

## **WESTON-SUPER-MARE TOWN COUNCIL NOTES OF THE HERITAGE ARTS AND CULTURE COMMITTEE HELD VIA ZOOM ON 21<sup>st</sup> JANUARY 2021**

**Meeting Commenced:** 10:00 am

**Meeting Concluded:** 11:51 am

**PRESENT:** Councillors John Crockford-Hawley (Chairman), Peter Crew, Catherine Gibbons, Jan Holloway and Peter Mcaleer; Sarah Pearse (Deputy Town Clerk), Molly Maher (Development Officer), Fay Powell (Assistant Town Clerk – Frontline Services), Matt Hardy (Visitor Services Manager), Sally Heath (Theatre Manager), Becky Walsh (Communications Officer), Emma Williams (Tourism Marketing Officer), Michele Green (South West Heritage Trust), Richard Blows (Transformation Programme Manager Corporate Services), Cara MacMahon and Lorna Clarke (NSC Heritage Action Zones Project Officers) and Tom Newman (Theatre Orchard).

<b>140</b>	<b>Apologies for absence and notification of substitutes</b>  Apologies were received from Fiona Matthews and Sam Astill.
<b>141</b>	<b>Declarations of interest</b>  There were no declarations of interest received.
<b>142</b>	<b>To approve the accuracy of the Minutes of the last meeting held on 12<sup>th</sup> November 2020</b>  The minutes of the meeting had been previously circulated with the agenda.  <b>PROPOSED BY:</b> Councillor Peter Crew <b>SECONDED BY:</b> Councillor Peter Mcaleer  <b>RESOLVED:</b> That the minutes be approved and signed by the Chairman
<b>143</b>	<b>Budget for 2020/2021</b>  A detailed income and expenditure report had been previously circulated with the agenda.  <b>RESOLVED:</b> That the report be noted
<b>144</b>	<b>Marketing Report</b>  The report of the Communications Officer had been previously circulated with the agenda.  <i>Tom Newman entered the meeting at 10:02 am</i>

	<p>The Chairman indicated that the Rotary Club were celebrating their anniversary. He was helping them to arrange a plaque, which he clarified would not be an official blue plaque but would be in keeping with this format. The plaque would go up outside The Works in the High street, formally known as Brown's Café.</p> <p>The Communications Officer informed that a place making film was being created from footage intended for the Christmas lights film, which did not go ahead due to the second lockdown.</p> <p><i>Cara MacMahon entered the meeting at 10:06</i></p> <p>A member commented on the excellent quality of the films on the Town Council website, particularly the Milton Road Cemetery film. The Deputy Town Clerk queried North Somerset Council's involvement in the place making film. The Communications Officer clarified that they had waived the filming costs on council land and were endorsing the project.</p> <p><b>RESOLVED:</b> That the report be noted</p>
145	<p><b>Weston Museum Management Report</b></p> <p>The report of the Museum Visitor Services Manager had been previously circulated with the agenda.</p> <p>The Visitor Services Manager reported that filming had been undertaken at Weston Museum, by Premier League Productions as part of an origins story created for a Premier League footballer who lived in Weston. The Chairman asked that this be circulated to members. This had the potential to increase viewing figures.</p> <p>The Visitor Services Manager stated that they had created a new question and answer session with schools in order to continue community engagement during lockdown. One session had been filmed so far, resulting in positive feedback from those involved.</p> <p>The Chairman congratulated the Museum on the success of their Christmas film and enquired how long it took to produce. Including writing, filming and editing, this took approximately a week.</p> <p><b>RESOLVED:</b> That the report be noted.</p>
146	<p><b>Blakehay Theatre Management Report</b></p> <p>The report of the Theatre Manager had been previously circulated with the agenda.</p> <p>The Blakehay Theatre Manager reported that a marketing strategy had been presented to the committee the previous March. The report evaluated the outcome of this, and the following statistics regarding online engagement were listed:</p> <p>Website reach: up 63.5%</p>

	<p>Facebook reach: up 59.5% Twitter reach: up 12.8% Instagram reach: up 85.8%</p> <p>The Chairman asked how the reach was translated into engagement. The Theatre Manager explained that weekly insights data was taken from the website which noted how they were directed to the website, how long they spent on there and if this resulted in ticket sales. It was noted that whilst ticket sales had been affected by Covid-19, £3,000 worth of tickets for future shows had been sold.</p> <p>A member asked when the next scheduled event would be taking place. It was advised that as long as the lockdown was not extended further, this would likely be April.</p> <p>The Chairman asked for further information regarding the streaming equipment. A filmed theatre performance had been created and edited. This would give people the opportunity to enjoy the theatre whilst in lockdown. More would be filmed, but filming had been put on hold due to the lockdown. The Theatre Manager informed that they were delaying the release of the first film until they had more films to follow it with. The first film would be free in order to test the process. A marketing strategy was being created in order to ensure the furthest reach was achieved. When the project was up and running they would aim to release 2-3 a month.</p> <p><b>RESOLVED:</b> That the report be noted</p>
<b>147</b>	<p><b>WSMTC Grant Development Report</b></p> <p>The report of the Development Officer had been previously circulated with the agenda.</p> <p><b>Wedding licence</b> The Development Officer reported on the ongoing progress of acquiring a wedding license for Weston Museum and asked that the committee approved the resolution.</p> <p>The Chairman was positive about the launch of another earning stream for the Museum once the license was finalised.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew <b>SECONDED BY:</b> Councillor Catherine Gibbons</p> <p><b>RESOLVED:</b> 147.1 To proceed with the wedding license application 147.2 Approval to spend of £1,750 from either the strategic planning budget or legal fees.</p>
<b>148</b>	<p><b>Cultural Recovery Fund</b></p> <p>The Development Officer reported on work undertaken alongside the Blakehay Theatre Manager, on the Cultural Recovery Plan. The committee were</p>

	<p>understanding that plans for two events in March were likely to be affected by the lockdown and may have to be rearranged.</p> <p><b>RESOLVED:</b> That the report be noted.</p>
149	<p>At this point in the meeting, the Chairman brought forward item 10 on the agenda.</p> <p><b>South West Heritage Trust (SWHT) Report</b></p> <p>A report from Michele Green had been previously circulated with the agenda.</p> <p>It was noted that many projects and works had been delayed due to Covid-19, including the return of the William Mable portrait to Weston Museum. A member queried the reference to artefacts moving. It was explained that vibrations from people moving caused the items to shift over time, and as such bumps were being added to the shelves to avoid this. Covid-19 would also have an impact on the Temporary Exhibition Programme.</p> <p><b>RESOLVED:</b> - That the report be noted.</p>
150	<p><b>Application to Weston Town Council for events support</b></p> <p>Previously Culture Weston had been granted £20,000 for a Glow Christmas Lights events. Unfortunately, this was cancelled due to the second lockdown. Culture Weston were asked to give an update as the event did not happen.</p> <p>Before the third lockdown the event was planned to take place in March. The event was now planned for Autumn 2021 when the nights were darker.</p> <p>The Deputy Town Clerk informed that the funds would be allocated in the current financial year, and reserved for when the event took place. It was suggested that it would be prudent for the committee to endorse this and make a formal recommendation to the Community Services committee.</p> <p>The original request put forward by Culture Weston was for two events, with the second event requiring a grant of £12,000. The decision by the Community Services Committee was to fund one event and then make a decision about the other. Tom Newman of Culture Weston stated that there was much uncertainty surrounding the events programme due to Covid-19. The spring programme was being rescheduled for the summer months, including the Arts and Health Weekender Event. He informed that should more funding become available, Culture Weston would be keen to enter into a discussion.</p> <p>The Chairman aired his concern about the Town Council becoming a sole a source of income without any creative input. Tom stated that the Town Council did have a place on the advisory board via the Chairman. There had only been one advisory board meeting since it had been set up so more information would follow.</p> <p><b>RESOLVED:</b> That the verbal update be noted.</p>

151	<p><b>To receive a verbal report from the Friends of Weston Museum</b></p> <p>Heather Morrissey was unable to attend the meeting.</p>
152	<p><b>North Somerset Council and Heritage Action Zone update</b></p> <p>The report of the Heritage Action Zone Officer had been previously circulated with the agenda.</p> <p><b>Heritage Action Zone</b></p> <p>A member asked for information regarding virtual tours. Cara MacMahon, advised that this linked to the Heritage Open Days from 2020 where virtual tours of each heritage site were created in order to enable the Heritage Open Days to take place. More tours were being developed for 2021.</p> <p>The Chairman asked if there was one place online where these tours and other digital content regarding Weston could be found. The Communications Officer informed that this was being discussed as part of the Place making meetings and the use of the #superweston had been put forward to link all Weston related content.</p> <p>A member asked whether money was being spent to boost content on Google. The Communication Officer informed the committee of new software that was being used to schedule repeat social media posts. This automation would increase exposure of Town Council services, and free up the Communication Officer's time to create more content.</p> <p>Cara advised that the Place Making agency was still new, and that it would take a couple of months to begin joining work up, but it was the ultimate goal. Both Culture Weston and the Town Council were represented in the Place Making agency.</p> <p>The Deputy Town Clerk advised that the Town Clerk as well as Councillors Alan Peak and Ian Porter sat on Place Making boards and council officers also sat on stirring groups, including the Deputy Town Clerk and Communications Officer.</p> <p>The Theatre Manager informed that she had been put forward for the Arts stirring group, and that the Chairman had been suggested for the Heritage group.</p> <p>The Chairman asked how the information was reported back to the Council.</p> <p>The Deputy Town Clerk advised that an updated report had been given at the last full Town Council meeting, and suggested that the Committee could specify information it wanted reporting back. The Theatre Manager and Communications Officer suggested that they could include information in their reports regarding Place Making to keep the committee informed.</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew  <b>SECONDED BY:</b> Councillor Catherine Gibbons</p>

**RESOLVED:**

152.1 That officers include within their respective future reports to HAC updates from any Place Agency meetings for members and committee awareness of work happening in the following areas: Arts, Heritage and Marketing/Events.

152.2 That the HAC committee requests that the councils 2x nominated board representatives report back to the next Town Council meeting specific updates in relation to the collaborative 'Promotion and Marketing' initiatives being developed for Weston super Mare, i.e. #super Weston.

The Chairman asked for an update on the Historic England funded photography project, noting that he would hope a local photographer be given the commission. Cara advised that 13 people had applied so far, and that the commission had been advertised in The Mercury and on North Somerset Council's website and Facebook page. Part of the shortlisting criteria was that the photographer must live in North Somerset. The scope of the works was for an 18-month project focusing on the development of 10 buildings. It was suggested this would be around 30 days of work.

A member queried whether this was open to amateurs. It was informed that particular guidance needed to be observed, including candidates having public liability insurance. The Chairman commented that work carried out by the A1 camera club for Weston Museum had been fantastic, with 30,000 images having been taken.

