

**WESTON-SUPER-MARE TOWN COUNCIL  
NOTES OF THE  
HERITAGE ARTS AND CULTURE WORKING PARTY  
HELD VIA ZOOM ON 16<sup>th</sup> SEPTEMBER 2021**

**Meeting Commenced:** 9:59 am

**Meeting Concluded:** 11:50 am

**PRESENT:** Councillors John Crockford-Hawley (Chairman), Catherine Gibbons, Jan Holloway and Pete McAleer; Sarah Pearse (Deputy Town Clerk), Fay Powell (Assistant Town Clerk - Operational Services), Molly Maher (Development Officer), Matthew Holden (Deputy Visitor Services Manager), Sally Heath (Theatre Manager), Becky Walsh (Communications Officer), Katherine Bell (Learning and Events Officer), Cara MacMahon (NSC Heritage Action Zones Project Officer), Richard Blows (Transformation Programme Manager Corporate Services), Tom Newman (Culture Weston), Heather Morrissey (Chair of the Friends of the Museum), Bethan Murray (South West Heritage) and Rachel de Garang (Relationship Manager Arts Council England).

<b>131</b>	<b>Apologies for absence and notification of substitutes</b>  Apologies were received from Councillor Peter Crew and Malcolm Nicholson (Town Clerk).  Rachel de Garang from Arts Council England was welcomed to the meeting, noting that it would be a good opportunity for the Arts Council to see the heritage arts and cultural events and initiatives taking place in Weston-super-Mare.
<b>132</b>	<b>Declarations of interest</b>  There were no declarations of interest received.
<b>133</b>	<b>To approve the accuracy of the Minutes of the last meeting held on 13<sup>th</sup> May 2021</b>  The minutes of the meeting had been previously circulated with the agenda.  <b>PROPOSED BY:</b> Councillor John Crockford-Hawley <b>SECONDED BY:</b> Councillor Jan Holloway  <b>RESOLVED:</b> That the minutes be approved and signed by the Chairman
<b>134</b>	<b>Community Grants Budget £50k for 2021/2022</b>  The Deputy Town Clerk advised that direction was required on how to distribute this portion of the budget. An application was required, and some criteria on how to judge applications. It was suggested that a small group of officers and councillors met to facilitate this.

	<p><b>RECOMMENDED:</b> That the Deputy Town Clerk, Assistant Town Clerk (Operational Services), Development Officer, Councillor John Crockford-Hawley and Councillor Peter Crew meet to devise criteria.</p> <p>The community grants budget and grant application would now be reported to this meeting.</p>
135	<p><b>Budget for 2021/22</b></p> <p>The detailed income and expenditure for the Blakehay Theatre and Weston Museum had been previously circulated.</p> <p>It was stated that it had been a slower year than previously envisaged. The meeting of the full Town Council in January had agreed to take a pragmatic approach to the budget, as it was thought it would be out of Covid sooner. Income was down due to the closures, but due to a surplus in the previous financial year, cash flow was not a major concern.</p> <p><b>RECOMMENDED:</b> That the report be noted.</p>
136	<p><b>Marketing Report</b></p> <p>The report of the Communications and Marketing Officer had been previously circulated.</p> <p>It was noted that the Deborah Kerr plaque had been unveiled, and the scheme was nearly completed. The plaque for Ivy Millicent James would be erected in line with the exhibition at Weston Museum. The Deputy Visitor Services Manager informed that the exhibition taking place would be dependent on the flooring being completed. A member suggested that the guest list for the temporary exhibition gallery opening events should be reviewed to ensure the events had a diverse audience.</p> <p>The Communications Officer reported that discussions were taking place to arrange events for Black History Month.</p> <p>A member of public had contacted the Town Council regarding the memorial plaque at Anchors Head for Kathleen Thomas. A request had been made to consider relocating the plaque to a higher position so it would be more visible. It was suggested that this be considered for future rounds of the blue plaque scheme when budget provision was available. A member of the public had requested that there be a plaque for Mandy Miller, the writer of Nelly the Elephant who was born in Weston. It was reiterated that the scheme would be assessed for future plaques when budget provisions were available.</p> <p>An event would be taking place in Ellenborough West Park called Love the outdoors on the 18<sup>th</sup> September. BBC Radio Bristol would be there and carrying out 4 interviews.</p> <p><i>Councillor Catherine Gibbons entered the meeting at 10:19am.</i></p> <p>The Deputy Town Clerk queried if the person should be written to regarding the Kathleen Thomas plaque. The chairman agreed.</p>

