetery and Victorian Death and Mourning, War Memories (assisted by volunteers Chris Fisher and Lorraine Stanley) and A History of Crime and Punishment in Weston (assisted by volunteer Chris Fisher). I have created a new themed memory box on beauty and fashion for our reminiscence service which has been added to the museum website and we are already getting further enquiries as a result. A forthcoming reminiscence session will take place at Weston Hospice in Uphill at the end of January.

10.10 William Mabel Gallery –The Dr Who exhibition dates have been extended, it will now run until April 13th 2024.

10.11 Clara's Cottage – The cottage garden has been planted with sustainable shrubs and plants.

Members are asked to note this report.

Heritage and Arts Committee – 8th January 2024

Blakehay Theatre Management Report written by Sally Heath, Theatre Manager

- 11.1 The theatre has three sell out shows for the beginning of 2024 and continues to work with companies to market shows.
- 11.2 The theatre achieved it's first Christmas season. Twenty-Four performances were attended between 4th December and 23rd December 2023. Both productions had fantastic reviews (a sample below) and bought new people into the theatre.

Jack and the Beanstalk

“Great theatre. The pantomime this year is brilliant” 5 Stars – Shaun French

“Went to see Jack and the Beanstalk tonight and it was brilliant. Well done everyone on stage and behind the scenes. We all really enjoyed it” 5 stars – Sue Richards

“Excellent pantomime by Bowtie productions, Jack and the beanstalk. Very funny, great songs and dancing.” 5 stars – Rob G

“Great location comfortable seats great service at front door & reception & brilliant Jack & beanstalk” 5 Stars – Joan Manifold

A Christmas Carol

“A really clever well scripted show!

11.4 As reported to the committee in April 2023, the theatre has been supported by Operational Services Manager, to help with the bookings process and theatre bar service.

Due to the Operational Services Managers commitment to other services, and the demand on the bookings hire position (in regards to time dedicated to this), this has not worked out as planned and in November 2024, the Theatre Manager has resumed the tasks of the Bookings process for hire of the theatre.

This has meant that the pressure on the Theatre Manager to be able to develop the theatre further has been halted. However, the theatre has seen an increase in hire enquiries converting to confirmed shows for 2024.

11.5 The theatre is currently under review by Councillors and reporting to E&G Committee.

Members are requested to:

Note the report.

Sally Heath
Theatre Manager
01 February 2024

Heritage Arts and Culture Committee 8th February 2024

Old Town Quarry

Report of the Deputy Town Clerk/RFO and Senior Development Officer

1. Committee Delegation

Under the Council's current committee terms of reference (TOR) The Old Town Quarry has not yet been identified formally to be overseen by any of the Council's committees under delegated responsibilities, therefore progress to date has been reported via Policy and Finance committee and Town Council directly.

However, within the TOR for the Heritage Arts and Culture Committee (HAC) the following is recognised.

Item 6. To consider and deal with any other Heritage, Arts and Cultural issue in the town.

This report is therefore submitted to the committee for consideration on the this

RECOMENDATION

It is recommended that the Committee TOR is updated to reflect the inclusion of The Old Town Quarry to HAC be formally approved at the next Town Council Meeting

2. Community Ownership Grant Award and authority to proceed (for information only)

Weston-super-Mare Town Council was awarded £671,992 capital and £28,000 revenue from the Department for levelling Up, Housing and Communities for the Community Ownership Fund round 3, to help save a treasured community asset and support the ambitions of the community. Total award = £699,992

This grant must be spent in full by the 20th December 2024. The full Business Plan and Application are available upon request.

1. Acceptance of the grant

A special Policy and Finance Meeting was called on the 11th January 2024, to consider the following recommendations:

- To receive the grant application and adopt the Business Plan
- To note and approve the timescale for Lease completion and procurement for the Quarry restoration and improvement in accordance with the Business Plan
- To consider staffing requirements: Project Management and Development
- To recommend acceptance of the grant award to the Town Council

2.1 Special Policy and Finance Meeting 11th January 2024

DRAFT Minute extract:

242.1 To receive the grant application and adopt the Business Plan

Previously circulated with the agenda.