A member asked who would be making the decision regarding the appointment. A panel including Historic England, North Somerset Council, Theatre Orchard and Culture Weston would be set up.

The Chairman asked for more information regarding the engagement programme mentioned in the report. This would be a programme of 10 different projects including Heritage Open Days and Know Your Place as well as a walking health and heritage project, working with schools, working with retailers, and training in heritage for contractors. An application for £70,000 funding had been submitted but not yet agreed.

**North Somerset Council Update**

The Deputy Town Clerk welcomed Richard Blows of North Somerset Council to give an update. A partnership team had now been fully established following the work with the community throughout the lockdowns. North Somerset Council were working with Culture Weston to meet strategic plans concerning heritage arts and culture. North Somerset Council were supporting Parkwood with their bid to the second round of the Arts Council Cultural Recovery Fund for the Playhouse.

The Chairman requested that in the future, it would be good to see the Playhouse and Blakehay Theatre working together.

It was noted that in the past the link between North Somerset Council and the community regarding the Hillfort had not been well thought out, with

	<p>communication being the main problem. It was suggested that more consultation needed doing.</p> <p>A member queried whether the discussions with Parkwood were happening on a local or national level, as in the past local level discussion had broken down when they got referred up. Richard confirmed they were taking place at a national level.</p> <p>The Chairman informed that local swimming group the 'Mud Larks' were keen on seeing Marine Lake coming back into use, and he wanted the committee to support this and suggested referring this up to Community Services. The Deputy Town Clerk suggested that it would be useful to take a report to Community Services.</p> <p>The Deputy Town Clerk reminded members that previously it had been discussed as to whether to invite Councillor Solomon from North Somerset Council to the meetings. It was suggested that this should be included on the agenda for the next meeting.</p> <p><b>PROPOSED BY:</b> Councillor John Crockford-Hawley  <b>SECONDED BY:</b> Councillor Peter Crew</p> <p><b>RESOLVED:</b> That Councillor Soloman from North Somerset Council be formally invited to attend the next HAC meeting</p>
153	<p><b>Culture Weston and Theatre Orchard Update</b></p> <p>The report from Fiona Matthews had been previously circulated with the agenda.</p> <p>The Chairman queried why in the report it stated that an event involved Southward and Worle exclusively. Tom Newman, representing Culture Weston, explained that this was where community partners had expressed an interest in getting involved including Big Worle and the For All Healthy Living Centre. It was noted that Worle in particular were typically less engaged and had fewer opportunities to participate.</p> <p>A members informed that this was why Big Worle had been set up and reported that new developments like Hayward Village were often left out, and that there was a lack of community feeling in these areas.</p> <p>The Deputy Town Clerk was aware of challenges when Big Worle was set up, with dynamic changes within the board and intervention from the Lottery Fund to support their goals. A play area within the Big Worle area had been agreed previously by the Tourism and Leisure Committee to transfer to the Town Council.</p> <p>The Chairman advised that there needed to be more understanding of the roles of Theatre Orchard and Culture Weston play and the relationship with Weston Town Council. The Deputy Town Clerk agreed that the council needed to understand what the partnership looked like, in the form of an action plan or a form of memorandum. The Town Council would like to be more proactive, and</p>

	<p>not just a silent partner. She reiterated that the council's budget was set once a year, so plans needed to be made in line with this.</p> <p>It was agreed that officers should set up a meeting with Culture Weston to establish a more formal partnership agreement. There needed to be an understanding for the works being done by Culture Weston, in line with the Town Councils wishes to be a proactive member for the benefit of Heritage, Arts and Culture Services including Blakehay Theatre, Weston Museum, Old Town Quarry (TBC) and other projects as required.</p>
<b>154</b>	<p><b>Town Council Involvement in the Town Quarry</b></p> <p>The Deputy Town Clerk advised that the proposal was with North Somerset Council and they were awaiting a formal response.</p>
<b>155</b>	<p><b>Town Council Email Address Support</b></p> <p>The Development Officer noted reported that new town councillor email addresses had been set up for all councilors. Help setting up the account was available to anyone who needed it.</p> <p>The Deputy Town Clerk informed that moving forward, this would be the only form of communication with councillors, discontinuing the use of personal email accounts.</p>
	<p>There being no further business the meeting concluded at 11:51 am</p> <p>Signed.....Dated.....</p> <p>Chairman of the Heritage Arts and Culture Committee</p>



## Detailed Income &amp; Expenditure by Budget Heading 10/03/2021

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>120 Blakehay Central Costs</b>								
4000 Staffing Costs	3,716	40,900	44,338	3,438		3,438	92.2%	
4013 Training	151	598	2,355	1,757		1,757	25.4%	
4014 P P E / Health & Safety	1,028	2,073	1,000	(1,073)		(1,073)	207.3%	
4019 Website Costs-TC	0	1,494	1,000	(494)		(494)	149.4%	
4030 Equipment Purchase	474	745	1,906	1,161		1,161	39.1%	
4031 Equipment - Rental	104	1,126	2,936	1,810		1,810	38.3%	
4034 Equipment Repairs	0	0	500	500		500	0.0%	
4035 Telephone	99	1,081	995	(86)		(86)	108.6%	
4043 Ink Cartridges/printing	0	19	0	(19)		(19)	0.0%	
4044 Insurance	250	747	600	(147)		(147)	124.6%	
4102 NNDR	620	3,530	3,510	(20)		(20)	100.6%	
4104 Utilities - Water	164	164	906	742		742	18.1%	
4105 Utilities - Heat & Light	981	4,166	6,986	2,820		2,820	59.6%	
4109 Alarm system	426	968	600	(368)		(368)	161.4%	
4110 Cleaning	0	114	700	586		586	16.3%	
4111 Window Cleaning	35	145	300	155		155	48.3%	
4114 Refuse Removal	103	1,395	1,500	105		105	93.0%	
4131 Licenses	75	351	295	(56)		(56)	119.0%	
4136 Credit Card Chgs	0	31	0	(31)		(31)	0.0%	
6000 Admin Salaries Recharge	0	18,897	17,892	(1,005)		(1,005)	105.6%	
6005 Admin Overhead Recharge	0	4,257	5,867	1,610		1,610	72.6%	
6007 Grove House Recharge	0	966	939	(27)		(27)	102.9%	
6008 Grove Lodge Recharges	0	796	710	(86)		(86)	112.1%	
6010 Grounds Salaries Recharge	0	280	287	7		7	97.6%	
6015 Grounds Overhead Recharge	0	86	93	7		7	92.9%	
<b>Blakehay Central Costs :- Indirect Expenditure</b>	<b>8,227</b>	<b>84,931</b>	<b>96,215</b>	<b>11,284</b>	<b>0</b>	<b>11,284</b>	<b>88.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,227)</b>	<b>(84,931)</b>	<b>(96,215)</b>	<b>(11,284)</b>				
<b>121 Blakehay -Auditorium</b>								
1013 BH annual membership	0	28	100	72			27.6%	
1090 Bookings	0	0	43,000	43,000			0.0%	
<b>Blakehay -Auditorium :- Income</b>	<b>0</b>	<b>28</b>	<b>43,100</b>	<b>43,072</b>			<b>0.1%</b>	<b>0</b>
4000 Staffing Costs	1,756	19,170	29,599	10,429		10,429	64.8%	
4039 Advertising & Marketing	0	54	5,900	5,846		5,846	0.9%	
4224 Blakehay Performing Rights	0	0	1,000	1,000		1,000	0.0%	
<b>Blakehay -Auditorium :- Indirect Expenditure</b>	<b>1,756</b>	<b>19,224</b>	<b>36,499</b>	<b>17,275</b>	<b>0</b>	<b>17,275</b>	<b>52.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,756)</b>	<b>(19,196)</b>	<b>6,601</b>	<b>25,797</b>				

## Detailed Income &amp; Expenditure by Budget Heading 10/03/2021

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>122 Blakehay - Upper Studio</b>								
1014 BH evening classes income	0	0	1,400	1,400			0.0%	
1090 Bookings	0	(72)	12,000	12,072			(0.6%)	
Blakehay - Upper Studio :- Income	<b>0</b>	<b>(72)</b>	<b>13,400</b>	<b>13,472</b>			<b>(0.5%)</b>	<b>0</b>
4000 Staffing Costs	0	2,220	6,406	4,186		4,186	34.7%	
4141 BH evening classes expenditure	0	0	750	750		750	0.0%	
Blakehay - Upper Studio :- Indirect Expenditure	<b>0</b>	<b>2,220</b>	<b>7,156</b>	<b>4,936</b>	<b>0</b>	<b>4,936</b>	<b>31.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(2,292)</b>	<b>6,244</b>	<b>8,536</b>				
<b>123 Blakehay Bar</b>								
1193 Blakehay Bar Events Hire	0	0	1,750	1,750			0.0%	
1194 Blakehay Bar Income	0	0	15,000	15,000			0.0%	
Blakehay Bar :- Income	<b>0</b>	<b>0</b>	<b>16,750</b>	<b>16,750</b>			<b>0.0%</b>	<b>0</b>
4000 Staffing Costs	151	4,139	8,683	4,544		4,544	47.7%	
4031 Equipment - Rental	381	2,113	2,574	461		461	82.1%	
4405 Blakehay Bar Expenditure	0	73	5,000	4,927		4,927	1.5%	
Blakehay Bar :- Indirect Expenditure	<b>533</b>	<b>6,325</b>	<b>16,257</b>	<b>9,932</b>	<b>0</b>	<b>9,932</b>	<b>38.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(533)</b>	<b>(6,325)</b>	<b>493</b>	<b>6,818</b>				
<b>124 Blakehay Box Office</b>								
1105 Blakehay Box office income	(1,237)	(1,267)	10,800	12,067			(11.7%)	
Blakehay Box Office :- Income	<b>(1,237)</b>	<b>(1,267)</b>	<b>10,800</b>	<b>12,067</b>			<b>(11.7%)</b>	<b>0</b>
4000 Staffing Costs	1,484	14,468	18,312	3,844		3,844	79.0%	
4031 Equipment - Rental	22	132	0	(132)		(132)	0.0%	
4036 Stationery	0	25	800	775		775	3.1%	
4136 Credit Card Chgs	0	0	528	528		528	0.0%	
4407 Museum cafe stock	0	48	0	(48)		(48)	0.0%	
Blakehay Box Office :- Indirect Expenditure	<b>1,506</b>	<b>14,673</b>	<b>19,640</b>	<b>4,967</b>	<b>0</b>	<b>4,967</b>	<b>74.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,742)</b>	<b>(15,940)</b>	<b>(8,840)</b>	<b>7,100</b>				
<b>125 Blakehay -Live Shows</b>								
1106 Blakehay events income	0	498	48,000	47,502			1.0%	
Blakehay -Live Shows :- Income	<b>0</b>	<b>498</b>	<b>48,000</b>	<b>47,502</b>			<b>1.0%</b>	<b>0</b>
4016 Show costs	24	2,274	24,000	21,726		21,726	9.5%	
4039 Advertising & Marketing	0	0	2,400	2,400		2,400	0.0%	
Blakehay -Live Shows :- Indirect Expenditure	<b>24</b>	<b>2,274</b>	<b>26,400</b>	<b>24,126</b>	<b>0</b>	<b>24,126</b>	<b>8.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(24)</b>	<b>(1,776)</b>	<b>21,600</b>	<b>23,376</b>				

## Detailed Income &amp; Expenditure by Budget Heading 10/03/2021

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	(1,237)	(813)	132,050	132,863			(0.6%)	
Expenditure	12,045	129,646	202,167	72,521	0	72,521	64.1%	
<b>Net Income over Expenditure</b>	<u>(13,282)</u>	<u>(130,460)</u>	<u>(70,117)</u>	<u>60,343</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(13,282)</u>	<u>(130,460)</u>						

13:30

## Detailed Income &amp; Expenditure by Budget Heading 10/03/2021

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>140 Museum Central Costs</b>								
1034 Grant funding	0	(747)	0	747			0.0%	
1100 Miscellaneous Income	(385)	753	7,500	6,747			10.0%	
1122 Fundraising	0	18	0	(18)			0.0%	
<b>Museum Central Costs :- Income</b>	<b>(385)</b>	<b>24</b>	<b>7,500</b>	<b>7,476</b>			<b>0.3%</b>	<b>0</b>
4000 Staffing Costs	11,287	106,895	113,822	6,927		6,927	93.9%	
4012 Travel & Subsistence Expenses	38	122	200	78		78	61.2%	
4013 Training	127	1,154	5,000	3,846		3,846	23.1%	
4014 P P E / Health & Safety	1,276	5,205	1,000	(4,205)		(4,205)	520.5%	
4019 Website Costs-TC	1,397	1,570	600	(970)		(970)	261.6%	
4030 Equipment Purchase	628	944	1,300	356		356	72.6%	
4031 Equipment - Rental	22	406	1,616	1,210		1,210	25.1%	
4033 Equipment mtce contracts	0	(25)	0	25		25	0.0%	
4034 Equipment Repairs	100	212	200	(12)		(12)	106.0%	
4035 Telephone	99	1,760	1,600	(160)		(160)	110.0%	
4036 Stationery	0	177	750	573		573	23.6%	
4039 Advertising & Marketing	160	1,448	4,000	2,552		2,552	36.2%	
4041 Fees, Subs and Conferences	40	155	300	145		145	51.7%	
4043 Ink Cartridges/printing	48	48	0	(48)		(48)	0.0%	
4044 Insurance	667	1,945	1,600	(345)		(345)	121.6%	
4102 NNDR	0	49,937	53,551	3,614		3,614	93.3%	
4104 Utilities - Water	0	1,139	978	(161)		(161)	116.5%	
4105 Utilities - Heat & Light	1,180	7,026	12,547	5,521		5,521	56.0%	
4109 Alarm system	874	1,553	1,000	(553)		(553)	155.3%	
4110 Cleaning	888	9,299	12,000	2,701		2,701	77.5%	
4111 Window Cleaning	50	450	600	150		150	75.0%	
4114 Refuse Removal	103	1,721	1,800	79		79	95.6%	
4131 Licenses	0	386	1,350	964		964	28.6%	
4161 Volunteer Training	88	88	1,000	912		912	8.8%	
4214 Somerset County Council - SLA	68,569	68,569	69,454	885		885	98.7%	
6000 Admin Salaries Recharge	0	26,270	24,875	(1,395)		(1,395)	105.6%	
6005 Admin Overhead Recharge	0	5,920	8,153	2,233		2,233	72.6%	
6007 Grove House Recharge	0	1,338	1,308	(30)		(30)	102.3%	
6008 Grove Lodge Recharges	0	1,105	985	(120)		(120)	112.2%	
6010 Grounds Salaries Recharge	0	559	574	15		15	97.4%	
6015 Grounds Overhead Recharge	0	170	195	25		25	87.4%	
<b>Museum Central Costs :- Indirect Expenditure</b>	<b>87,639</b>	<b>297,546</b>	<b>322,358</b>	<b>24,812</b>	<b>0</b>	<b>24,812</b>	<b>92.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(88,024)</b>	<b>(297,522)</b>	<b>(314,858)</b>	<b>(17,336)</b>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>141 Museum Learning and Events</b>								
1006 Museum Learning Room Hire	0	(60)	8,487	8,547			(0.7%)	
1008 Museum handling box hire	0	630	1,575	945			40.0%	
1103 Other event misc income	0	0	7,290	7,290			0.0%	
Museum Learning and Events :- Income	0	570	17,352	16,782			3.3%	0
4000 Staffing Costs	2,255	24,892	29,353	4,461		4,461	84.8%	
4020 Learning/Event education equip	0	1,393	1,000	(393)		(393)	139.3%	
4039 Advertising & Marketing	0	83	1,000	917		917	8.3%	
4058 Learning/Events Museum events	250	75	1,000	925		925	7.5%	
Museum Learning and Events :- Indirect Expenditure	2,505	26,444	32,353	5,909	0	5,909	81.7%	0
Net Income over Expenditure	(2,505)	(25,874)	(15,001)	10,873				
<b>142 Museum Cafe</b>								
1004 Cafe Sales	0	1,615	62,000	60,385			2.6%	
Museum Cafe :- Income	0	1,615	62,000	60,385			2.6%	0
4000 Staffing Costs	3,527	37,521	48,023	10,502		10,502	78.1%	
4014 P P E / Health & Safety	199	1,451	1,100	(351)		(351)	131.9%	
4015 SLA Somerset	0	0	1,824	1,824		1,824	0.0%	
4017 Museum cafe equip rental	0	1,572	0	(1,572)		(1,572)	0.0%	
4031 Equipment - Rental	0	13	0	(13)		(13)	0.0%	
4058 Learning/Events Museum events	0	0	1,000	1,000		1,000	0.0%	
4110 Cleaning	0	21	845	824		824	2.5%	
4114 Refuse Removal	150	710	800	90		90	88.7%	
4151 Catering	152	512	500	(12)		(12)	102.4%	
4406 Bar Stock	0	0	2,500	2,500		2,500	0.0%	
4407 Museum cafe stock	0	1,353	13,000	11,647		11,647	10.4%	
Museum Cafe :- Indirect Expenditure	4,028	43,153	69,592	26,439	0	26,439	62.0%	0
Net Income over Expenditure	(4,028)	(41,538)	(7,592)	33,946				
<b>143 Museum shop/retail</b>								
1005 Museum Shop Sales	0	927	13,500	12,573			6.9%	
1009 Museum sale or return comm	0	145	4,000	3,855			3.6%	
Museum shop/retail :- Income	0	1,072	17,500	16,428			6.1%	0
4031 Equipment - Rental	0	130	0	(130)		(130)	0.0%	
4136 Credit Card Chgs	0	31	312	281		281	10.1%	
4408 Museum shop stock	0	2,547	7,000	4,453		4,453	36.4%	
Museum shop/retail :- Indirect Expenditure	0	2,708	7,312	4,604	0	4,604	37.0%	0
Net Income over Expenditure	0	(1,636)	10,188	11,824				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>144 Museum Temporary Gallery</u>								
4039 Advertising & Marketing	0	292	1,000	708		708	29.2%	
Museum Temporary Gallery :- Indirect Expenditure	0	292	1,000	708	0	708	29.2%	0
Net Expenditure	0	(292)	(1,000)	(708)				
<u>145 Museum Function</u>								
1104 Function Income	(100)	(365)	31,500	31,865			(1.2%)	
Museum Function :- Income	(100)	(365)	31,500	31,865			(1.2%)	0
4000 Staffing Costs	0	0	2,385	2,385		2,385	0.0%	
4030 Equipment Purchase	224	246	500	254		254	49.2%	
4039 Advertising & Marketing	170	330	1,000	670		670	33.0%	
Museum Function :- Indirect Expenditure	394	576	3,885	3,309	0	3,309	14.8%	0
Net Income over Expenditure	(494)	(941)	27,615	28,556				
Grand Totals:- Income	(485)	2,916	135,852	132,936			2.1%	
Expenditure	94,567	370,719	436,500	65,781	0	65,781	84.9%	
Net Income over Expenditure	(95,052)	(367,803)	(300,648)	67,155				
Movement to/(from) Gen Reserve	(95,052)	(367,803)						

Members will also have received the tender report from SJ Surveyors which provides more in depth detail in regard to these procurements and as such it should be read alongside this report. This report will provide a snap shot summary for member's ease of understanding.

**A. Blakehay Electrical Upgrade**

The council after undergoing statutory Periodic Fixed Wiring Test and Inspections were made aware that the current wiring in the Theatre was nearing the end of its usable life and as such needed to be replaced in a programme of works at the earliest convenience – to not do so would mean running the Theatre at risk as if a fault occurred the obsolete wiring and fixings could not be replaced and would result in the Theatre needing to close. This resulted in the council agreeing to fund the necessary works over a 3 /5-year period of time with £30K per year being allocated to do so. This fund now stands at £90k.

Works to draw zone specifications, gain cost estimates (QS), work diagrams and consider a planned order for these works to allow the Theatre to remain operational have been developed over the last 18 months (prior to COVID) with the upgrade of the main fuse box and electrical supply already having now been undertaken as the first part of this process.

The Procurement (Formal Tender process) started in March 2020 with Expressions of Interest required by May 2020.

Since this time the COVID pandemic hit and as such delays on procurement have occurred with the inability for contractors to visit site as one factor of this delay. However, tenders have now been received as per the report from SJ Surveyors.

**B. CRF Funded improvements: Ventilation and Building Refurbishment.**

As a result of the COVID pandemic the council saw the closure of the Blakehay Theatre to meet the requirements of the lockdown status as it was deemed unsafe to remain open (Government Guidance). This saw the Blakehay like other Theatres up and down the country facing considerable risk.

The Arts Council England opened a fund to safeguard the future of Arts and Culture nationally as a result of COVID and as a result of successful application the Blakehay was awarded £323,000 to carry out internal improvements. (including a COVID safe ventilation system and dressing room improvements). This alongside the development of digital events would allow the Theatre open as soon as it could by providing a safe environment for customers going forward in the wake of COVID.

The ventilation in particular would require specific Electrical fixed wiring requirements and as such there was some synergy in ensuring that any procurement for this contract was considered at the same time as the prior procurement for the Electrical upgrade in order to recognise shared costs and ensure all wiring undertaken accommodated this new need (as per the CRF fund grant). In addition, having one main contractor to do both jobs taking advantage of a closed building is also felt to be prudent. The capital budget included in the CRF Fund is £265,742 of which fees associated with design costs, planning and structural costs have reduced this to £247,315.