PROPOSED BY: Councillor Owen James

SECONDED BY: Councillor John Crockford-Hawley

A vote was taken and **carried**. Accordingly, it was:

RECOMMENDED: To receive the grant application and adopt the Business Plan.

242.2 To note and approve the timescale for Lease completion and procurement for the Quarry restoration and improvement in accordance with the Business Plan

The Town Clerk reported that the lease completion would be as soon as practicably possible and anticipated early February; procurement needed to begin forthwith.

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Gill Bute

A vote was taken and **carried**. Accordingly, it was:

RESOLVED: To approve the timescale for Lease completion and procurement for the Quarry restoration and improvement in accordance with the Business Plan

242.3 To consider staffing requirements: Project Management and Development

The report of the Deputy Town Clerk/RFO had been previously circulated.

The Deputy Town Clerk advised that when the grant application was submitted it was based on the council having a Climate Change Development Officer in place to undertake the project under the guidance of a Project Manager. This post had been removed by the Policy & Finance Committee in December's budget setting meeting and the report was requesting members to reinstate the post.

Further discussion ensued regarding the role of the Climate Change Development Officer and the Deputy Town Clerk was happy to take away the concerns raised by members that the requirements of the post be investigated and give members options on staffing structure and costs.

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Robert Payne

A vote was taken and **carried**. Accordingly, it was:

242.3.1 RESOLVED: To approve the provision of £20,000 recognised for professional fees to appoint an external project manager/ consultant with immediate effect to undertake the project works and evaluation for the COP grant. This would still sit under the supervision of the DTC whilst working alongside the Senior Development Officer to enable the grant to be completed within required timescales and provide the essential continuity to the project. The successful applicant would need to have demonstrable experience in grant aided project delivery of this kind and ideally knowledge of council procedures.

242.3.2 RESOLVED: That the recommendation of reinstating the Climate Change Officer post be deferred pending investigations and options on staffing structure and costs.

242.4. To recommend acceptance of the grant award to the Town Council

PROPOSED BY: Councillor Martin Williams

SECONDED BY: Councillor John Crockford-Hawley

A vote was taken and **carried**. Accordingly, it was:

RECOMMENDED: To recommend acceptance of the grant award to the Town Council.

2.2 Town Council Meeting 22nd January 2024

Following the recommendations and resolutions from Policy and Finance, the meeting of the Town Council was asked to formally accept the grant and adopt the business plan.

DRAFT Minute extract:

To accept the Old Town Quarry – Community Ownership Fund Grant Award

The Minute Extract of the Policy & Finance Committee meeting held on 11th January 2024 and report of the Deputy Town Clerk/Responsible Financial Officer had been previously circulated.

Councillor Hugh Malyan returned at 7.48 pm

Councillor James Clayton left at 7.49 pm and returned at 7.51 pm

When questioned The Deputy Town Clerk confirmed that North Somerset Council were working with the recent occupiers.

It was confirmed The Old Town Quarry project would report to the Heritage Arts and Culture Committee and that any subsequent 'Working groups' would be decided at this committee accordingly.

PROPOSED BY: Councillor Alan Peak

SECONDED BY: Councillor John Crockford-Hawley

A vote was taken and accordingly it was **carried**.

RESOLVED: To approve the recommendations from the Policy and Finance Committee as follows:

1. To receive the grant application and adopt the Business Plan.
2. To recommend acceptance of the grant award to the Town Council.

To note resolutions made by the Policy and Finance Committee as follows:

1. To approve the timescale for Lease completion and procurement for the Quarry restoration and improvement in accordance with the Business Plan
2. To approve the provision of £20,000 recognised for professional fees to appoint an external project manager/ consultant with immediate effect to undertake the project works and evaluation for the COP grant. This would still sit under the supervision of the DTC whilst working alongside the Senior Development Officer to enable the grant to be completed within required timescales and provide the essential continuity to the project. The successful applicant would need to have demonstrable experience in grant project delivery of this kind and knowledge of council processes and procedures ideally.
3. That the suggestion to reinstate the Climate Change Officer post be deferred pending investigation and options on staffing structure and costs.