**Budget available for both Blakehay project procurements:**

Budget Heading	Amount available	Allocated For
EMR – Blakehay Electrical upgrade	£90,000	Upgrade of fixed wiring
CRF Fund	£247,315	Ventilation and refurbishment costs
EMR PPM (2020/2021)	£20,000	Blakehay programmed works associated with Electrical upgrades (fees etc)
<b>Total</b>	<b>£357,315</b>	

**Budget Issues:**

The Budget available for these works does not meet the revised costs of the tender which was expected to still be the case despite the revision and renegotiation to combine the two procurement tenders following P & F resolution. As such there is still a need to gain formal approval to use general reserves now we know at what level this will be. Depending on chosen contractor this will be as follows:

Contractor	Revised Costs	Budget Available	Amount needed from General Reserves
MD & Lionel Saunders	£477,332.23	£357,315	£120,017.32
John West Contractors	£491,235	£357,315	£133,920
Chedvale & Lionel Saunders	£503,303	£357,315	£145,988

**Next steps: Policy & Finance Resolution 15<sup>th</sup> February 2021**

The resolution passed by Policy & Finance enables the HAC committee to recommend approval of the preferred contractor having received the revised costings and report from SJ Surveyors. This recommendation will then go to Full Town Council for final approval and to obtain permissions needed to use General Reserves to be able to place the order for works to commence. (22.03.21)

**Additional Information:**

We have gained extension of CRF fund deadlines to 30<sup>th</sup> June 2021 from the Arts Council but there is a likelihood to need further extension as works are unlikely to be completed by this date. (this is not thought to be an issue at this stage due to the uncertainty still surrounding COVID and recognition from the Arts council of difficulties this is causing to all grant recipients).

**Members are requested to:**

1. Consider the tender report from SJ Surveyors and make recommendation to appoint the contract to one of the 3 companies within this report, and furthermore recommend to Town Council 22.03.21 use of General Reserves to meet the contract cost to allow appointment to be made and official order issued. (as agreed by previous resolution passed by P & F 15.02.21)

**Please Note: Any changes in relation to the CRF fund will also require full Arts Council Approval.**





**Supplementary Tender Report  
Ventilation & Air Conditioning  
Internal Alterations &  
Electrical Services Refurbishment**

**Blakehay Theatre  
20 Wadham Street  
Weston-super-Mare  
BS23 1JZ**

Contract Ref: 19/148

12 March 2021

**On Behalf of  
Weston-super-Mare Town Council  
Grove House  
Grove Park  
Weston-super-Mare  
BS23 2QJ**

Prepared By:  
SJ Surveyors  
12 Woodstock Road  
Milton  
Weston-super-Mare  
North Somerset  
BS22 8AH

Tel: 01934 628698  
[www.sjsurveyors.com](http://www.sjsurveyors.com)  
[mail@sjsurveyors.com](mailto:mail@sjsurveyors.com)

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## **1.0 Introduction**

### **1.01 Generally**

This Supplementary Tender Report provides an analysis of the negotiated Tenders submitted in connection with two projects at The Blakehay, these are the electrical refurbishment which has been a planned & programmed upgrade of the building, together with the installation of ventilation and internal alterations which have been funded by a recent Arts Council grant.

The negotiation was undertaken following direction by the Policy & Finance Committee of Weston-super-Mare Town Council on 15 February 2021. This report assesses the information provided during the negotiation process to combine both projects.

## 2.0 The Projects

### 2.01 Introduction

Five contractors submitted tenders for the electrical works and eight contractors have submitted tenders for the ventilation works. Both of these projects have been tendered as stand-alone projects to include all the necessary prelims, welfare costs, access costs, supervision costs etc. If both projects are undertaken by a single contractor there is the potential for savings to be made on the duplicated elements that could be passed onto the Town Council.

### 2.02 Tender Returns

The tender returns are set out below for both projects:-

#### Electrical Works

<u>Contractor</u>	<u>Tender Return</u>
1. Electrical and Data Systems Ltd (trading as: EDS Ltd)	£80,965.00
2. Lionel Saunders & Co (Bristol) Ltd	£105,371.04
3. John West (Contractors) Ltd	£123,486.00
4. Avonlea Electrical Contractors Ltd	£137,182.00
5. Snape Contracting Services Ltd	£174,157.92

#### Ventilation works.

<u>Contractor</u>	<u>Tender Return</u>
a) Heat Radiation Ltd	withdrawn
b) EDS Ltd	£318,860.00
c) MD Building Services Ltd	£330,722.98
d) Unitary Engineering Services,	£336,339.10
e) Chedvale Construction	£359,686.00
f) 21CBS	£369,674.38
g) John West (Contractors) Ltd	£388,945.00

EDS Ltd have submitted the lowest tender for both projects, MD building services submitted the second lowest price for the ventilation works and the fourth lowest for the electrical works. John West (Contractors) Ltd submitted the fifth lowest ventilation price and the third lowest electrical price. These are the only three contractors who have submitted both Tenders.

The other companies have not tendered for both elements of the work, however, it would be possible to appoint two separate contractors to work as a team to undertake the works. Health & safety legislation requires a principal contractor to be appointed when two or more contractors are working on one site. This contractor will charge a management fee for this service, this is generally between 8% and 12% of the subcontractors' costs and is referred to as Overhead and Profit (OHP).

If two separate contractors are appointed for the works, the ventilation contractor will need to be appointed as main contractor as this is the larger value contract, they would then expect OHP to be paid on the electrical works. This may outweigh any savings that can be obtained by doing the works as one project.

### **2.03 Contractors submitting combined prices:**

Four separate prices have been received by contractors to combine the elements of the works into a larger project. Two prices are from a contractor offering to undertake both elements and two prices are from contractors working in partnership to deliver the scheme. One of the contractors has not fully answered the questions raised when a list of clarifications was sent out.

The list of clarifications incorporates the points raised and the inconsistencies identified within the original tender report made in some of the submissions, this was sent out to make minimise the risk to the Town Council from variation in the scope of work.

In addition to the clarifications, two additional items of work were identified, and the contractors asked to include these costs within their submitted price. These are the new incoming electrical supply, which is being undertaken by Western Power and Distribution. The costs for this were not available at the time the tenders were sent out but has subsequently been provided.

The second item is the asbestos clearance to the basement, it was intended that this would be undertake before the main works commenced to minimise risk, however, for technical reasons this work cannot be undertaken separately and needs to be managed as part of the works.

The combined prices submitted are set out below, together with the original costs and savings where identified for combining the works. The contractors were asked to provide a cost for both sections of work undertake together, they were given the opportunity to review the works and identify areas of savings that could be passed onto the Town Council.

The ventilation tender included all electrical works connected with the scheme, the second project is for a re-wire of the building this means there is a clear overlap of the scope of works, identification of the overlap will lead to savings that could be passed onto the Town Council.

As both schemes were tenders as stand alone schemes they both include an allowance for contract management, supervision, welfare, health & safety etc. by combining the projects there is a potential saving on the duplication costs that will lead to savings that could be passed onto the Town Council.

It is apparent from the costs that the identification and passing on of the savings has been approached with different levels of diligence between the contractors. Included within the final figures below are the original tender amounts, with the value of savings identified.

The additional costs for the Western Power Works for the new main and the asbestos works have been added on to the end of the contract. One of the contractors has identified a potential saving on these costs as well.

**1. Electrical and Data Systems Ltd (trading as: EDS Ltd)**

EDS Ltd submitted a tender bid for both works and have confirmed that they are willing to offer a combined quote for both sections of work. At the time of drafting this report EDS Ltd had not provided all of the information required, this means we do not have a total project figure for EDS Ltd.

The original tender figure for the Ventilation scheme was £318,860.00, for the electrical £80,965.00 these add up to £399,825.00. EDS Ltd have submitted a price of £393,945.00, this combined price identifies savings to the value of £5,880.00.

**2. MD Building Services Ltd & Avonlea Electrical Contractors Ltd**

MD Building Services Ltd submitted a tender bid for the ventilation works and Avonlea Electrical Contractors Ltd submitted a tender for the electrical works, they have confirmed that they are willing to offer a combined quote for both sections of work with MD Building Services undertaking the main contractor

role. At the time of drafting this report the companies had provided all of the information required, this means we have a total project figure for MD Building Services Ltd.

The original tender figure for the Ventilation scheme was £330,772.98, for the electrical £137,182.00 these add up to £467,954.98. MD Building Services Ltd and Avonlea Electrical Contractors Ltd have submitted a price of £447,346.23, this combined price identifies savings to the value of £20,608.75.

These companies have allowed for the Western Power works and the asbestos removals, which with the management costs lift their total offer to **£477,332.23 plus VAT**

### **3. John West (Contractors) Ltd**

John West (Contractors) Ltd submitted a tender bid for both the ventilation works and electrical works, they have confirmed that they are willing to offer a combined quote for both sections of work. At the time of drafting this report the companies had provided all of the information required, this means we have a total project figure for John West (Contractors) Ltd.

The original tender figure for the Ventilation scheme was £388,945.00, for the electrical £123,486.00 these add up to £512,431.00. John West (Contractors) Ltd have submitted a price of £464,751.00, this combined price identifies savings to the value of £47,680.00.

These companies have allowed for the Western Power works and the asbestos removals, which with the management costs lift their total offer to **£491,235.00 plus VAT**

### **4. Chedvale Construction Ltd & Lionel Saunders & Co.**

Chedvale Construction Ltd submitted a tender bid for the ventilation works and Lionel Saunders & Co submitted a tender for the electrical works, they have confirmed that they are willing to offer a combined quote for both sections of work with Chedvale Construction Ltd undertaking the main contractor role. At the time of drafting this report the companies had provided all of the information required, this means we have a total project figure for Chedvale Construction Ltd.

The original tender figure for the Ventilation scheme was £359,686.00, for the electrical £105,371.04 these add up to £465,057.04. Chedvale

Construction Ltd and Lionel Saunders & Co have submitted a price of £474,067.00, this combined price does not identify any savings and has an additional cost of £9,009.96.

These companies have allowed for the Western Power works and the asbestos removals, which with the management costs lift their total offer to **£503,303.00 plus VAT**

## **2.04 Caveats & Conditions:**

As set out within the tender report, all of the contractors have submitted provisional sums, and some qualifications. These were assessed as part of the original tender report. As part of the negotiations 14 specific clarification requests were sent out to the contractors in connection with the ventilation works and 5 clarification requests for the electrical works. This was to assess and confirm that the entire scope of works was included within the price being put forward.

### **2.04.1 Ventilation works:**

The responses from MD Building Services Ltd, John West (Contractors) Ltd and Chedvale Construction confirmed that they had allowed for all of the items within their submitted costs.

EDS Ltd have not included several items, these were the making good of the building following the works, installing condensate drainage from the roof mounted plant, they have not confirmed that all fire stopping has been included, they have excluded maintenance of the works and will not accept the terms of the Town Councils contract.

### **2.04.2 Ventilation works:**

The responses from Avonlea Electrical Contractors, John West (Contractors) Ltd and Lionel saunders & Co confirmed that they had allowed for all of the items within their submitted costs.

EDS Ltd have not included one item, this is the making good of the building following the works.



### 3.0 Summary & Recommendations

#### 3.01 Summary:

Three prices have been received for the works which are technically in order for contract purposes, the total value of the tenders is set out below: -

<u>Contractor</u>	<u>Tender Return</u>
1. Electrical and Data Systems Ltd (trading as: EDS Ltd)	Final price not received when drafting report
2. MD Building Services Ltd & Ltd Lionel Saunders & Co (Bristol) Ltd	<b>£477,332.23</b>
3. John West (Contractors) Ltd	<b>£491,235.00</b>
4. Chedvale Construction Ltd & Lionel Saunders & Co (Bristol) Ltd	<b>£503,303.00</b>

As has been discussed above there is a demonstratable saving to the Town Council by combining the works into one project.

EDS Ltd had not confirmed their price at the time of drafting this report and were aware of the timescales for submission of the report. There are also significant concerns with EDS Ltd as they have excluded a significant amount of work including the maintenance of the finished installation.

As part of the specification the successful contractor is responsible for maintenance of the installation for the first 12 months, this ensures that the contractor focuses on the work as they know they will be called back for any defects as many times as needed at no cost to the Town Council. EDS Ltd have excluded this meaning that once they have installed the new system they are then taking no further responsibility and while under the contract the Town Council could call them back, it would be after they had to call out a maintenance contractor to identify the defect.

EDS Ltd will also not agree to the Town Council's form of contract and standard terms, these have been used by the Town Council on all projects I have been involved with, where there is a formal contract, since 2009. No other contractor in that period has refused to accept the contract and the other contractors submitting the prices are happy to accept the contract.

The Town Council have several policies, pledges and commitments that can impact upon procurement and undertaking works. Some of these are briefly covered below.

Real Living Wage – All of the contractors have confirmed that they pay the real living wage, or more, to all of their staff.

Climate Change / Supporting Local Businesses – The Town Council are conscious that using local businesses cuts down on the carbon footprint of a project with less travel being needed for the operatives to undertake the work, companies that employ local staff also feed back into the economy of the Town. It should be noted that there are specialist plant and materials in use on the scheme that are not available locally.

John West (Contractors ) Ltd are based in Weston-super-Mare, Chedvale Construction is based in Cheddar, MD Building Services, Avonlea Electrical Contractors and Lionel saunders & Co are all based in Bristol. DES Ltd is based in Draperstown, Northern Ireland with the local Regional office being London.

### **3.02 Recommendation:**

EDS Ltd submitted the lowest tender for both contracts and subject to clarification of the outstanding information they are likely to be lowest for the combined price, however, the exclusions that have been made mean that they will not undertake the works as requested and the omission of the maintenance of the equipment is a significant concern. On this basis we cannot recommend acceptance of their costs.

MD Building Services Ltd, John West (Contractors) Ltd and Chedvale Construction Ltd have all submitted valid prices. MD Building Services Ltd are the lowest at £477,323.23 with John West second at £491,235.00, this is £13,902.77 more than MD Building Services.

Both contractors have submitted valid costs and both have reviewed the works and identified savings that are available which have been passed onto the Town Council, MD Building Services identified £20,608.75 in savings and John West (Contractors) Ltd £47,680.00. Both of which have passed on to the Town Council.

Assessing the impact of the Town Councils Policies, pledges and commitments on the procurement process is outside of our remit as the Town Councils Surveyors and needs to be undertaken by the Councillors debating this project.

From a technical point of view MD Building Services have submitted the lowest tender at £477,323.23 with John West second at £491,235.00. Either of these contractors would be suitable to undertake the works.

## **Heritage, Arts and Culture Committee March 2021**

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

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Agenda Item No. 6– Communication and Marketing Report

### **Blue Plaques**

We now have buildings permissions for the last two plaques. I would like to recommend getting the wording finalised and the plaques ordered to put them up this summer.

### **Place making film (Old Christmas lights film)**

North Somerset Council are making a film about the 'reopening' of the shops in the town with the Cinematographer Sally Lowe, who I am working with on this project. I'm waiting to see if there will be a collaboration for this project and should know more by the HAC meeting.

### **Town Council Website has new pages:**

- [Ellenborough Park West](#) – Drone footage to be added soon.
- [Love the Outdoors](#)
- [Milton Road Cemetery History](#)

### **Pop-up Literary Festival for World Book day**

Six interviews were broadcast on to the [Literary Festival Facebook page](#)

*Members requested to note this report.*

## **Heritage, Arts and Culture Committee March 2021**

Museum Progress Report - written by Matt Hardy, Visitor Services Manager

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### **Agenda Item No. 7 – Museum Progress Report**

#### **Operations**

In line with the latest Government Roadmap, the museum will be able to reopen in Stage 3. This gives us a provisional reopening date of the week commencing 17<sup>th</sup> May. We have also provisionally devised a plan which should allow us to operate at 5 days a week (Tuesday to Saturday). As we move through the various stages of the roadmap, we will be able to develop the plan further to include opening times and the levels of service on offer.

We have been able to secure the development of an interactive virtual tour by a local company called BrandLife. This virtual tour will allow users of our website to explore the museum building and exhibitions from home as well as interact with key items in the collection. As part of the agreement with BrandLife, we will also be able to reshoot the William Mable Gallery up to 4 times in the first 12 months. This will allow us to build a back catalogue of temporary exhibitions which will be able to be accessed online.

Matt has been interviewed by Culture Weston and will be featured their website. The interview forms part of their series which is showcasing what artists, creatives and cultural organisations have been doing during lockdown.

The museum team plan for 2021/2022 has now been completed and will be reviewed on a quarterly basis so we are able to adapt as restrictions are lifted. The team plan has been designed to link in with the overall Town Council Strategy and is centred around collaborative working between service areas and community partners. A digital copy of the team plan can be made available to members on request.

#### **External Bookings**

Some time ago the museum signed up to a selection of event sites to assist in the promotion of the museum as a hireable space. These seem to have really come to fruition with lockdown hopefully coming to an end. We have had multiple enquiries through these sites including two very firm wedding enquiries.

A new events group has been formed amongst the museum team. This will focus on community outreach and showcase events within the North Somerset area. We are already in advanced talks with Haywood Academy about hosting a History Week style event on their playing fields.

The new function suite should be fully completed at the end of March/ beginning of April with the installation of our slatted blind.

#### **Retail**

Sophie has produced an excellent document reviewing the shop and setting out targets and aspirations for the future. Sophie has also produced a series of online videos interviewing our *sale or return* suppliers to highlight our engagement with our community partners. We are also still pursuing the possibility of being able to sell retail products online.

#### **Community Engagement**

Our reminiscence loan boxes are still being utilised by the community with regular bookings coming in.

We are working with the Rotary Club, Weston-super-Mare on their new exhibition for the beginning of August 2021. A creative case study on our project with Gypsies and Travellers has been

## **Heritage, Arts and Culture Committee March 2021**

Museum Progress Report - written by Matt Hardy, Visitor Services Manager

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submitted to the South West Museum Development team in Bristol. This was a team effort with North Somerset Council and Citizens Advice, WSM. It will be used as an exemplar project to other museums in the region.

Volunteer Chris Fisher, has made another film for YouTube using oral histories from local Gypsy & Travellers. We will promote in Gypsy & Traveller month in June 2021. Facebook posts using interviews from the previous LGBT exhibition, went out for LGBT history month in February 2021.

Volunteers are focussing on creating a temporary exhibition of photographs which will be held in the new function room.

Engagement stats from Cat Lodge at NSC show increases in engagement on KYP Facebook and Twitter and 1016 contributions to the community layer of the KYP website as of 28<sup>th</sup> February.

### **Clara's Café**

A new functions menu is currently being designed. This is with the intention of increasing the overall quality of the offer and increase the focus on functions and events for when we reopen.

### **Learning**

The learning team have been creating a series of videos using a question and answer format titled '#AskTheMuseum' with questions submitted by members of the public or primary school classes. Topics covered so far include toys, Roman games, the Stone Age, pirates and treasure, with more planned to include built heritage, volunteering and an exploration of the museum aimed at under 5s.

A 'Codebreakers' project is also underway featuring information on social media and the website blog about historical objects and topics linked to ancient languages and codes. This will be the start of a project tailored for home educators and Rusty Club members, which includes an activity pack being sent out to current Rusty Club members and further digital packs available to all. This will aim to widen the audience interested in Rusty Club (the museum's Young Archaeologist Club) in preparation for restarting again this Summer (restrictions permitting).

Handling box hires continue with local primary schools and it is hoped that some outreach learning sessions will resume once visitors are openly allowed into schools again.

### **Volunteers**

Museum volunteers have been engaged with projects both at home and the museum where appropriate. We have maintained contact with them all via email, phone and or the volunteer Facebook page and they are mainly safe and well and looking forward to coming back, though some have struggled with their emotional wellbeing more since Christmas.

Before Christmas 13 museum volunteers signed up to help with the grave mapping project at Milton Road Cemetery, they have had all of the information and the induction so are now just waiting for current restriction to allow them to start. This is a fantastic example of how volunteers can engage with other town council services.

Another example of this is the 6 volunteers who have expressed an interest in being involved with helping to maintain Ellenborough Park. There has been outside interest for helping with the park too, Zoe Scott and Lisa have a whole day of volunteer interviews at the museum on the 22<sup>nd</sup> March, with an aim to have the new volunteers inducted and ready to start when outdoor attractions open on the 12<sup>th</sup> April.

## **Heritage, Arts and Culture Committee March 2021**

Museum Progress Report - written by Matt Hardy, Visitor Services Manager

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Lisa has met with service managers from the Museum, the Blakehay Theatre, Grounds and the VIC to discuss their expectations and needs regarding volunteering and it seems that an unrestricted volunteer offer across all services would be most beneficial. To this aim we have recently purchased new volunteer management software that will greatly enhance the accessibility for volunteers to all services and the activities/roles available at each one. It also streamlines and filters the admin required for each volunteer, keeping all volunteer information in one place and greatly reducing the use of paper.

Lisa has also attended various volunteer forums (for the south west) already this year and Weston Museum volunteer program, which we will be rolling out to all town council services, is regarded highly as an example of exceptional practice when engaging volunteers and we are also excited to announce that Lisa will be hosting a webinar detailing our successes for the SLCC on the 11<sup>th</sup> March.

*Members requested to note this report.*

## **Heritage and Arts Committee Meeting: 18<sup>th</sup> March 2021**

*(Agenda Item No.) TBC Blakehay Theatre Management Report written by Sally Heath, Theatre Manager*

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### **Overview**

The Blakehay Theatre is currently closed in line with the National Lockdown and guidance from Central Government with the contracted staff working remotely from home.