2. Project Manager – approval for appointment

The COF grant has a very tight turnaround of one year to get works completed as per the business model and application (business model and application available upon request). All larger scale project management works would normally be undertaken by the Deputy Town Clerk. However, with changes to the senior management structure occurring as a result of the Town Clerks retirement 31st January 2024, there is likely to be additional strain on existing

capacity to be able to do so alongside already committed works. The Policy and Finance Committee approved the appointment of a Project Manager.

Using the councils Delegation of powers and authority and with approval from the Chairman and Vice Chairman of the Personal committee the following has been agreed;

- 1-year fixed term contract (employed) for 18.5/20 hours per week for a Project Manager to work under the direction of the Deputy Town Clerk working with the Senior Development Officer for project delivery.
- The appointment is not subject to the normal recruitment process due to the timescales and pressure to deliver the project on time – noting a suitable candidate has been identified and is currently going through the necessary reference and DBS checks to be able to commence works.

3. Contract Management – (Building Refurbishment works)

The Contract Manager role will be carried out by the Town Council’s appointed and fully qualified Building Surveyor, as has been the case historically. There is ability to do this following the full procurement exercise in 2023 whereby Currie and Brown were appointed. Hong Lau, our named surveyor, will be overseeing the Quarry project.

A quote had been provided for the during of the project works, as per their contract and specification set out in the procurement process. This will be for a value of £45,264.44 and includes all professional service provision (as listed below) As their services have already been approved as part of the procurement process (this will figure is representative of 7% of the total project cost) this contract award is simply for noting. The cost of project management is covered within the grant award.

Their quote covers:

- Pre-Design Stage (RIBA Stage 3)
- Design Stage (RIBA Stage 4)
- Statutory consents (RIBA Stage 3/4)
- Tender (RIBA Stage 4)
- Contract Administration (RIBA Stage 5/6)

4. Procurement for Works Contractor

Following a meeting with Hong, a timeline for contractor procurement has been devised in order to meet the requirements of the application

Action	Date	Officer
Expression of Interest Advert Out	30/01/2024	MM
Expression of Interest Return Deadline / Evaluation	08/03/2024	MM
Tender Documents sent out to tender list	22/03/2024	HL
Tender Return Deadline and Tender Opening	19/04/2024	MM/SP/HL (councillors required for tender opening)
Tender Evaluation Completion	30/04/2024	HL
Additional Meeting requirement (either HACC or P&F)	W/C 06/05/2024	HACC/P&F
Tender Award	W/C 06/05/2024	SP/MM
Works Commence	May 2024	Contractor

Works Completed	October 2024 (latest)	Contractor
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6. Grant Management

Subject to approval of item 1 above it is suggested all formal updates and decisions should come to HAC.

Given the short turn around of this grant (the full amount must be spent by 20th December 2024), Members may therefore wish to consider the creation of a smaller Old Town Quarry Working Group, as has been the case with 32 Waterloo Street and Weston Museum previously, for the purpose of monitoring the project progress.

As part of the grant, any changes to the aims and objectives set out in the business plan will need to be reported back to the Department for Levelling Up, Housing and Communities, as well as this Committee/Working Group.

7. Members are requested to:

- Note the appointment of Currie and Brown as the Contract Manager (Building refurbishment) for the cost of £45,264.44
- Note the 1-year fixed term appointment of a Project Manager to oversee the delivery of the approved Business Plan.
- Subject to the approval of recommended revised TOR, consider the creation of an Old Town Quarry Working Group, and provide suggestions for councillor membership noting that under the current committee terms of reference this facility will fall to the HAC committee.

Sarah Pearse / Molly Maher

Acting Town Clerk / RFO & Senior Development Officer