However, since the last meeting the Prime Minister has announced the governments Spring Roadmap and so we have a very provisional plan for re-opening, (full details within this report.)

Theatre staff have been kept busy, with working on the Culture Recover Fund Grant and a new 5 Year Plan for the theatre, (please see separate sections for full details within this report).

We are continuing to work with the other services and Volunteer Supervisor on cross services projects. As well as continuing with the 'Virtual Blakehay Theatre'.

### **Award Announcements**

We are delighted that the Blakehay Theatre was announced '**Theatre of the Year**' in the South-West of England Prestige Awards for 2020/2021. We are hoping that a socially distanced ceremony will take place in the Spring.

The comments that we received from the judges were that they were impressed with our personal touch, consistency of reviews and overall attentiveness. The passion for what we do really comes across and they hope this achievement brings more success during these difficult times.

We have also had news that we have been nominated in this year's South West Business and Community Awards, for the '**Tourism & Leisure**' Award. We will find out if we are shortlisted on Monday 15<sup>th</sup> March with winners announced on Wednesday 31<sup>st</sup> March 2021.

### **Culture Recovery Fund**

We are pleased to report that we have successfully premiered our first stream under the branding 'Blakehay@Home'.

This was premiered free of charge through our Facebook page and new dedicated You Tube Channel at 8pm on Sunday 14<sup>th</sup> February 2021, for a limited 48 hours.

The theatre worked with the local businesses within Grove Village to help promote them under the hashtag support local, with the theatre advertising their offers and specials for Valentines Day.

The premiere was a great success with 509 views over the 48-hour period across the two platforms, and 62 of these watching it at the time of the premiere at 8pm. The stream was watched from a variety of countries including Europe, Canada and Australia, across the age groups of 18 to 64 + years.

To follow on from this success, we have created a Survey Monkey form for people to let us have feedback so that we can plan for future streams, and this is currently available online.

In the meantime, we are hoping to get another stream filmed in the theatre in March 2021, to be able to stream out during the spring, and have asked local acts to contact us through social media posts if they are interested in being filmed. The deadline for applications is Friday 12<sup>th</sup> March 2021.

WSM TC HAC Cttee Report – Last amended 10/03/2021

We conducted site visits in Weston in December for the Outdoor Events and were in talks with North Somerset Council and the Tropicana about our two outdoor events in March 2021. However, due to the National Lockdown and with consultation, we did postpone these events. With the announcement of the Prime Ministers Roadmap, we are now looking at the possibility of creating smaller outdoor events for May/June 2021, to be able to engage with our audiences.

In regards to the Building works at the theatre, this is being organised by the Development Officer and Deputy Town Clerk, so please see their report on this part.

### **5 Year Plan**

As stated in the Theatre Managers January report, we are currently working on a 5-year plan for the theatre that will run in line with the new Town Council Strategy.

It was hoped that this would be completed and reported to this meeting, but unfortunately this has been delayed and the Theatre Manager will report this to the HAC Committee members as soon as possible.

### **Spring Roadmap**

As you will be aware the Prime Minister has released a Spring Roadmap for emerging out of the current National Lockdown.

Step 1 – 8<sup>th</sup> & 29<sup>th</sup> March 2021 - Does not allow the theatre to re-open.

Step 2 – No earlier than 12<sup>th</sup> April – Gyms are allowed to re-open but group classes are not allowed. Event pilots will begin.

Step 3 – No earlier than 17<sup>th</sup> May – Outdoor Theatre allowed to re-open with capacity of 50% for some events or 25% of seated events. Indoor Entertainment allowed to reopen at a capacity of 50%. Organised indoor adult exercise.

Step 4 – No earlier than 21<sup>st</sup> June – No restrictions subject to the outcome of the scientific Events Research Programme based on the Event Pilots beginning in Step 2.

This is dependant on the four tests as set out by government and there will be a 5 week gap between each stage.

With this in mind there are many different things to consider for us for re-opening the theatre;

- a) Planned Building Works – Awaiting the outcome of Town Council meeting on Monday 22<sup>nd</sup> March 2021. This will determine if/when the building works will take place, but at the moment, we are judging this in April & May 2021.
- b) Prime Minister Roadmap – The opening of the theatre for community classes, outside events and restricted performances is planned in Step 3 and this would be 17th May 2021 at the earliest. In Step 4 it is proposed that we may be able to open for full performances and no restrictions on capacity, which is planned from 21st June 2021.
- c) Shows that were postponed from 2020 and are currently booked in to the theatre, and the financial viability of these for both the council or the company if restrictions are in place.

Therefore, we have tentatively put together a provisional plan that the theatre staff are working too in regards to re-opening the theatre.

Step 1 – March – Looking into the possibility of creating another film for streaming out free of charge in April (This will depend on getting someone safely into the theatre to film)

Step 2 – April & May – Building Works in the theatre



WSM TC HAC Cttee Report – Last amended 10/03/2021

Step 3 – Possibility of holding some outdoor events within Weston at the end of May and into June, using the CRF Grant.

Step 4 – Beg. Of June – Staff back in the building for a deep clean of the theatre, and getting the building straight and any H&S & training elements completed.

Step 5 – Middle of June onwards – Open up the Studios for Community Classes to start again

Step 6 – End of June – Filming in the theatre of performances to stream over the summer months/ or hold to autumn (depending on roadmap)

Step 7 – End of August onwards – Theatre back open for full capacity shows

In regards to the shows that are currently booked into the theatre, either from postponed from 2020 or new shows that have booked whilst we have been closed, we have been in touch with all of these companies that were booked in from May to August 2021.

All of the companies have now moved their shows to September 2021 onwards or into 2022. Ticketholders have been informed and we are hopeful that these shows will not be postponed again. All companies and ticket holders have been told that we will be in contact to confirm bookings once we get the go ahead from the Prime Minister (hopefully in June).

If all goes to plan, we hope to have our first full capacity performance in the theatre on 28<sup>th</sup> August 2021.

As previously stated this is all very provisional and dependant on many factors, but hopeful that this will be a reality.

*Members are requested to;*

Note the report from the Theatre Manager.

## **Report to the Heritage Arts and Culture Committee 18/03/2021**

### **Weston-super-Mare Town Council Grant Development Report**

#### **9. Fundraising Strategy Evaluation**

**Written by the Development Officer, Molly Maher**

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In July 2019 a fundraising strategy was taken to then Museum and Heritage Sub Committee for Weston Museum, and to Community Services in September 2019 for the Blakehay Theatre. The aim of these strategies was to be more proactive with funding applications. By actively seeking out funding opportunities, and having a plan in place for when they would be explored, this gave the Development role more structure and ensured that officer time was split evenly between council services. These strategies and action plans were to run from August 2019-August 2020, and were adopted by the committees.

Due to Covid, many of the grant opportunities for both the theatre and the museum disappeared, with many funders only awarding "survival" grants. This has meant that many of the goals set in the strategies were not achieved. Please see below the action plan evaluation.

Given the time elapsed, many of the funds we aimed to explore in the strategy have changed now. Funding opportunities that were missed due to Covid will be explored again. 2020 was not an unsuccessful year, with £339,000 raised in total, £323,000 of which was for the Blakehay Theatre. We had only one week to apply for the Cultural Recovery Fund, as this was a very different process than what we are used to, reflective of the climate we were in. As services begin to return to normal, we will need to begin proactively seeking grants again.

With this in mind, and the hope that summer 2021 might see a return to normality, I met with the managers from all services, as well as the Communications Officer and Volunteer Coordinator to better understand the needs of the council. It was felt that setting a strict strategy would not be prudent for the next financial year, as there were still due to be disruption to grants programmes whilst businesses got back on their feet. As such it was agreed that a more informal programme would be followed, adapting to the needs of the services. After meeting with managers a number of projects have been suggested and funding is now being explored. Given that all frontline services had now been centralised, it was felt there was an opportunity to explore collaborative grants which would fund projects across multiple services. Should we require one next year, we will explore strategies for the theatre and museum then.

<b>Funding Source</b>	<b>Funding For</b>	<b>Action to be completed</b>	<b>Evaluation</b>
August 2019			
National Lottery Heritage Fund	Phase 2 and other projects	Public Consultation	Public Consultation began in August 2019. Project enquiry submitted for Clara's Cottage in March 2020. Following national isolation due to COVID-19, project enquiry returned without having been analysed. NLHF excluded parish

Funding Source	Funding For	Action to be completed	Evaluation
			councils from applying for grants due to Covid. Slowly being reintroduced.
September 2019			
Sainsbury Family Charitable Trusts	SEN theatre	Research funding source for sensory theatre project	Application was submitted. This was returned unsuccessful.
October 2019			
Quartet Community Foundation	Funded trips to the Museum – education sessions and transport	Begin research into application	Planning meeting with L+E Officers took place in DEC 2019. Researching application details. Was due to meet with Friends of Weston Museum to work on a supported grant application in March 2020. Delayed due to COVID-19 isolation.
Arts Council England – project grants	SEN theatre	Research funding source for sensory theatre project	Application Submitted March 2020. Application returned without being analysed due to Covid-19.
November 2019			
Garfield Weston Foundation	Phase 2 and other projects	Begin research into application	Not explored in detail. Being kept as a potential funding option working with SWHT for Clara's Cottage.
December 2019			
Clore Duffield	Education	Begin research into application	Began collating information regarding application. Delayed due to Covid.
January 2020			
Arts Council England – Developing Your Creative Practice	Funded hire of studio – focus on dance and well being	Explore the possibility of funding a programme of well being classes including Pilates and dance. Subsidizing cost of hire studio for local performers	Decided not to explore this until above ACE application submitted. On hold due to Covid.
Foyle Foundation	Education	Begin research into application	Unsuitable for funding at the time. Will be explored in the future
February 2020			
The Elmgrant Trust	Art projects which help to improve the quality of local life	Research funding source	Began collating information on the application process. delayed due to Covid.
Kirby Laing Foundation	improving access for young people and the disabled	Research funding source, if suitable begin application	Were waiting until ACE application submitted. Delayed due to Covid.
March 2020			
Sainsbury Family Charitable Trusts	SEN Theatre	Research funding source for sensory theatre project, if suitable begin application	Duplication. Already approached for this financial year.

Funding Source	Funding For	Action to be completed	Evaluation
April 2020			
Big Lottery Fund - Reaching Communities	Community Gallery	Begin research into application	Not explored due to demand on Development Officer role, and closure of services due to Covid.
May 2020			
The Rayne Foundation	SEN theatre	Research funding source for sensory theatre project, if suitable begin application	Not explored due to demand on Development Officer role, and closure of services due to Covid.
June 2020			
Clarks Foundation	Phase 2 and other projects	Begin research into application	Not explored due to demand on Development Officer role, and closure of services due to Covid.
August 2020			
Big Lottery Fund	Subsidised theatre for disadvantaged communities	Look into possibility of funded performances for people from disadvantaged communities.	Not explored due to demand on Development Officer role, and closure of services due to Covid.

**Members are requested to:**

1. Note the report
2. Note the evaluation carried out on the Museum and Theatre 2019-2020 strategies.

**South West Heritage Trust (SWHT) Report  
Heritage, Arts and Culture Committee  
08.03.2021**

**Work programme: Conservation:**

The frame for the portrait of William Mable by James Pennell (WESTM : r07) has undergone successful conservation work and has now been returned to the museum.

The frame of the portrait of Ivy Millicent James has now been taken for conservation in preparation of the upcoming temporary exhibition about her life and work.

**Planned Gallery Changes:**

Work has now been completed to address the issue of damp in the Temporary Gallery space and store cupboard. A new ventilation system has been installed and the thermostats in the gallery have been moved.

**The Living Landscape Gallery**

Work has been completed to reposition objects where movement occurred due to vibration. Small rubber 'bumps' have been applied to the shelves to reduce future movement.

A fossil fish specimen has also been repositioned after it was discovered that it was on display at the wrong orientation.

**Exhibition Development:**

Before leaving the Trust, Michele completed the preparatory work for the upcoming Ivy Millicent James exhibition. This included the arrangement of the conservation of the frame of her portrait which will be included in the exhibition.

Work will begin this month on the installation of *Wild Hares and Hummingbirds: The Natural History of an English Village* in preparation for launch when the museum can re-open in the week commencing 17 May.

The third exhibition for the year is still under consideration but will run from February 2022 until spring. An update for agreement will be provided as soon as the subject of the exhibition has been decided.

**Emergency Planning:**

Two new emergency kits have been delivered to the museum. These kits contain equipment which may be required in the event of an emergency on site to help protect the collections.

## **Future Work:**

Editing work by the Curator of Social History, Costume and Textiles has begun on relevant content of the Art UK website. Art UK is a national online platform where public organisations can share their art collections. At present the site primarily focuses on oil paintings and sculpture, but it is hoped in future that other media (e.g. watercolours) can be added.

Initial editing work has focused on updating venue information, including that of Weston Museum. Visitors to the website will soon have fuller information about which works are on display at the museum and which are cared for at the Somerset Heritage Centre.

As the project progresses there will be a programme of ensuring all oil paintings in the collections are on the site, as well as any additional information which has been researched when creating both permanent and temporary displays.

## **Temporary Exhibitions:**

The Covid-19 Roadmap announced on 22 February said that museums will be able to re-open no sooner than Monday 17 May. This date will be subject to data at the time and has the potential to be changed. In light of the announcement there has been a meeting to discuss the future exhibition programme. Please note that exhibition dates, as set out below, are a guide only, and if any changes are required they will be discussed and agreed.

***Reaching for Rainbows: The Lockdown Photography of Jason Bryant***  
***This exhibition has now been taken down and will not be reinstalled.***

***Wild Hares and Hummingbirds: The Natural History of an English Village***  
***(in-house exhibition developed in partnership with Stephen Moss)***  
**2021 Slot 1: w/c 17 May 2021 to Saturday 18 September 2021**  
**Project Lead: Sarah Cox (Exhibitions and Programme Manager)**

A multi-sensory interactive exhibition for families based on the best-selling book of the same name by Stephen Moss, one of Britain's leading natural history writers, broadcasters and wildlife television producers. The exhibition brings together Stephen's celebrated nature writing with beautiful, original illustrations by the graphic artist Stephanie Cole.

The exhibition focuses on the natural history of the village of Mark in Somerset and encourages visitors to explore how it changes with the seasons and to learn about its animals and plants.

***Ivy Millicent James: Suffragette Artist (working title)***  
***(in-house exhibition)***

**2021 Slot 2: Monday 4 October 2021 – Saturday 22 January 2022**  
**Project Lead: Michele Green (Assistant Curator)/Bethan Murray (Curator of Social History, Costume and Textiles)**

This exhibition will showcase the work of Weston artist Ivy Millicent James (1879-1965), a celebrated postcard artist. She made her name at the turn of the 20th century in the postcard boom that spread across Europe due to the development of mass travel and the growing popularity of summer holiday resorts. The exhibition will feature a selection of her original watercolours, postcard and Christmas card designs, sketch books and personal effects from the North Somerset Council museum collections.

**Recommendation:** Members are asked to note the report.

# Heritage Arts and Culture Committee Meeting: March 2021

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

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### Agenda item No. 13 - Heritage Action Zones Report

#### **1 Great Weston Heritage Action Zone- update report March 2021**

Over five years (Sept 2017- August 2022), the Great Weston Heritage Action Zone (HAZ) aims to boost economic growth and keep Weston-super-Mare on the map as a great place to live and work in.

#### **2 Awareness raising / engagement programme update**

##### **2.1 Engagement Work for next 18 months**

Building on the engagement work already developed the final 18 months have five key themes:

1. Development of the management plan aims for Great Weston Conservation Area
2. Engagement and capacity building with property owners/ lease holders and stakeholders in the PSiCA area- to increase awareness of the Shopfront Enhancement scheme and buy in from stakeholders
3. Capacity building with community groups in the HAZ area – to increase understanding of heritage of Weston and to gain additional volunteers to support heritage related projects.
4. Legacy work- to ensure that the building improvements are documented
5. Use of Digital tools for engagement

The following projects will be funded:

- Development of article 4 directions for stone walls and fences in Weston. (by October 2021)
- Bespoke marketing training for retailers involved with an enhancement scheme to maximise impact of the enhancement.
- Events for retailers and lettings agents to learn more about the PSiCA and the Heritage Action Zone work in Weston. Linked to Walker & Ling being the first building to be enhanced.
- Dissemination event- business breakfast - to detail progress on PSiCA work and gain further buy in from Retailers/ stakeholders and elected members.
- Civic Society Awards for 2021/22. Date to be confirmed- to acknowledge excellence in building design in Weston.
- Chamber of Commerce Awards 2022. To celebrate and acknowledge good practice among stakeholders.
- Digital thinking- enhance awareness raising projects through digital programme of work. Further development of **Know Your place** work in 2020/21 and until March 2022. This is in tune with HE desire for us to consider use of digital technology in light of Covid-19.
- Heritage Open Days 2021: increase number of volunteers involved in Heritage Open Days and open more buildings. Showcase architecture in Weston and the



Conservation Area. Including a guided walk of Weston and Theatre Orchard public events. Use of virtual tours of buildings and develop online content for HODS.

- Commission photographer. for each property engaging on a capital project within PSiCA to document build progress. Use of local photographer/s and some community engagement work and promotion through local press.
- Legacy/ celebration/ evaluation project to happen between in 2022 as a final piece of engagement work within HAZ.

## **2.2 Photography Commission**

During January we promoted the brief to commission a photographer. After receiving 300 request for applications and 58 submissions. Tom Sparey was appointed for the commission. Tom lives in Backwell. Tom's images can be seen via NSC Facebook page and website

## **2.3 Additional funding applications- Local List development**

We have applied to Historic England via their Regional Capacity Grant programme for

- Development of an adopted Local List policy and programme.

We gained £2,800 to fund the work and the we are currently out to public consultation:

[Consultation Homepage - Local List Heritage Handbook - North Somerset Council Consultations \(inconsult.uk\)](#)

We aim to apply for funding for Contextual signage to link with public realm work in the next few months.

## **3. Shopfront enhancement grants scheme for Weston**

The building work on Walker & Ling is due to be completed by Easter in time for 12<sup>th</sup> April reopening. Sam walker is doing a great job promoting the works:

<https://www.walkerandling.co.uk/>

<https://www.facebook.com/WalkerandLing/>

A planning application for 8 to 10 South Parade was submitted in January.

We funded Rossiters Jewellers £2,500 grant to support the restoration of his shop from in Weston High Street

## **4. High Street Heritage Action Zone**

We have been successful in our bid for High Street Heritage Action Zone status. £1,100,000. The project formally launched in October 2020 and will run until March 2024.

The work has two main elements:

- shopfront enhancement and
- community engagement

There is a third element, that is funded through a separate grant application process – cultural engagement see 4.3 below

### **4.1 Shop front enhancement in High Street HAZ**

Working with our architects, Allen Construction Consulting, we have commenced promotion of the shopfront enhancement scheme in the HS HAZ area.



## **4.2 Community Engagement programme**

We have submitted a bid for funding to Historic England for engagement work totalling £70,000 to run from April 2021 to March 2024. We should have confirmation of the grant during March 2021.

There are 10 proposed projects:

- 1 Memories Shared- with NSC library service
- 2 Living Streets walks initiative- with WTC Museum
- 3 Know Your Place- with WTC Museum
- 4 Understanding our History- young people actively participating- with WTC Museum
- 5 Heritage Open Days- multiple partners
- 6 Public Realm Engagement/ ours shops our Heritage- with retailers
- 7 Volunteer development and legacy building- with VANS
- 8 Let us talk heritage- with SWHeritage Trust, Civic Society and WTC/ Museum
- 9 Training in Conservation Skills- with Architects and Colleges
- 10 Project evaluation and legacy making events

## **4.3 Cultural Engagement programme**

### **4.3.1 The Memory Bank**

The 'Memory Bank' project is part of a new national initiative for the High Street Action Zone, being funded by Historic England to unlock the potential of high streets across England. We gained £10,000 from Historic England for this work.

It is now completed.

<https://cultureweston.org.uk/about/#heritage>

### **4.3.2 Main Cultural Programme**

Culture Weston submitted a bid to the main programme in December 2020. We have gained £119,000 for a cultural programme to commence in 2021.

# Culture Weston and Theatre Orchard

## Projects Update - written by Tom Newman, Programme Manager

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Theatre Orchard is an arts development organisation for North Somerset, with a particular focus on access, engagement, and producing high quality cultural events that make the region a great place to live, work and visit.

Culture Weston is a programme hosted by Theatre Orchard, with a focus on building an inclusive creative and cultural ecology and infrastructure. Instigating creative training pathways, growing artist employment opportunities, and enabling ambitious creative collaborations that support Weston's growth as a healthy, dynamic and prospering town where everyone's input is valued.

### **THEATRE ORCHARD**

#### **1. SUMMER EVENTS**

**WHIRLIGIG** – Planned for 11 September. Free outdoor arts festival in the Italian Gardens produced and presented by Theatre Orchard. Originally planned for July, we have moved back due to Covid-19. Details of programming tbc given change of dates.

**WESTON ARTS + HEALTH WEEK 2021** – Free festival of outdoor arts, digital events and creative and participatory engagement projects, targeting Weston's more vulnerable and less engaged communities. This has been postponed until 18-26 September and will focus around large scale public artwork 'In Memoriam', originally commissioned for April 2020, and listed in top 5 cultural highlights of 2020 by Darren Henley (Chair of Arts Council England - ACE).  
<https://memoriamartwork.com/>

This is a co-production between Culture Weston and University Hospital Bristol & Weston's NHS Foundation Trust Arts and Culture Programme.

**HERITAGE OPEN DAYS** – England's largest festival of history and culture where places across the country throw open their doors for free to celebrate their heritage, community and history. Culture Weston has collaborated with North Somerset Council to successfully apply to be selected as one of 10 places to be part of the HODs New Wave Programme. This will provide funding and support to enable young people to take the lead devising, planning and delivering events around this year's theme Edible England.

**21<sup>st</sup> CENTURY SUPER SHRINES** – Awaiting confirmation of funding from Historic England High Street HAZ Cultural Programme. In collaboration with NSC we have applied for £120k funding will support a 3-year programme '21st Century super Shrines' that puts local people centre stage as change makers in the town centre. Through a process of co-creation and collaboration, local people will work with high profile national artists to create a series of contemporary, community-created shrines that celebrate the heritage, identity and ambitions of Weston's diverse communities ("a shrine: any place or object hallowed by its history or associations"). These 'shrines' may be permanent waymarkers that animate the environment or live arts experiences that transform hearts and minds. The brief is open, the range of creative mediums and artists diverse. Cumulatively the shrines will map a set of shared values determining a new sense of 'worth' in the town centre. Artists include Morag Myerscough, Chila Kumari Burman, Megan Clark-Bagnall and Tom Marshman, who will work with local artists and community producers.

Given the critical mass of activity planned for September we are planning to create a shared brand identity 'Weston Presents' through which we intend to platform a range of cultural events together to help amplify and increase PR impact for the town.

## **2. ONLINE EVENTS**

**SHARP TEETH'S SHERLOCK IN HOLMES, MURDER ON ICE** – online murder mystery show co-presented by Theatre Orchard on 19 and 20 February – both shows sold out 75 capacity with almost 30% of bookings by people with North Somerset postcodes.

**CHAPTER ONE SPEAKEASY** – Poet Rebecca Tantony joined the digital Speakeasy event at the end of January. There were over 50 audience members from UK and abroad, with fully booked open mic slots. Theatre Orchard have monthly sessions planned for Spring as the audience has built so well for these events and there are consistently waiting list for open mics. Next dates:

Thursday 25 March - Claire Williamson

Thursday 29 April - Kim Moore

Thursday 20 May Shagufta K Iqbal

### **2.1 WINTER EVENTS**

#### **WINTER LIGHTS**

- (I) GLOW – lighting trail in Grove Park has been postponed to Autumn, dates TBC. Arts Council England and Weston Town Council have kindly agreed to carry over funding to 2021/22. Project is a collaboration between local artist/producer Paula Birtwistle and Culture Weston.
- (II) LULLABY – sound and illuminated artwork devised by artist Luke Jerram, specifically for young children. It will feature a community procession of decorated bikes accompanied by music. Postponed to Autumn, dates TBC.
- (III) WINDOW WANDERLAND – project that connects communities by transforming streets into art trails, through illuminated window displays. This has been postponed to Autumn, dates TBC, to enable wraparound creative participation activities in South Ward and Worle.

## **ENGAGEMENT PROGRAMME – SPECIAL PROJECTS**

**Let's Get Visible** – NSC Public Health funded project with the LGBTQ+ community, delivered in partnership with Weston Pride and led by Ali Brown, Arts on Prescription Director at Southmead Hospital and founder of the Department of Kindness. A 6 week arts + wellbeing course for 12 participants, resulting in an art installation that projects a communally created manifesto to the wider town. Let's Get Visible workshops included original craft-based activities that support reflection on and affirmation of the group members places in the world. Supporting the confidence, connectedness and visibility of the LGBTQ+ community in the run-up to Weston hosting UK Pride 2023. The project resulted in the establishment of the Let's Get Visible Arts Collective Currently and we are exploring funding routes to support further creative projects with the Pride community.

**It's All About You** – In collaboration with NSC looked after children services and artist Ramona Bigwood, we delivered a range of creative sessions (voice, drama, dance, spoken word and an Under 5's workshop) offered to every LAC in North Somerset. This fed into the 'It's All About You' Awards Event for LAC to celebrate their creative ambitions. The online awards event had an audience of over 100 young people, their carers and staff from NSC including the leader of the Council. There is a wish on both sides to continue the relationship and develop further projects together.

## **ENGAGEMENT PROGRAMME – REGULAR OFFER**

**Chapter One** – Theatre Orchard’s popular creative writing group continues online sessions, every other Tuesday from 12 January from 3-5pm. Led by The Write Box (Bob Walton - Creative Writing Tutor at Cardiff University, and Weston based practitioner Sue Hill). Their work has been showcased through Bristol Old Vic and Bath Spa Uni associated projects.

**Open Door** – Theatre Orchard’s open access theatre group for adults runs every Thursday (currently online) from 12-2pm. All welcome and no experience necessary.

**Theatre Forum** – 3 year programme funded by Active Communities enabling communities to explore social issues that affect them through creative means. Open to anyone interested in creating community theatre performances for and about Weston. The focus for this year is HOME and the ambition is to engage a wide, cross section of people in different capacities. Currently linking with Baytree School, Curo Housing Association and Theatre Orchard’s core engagement groups.

**Theatre Orchard Youth** – following the success of its Summer and Autumn drama workshops, Theatre Orchard Youth returns with a new year programme packed with enjoyable and escapist creative experiences for all young people in North Somerset. Led by a range of accomplished practitioners who bring their expertise to specialist areas, young people aged from 5 to 16 can take to the Zoom stage and enjoy an inspirational series of singing, dancing and drama workshops. 74 young people between the ages of 5–16 years engaged with a session in February.

Visual arts workshop programme – a series of workshops centred around zine making with community groups in WsM. The sessions will use the arts as a platform for voices and narratives to be told, with workshops centred around storytelling and self-expression. Potential themes to explore: home, unity, hope, love, identity, freedom, activism, the future, change, representation. The sessions will be spread over a course of 3-4 months starting in April/May.

## **CULTURE WESTON**

### **OUTCOME 1: Outstanding, accessible arts and cultural experiences for everyone**

- Working with Theatre Orchard to develop ‘Weston Presents’ an umbrella brand that can amplify a series of high profile events planned for September that will create an identity that presents Weston as a vibrant, diverse and exciting place to come and experience arts and culture.
- Street Arts – WTC have invested £20k in a programme of street arts activity. Culture Weston are collaborating with Upfest on a series of murals and working with local artists to support a project to enable local artists to lead a community programme in September.
- Working with artist/produce Sam Francis to support the development of her project idea Promenade. Promenade will be a multidisciplinary visual arts programme mapping a trail along the promenade of Weston-super-Mare from Royal Sands to Birnbeck Pier, through a series of pop up artworks, events, activities and happenings that considers people and place, that’ll take place on a weekend in late September.
- Worked with Weston Artspace to secure £15k Arts Council Project Grant funding to provide 9 months paid coordinator capacity, grow their membership and run a series of public workshops, outreach, exhibitions to grow their public profile.
- Worked with Loves Café to secure £15k Arts Council Grassroots Live Music funding to support a programme of outdoor music events, gig series and online streamed performances that will bring a range of high profile artists/bands to the town  
<https://www.thewestonmercury.co.uk/news/weston-cafe-awarded-grant-to-boost-music-scene-7799678>

- Bid submitted to Arts Council to enable a 7-month programme of hyper-local creativity & artistic collaboration, embedding artists into communities to co-create new, relevant and distinctive work. It will create paid opportunities for local artists & freelance creatives, enabling them to develop deeper local community connections and more sustainable longer-term collaborations. *Expected decision April 2021.*
- Bid to Esmée Fairbairn to support a 3 year programme to create more pathways for communities to engage in creative and cultural activities and to grow the local arts ecology through new entry and progression routes, and paid opportunities for local artists/creatives. *Expected decision April 2021.*
- Boredom Buster 2 – Publication that's distributed to NHS care settings that's packed with articles, activities and images designed to boost mood and alleviate anxiety and provides an individual, interactive kit of creative items. The publication has been produced in collaboration with University Hospitals Bristol and Weston NHS Foundation Trust (UHBW) and has a 40k+ distribution. Includes contributions from leading hospitals such as Great Ormond Street, and artists including Damien Hirst and Grayson Perry.

## **OUTCOME 2: Culture is valued and at the heart of WsM's future**

- Second Culture Weston Advisory Board took place February 10<sup>th</sup>. Cllr John Crockford-Hawley attended on behalf of the HAC committee. Alex Hearn, Deputy Director for Placemaking at NSC presented of the role of culture in the new placemaking strategy.
- Currently collaborating with Visual Arts South West and Spike Island on their visual arts sector development proposal to ACE for the WECA region – this relates to the £3.34mil funding Arts Council set aside for 2018-22 as part of the Bristol Visual Arts Review. If this is successful we will hopefully be able to leverage some investment (approx £10k per year for 3 years) into North Somerset to support a 3-year programme of talent development including a CPD programme and bursaries/commissions for artists and independent art workers to enable new activity.

## **OUTCOME 3: Nurture a thriving arts, culture and heritage sector**

- Creative industries mentoring and advice service – weekly 1-2-1 advice sessions with artists/creatives.
- Growing talent development pathways – working with Weston College to increase opportunities for work experience, industry placements and apprenticeships with arts and cultural organisations. Culture Weston is hosting 3 x Level 3 Media student placements each Friday until July 2021. *Live projects welcomed from other cultural organisations in the town.*
- Supporting creative networks – launched Creative Meet-up, a series of monthly online, drop in conversations for the local artistic and creative community, to provide an inspiring space to come together to share ideas and information.
- Creative Enterprise Courses – launched monthly sessions to support creatives and freelance practitioners, at any career stage, helping them gain the skills needed to turn their passions into paid work. Practicing freelance artists facilitate workshops on marketing, money and management skills and growing yourself as a business.
- Artist profile raising – Creativity Unblocked: A series of artist features interviewing local creatives in Weston-super-Mare. The series is a spin on Creatives Unlocked, and focuses more on lockdown challenges as an artist, navigating this new climate, and hopes and dreams for Weston's future. The purpose is to promote creativity through lockdown, and encourage people to continue using art as a means of expression, therapy, and experimentation. <https://cultureweston.org.uk/journal/>
- Network Connections - Following the digital launch of Weston Place Agency in December 2020. The WPA network have created Network Connections to bring together a diverse set of voices and perspectives to look in greater detail at the opportunities for Weston to grasp in the coming years around a range of thematic topics. Culture Weston are co-presenting a

network session on Climate Change with North Somerset Enterprise Agency to explore how business can take positive action to measure and reduce environmental impact. There will be further sessions throughout the year led by other partners including around arts, culture and heritage.

**Recommendation:** Members are asked to note the report