	<p><b>RECOMMENDED:</b> That the report be noted.</p>
137	<p><b>Weston Museum Management Report</b> The report of the Deputy Visitor Services Manager had been previously circulated.</p> <p>The Chairman asked if members were aware of the Job roles within the Museum. It was clarified that the Deputy Visitor Services Manager was now acting as Visitor Services Manager, the Visitor Services Manager was on secondment in another department.</p> <p>It was noted that there were ongoing repairs in the William Mabel Gallery following two floods. A deadline had been set for the 18<sup>th</sup> October in order to ensure museum programming could continue. It was noted that this might not be possible due to the global shortage of supplies.</p> <p><i>Tom Newman entered the meeting at 10:23 am</i></p> <p>The Chairmen detailed the ongoing issues with flooring following two separate floods, due to issues with drainage in the street. The Deputy Town Clerk assured members that this was being dealt with, however until it was resolved it could happen again.</p> <p>Two college students were doing work experience at Weston Museum for the foreseeable future on Thursdays, hoping to do a total of 800 hours.</p> <p>The Museum café was working on an image and changing emphasis to highlight its unique nature. Whilst the shop could be making more sales, it was currently performing above the national average. A member suggested more emphasis should be put on the café being ethical.</p> <p>It was noted that emphasis was now on footfall over income. The current annual average for visitors was 33,000.</p> <p>The Deputy Visitor Services Manager informed that a lighting inspection had been carried out in Clara's Cottage, recognising that the lighting was obsolete. The Deputy Town Clerk advised that it had been previously agreed to not spend money on Clara's Cottage until phase 3 of the refurbishment began. There would also have to be other consideration to any upgrade, including electrics, so the process would not be straight forward.</p> <p>The Chairman informed that the Worle History Society would be holding an exhibition for two weeks in March 2022.</p> <p><b>RECOMMENDED:</b> That the report be noted.</p>
138	<p><b>Blakehay Report</b> The report of the Theatre Manager had been previously circulated.</p> <p>The Theatre Manager reported there had been a number of requests to use the theatre for performances in the lead up to Christmas. Whilst the works were due to finish by the end of November, this was dependent on the use of</p>

	<p>a crane, which could not happen in any adverse weather. This was currently scheduled for the 12<sup>th</sup> November, but could be delayed if the wind was too strong. It was felt that the possibility of having to cancel performances was too high.</p> <p><b>PROPOSED BY:</b> Councillor John Crockford-Hawley  <b>SECONDED BY:</b> Councillor Jan Holloway</p> <p><b>RECOMMENDED:</b> That no bookings be taken for the Blakehay Theatre until January 2022.</p> <p>It was hoped that community classes would be able to resume in January, and a performance by the Oppits at the end of January. The Theatre Manager advised that they were hoping to take time to show potential performers around the theatre, with many new companies interested.</p> <p>The Chairman queried the report's suggestion of vaccine passports. The Theatre Manager clarified that the report had been written before the latest government announcement to not roll out vaccine passports. A member queried whether it might be good to explore anyway. It was agreed that the theatre should operate within government suggestions. The Theatre Manager advised that there would be a marketing campaign detailing safety measures that would be followed.</p> <p>The Theatre Manager advised that they would bring a reopening plan to the next meeting for members.</p> <p><b>RECOMMENDED:</b> That the report be noted.</p>
<p><b>139</b></p>	<p><b>WSMTC Grant Development</b>  The report of the Development Officer had been previously circulated.</p> <p>It was noted that the Development Officer was working on a grant application with the Museum Learning team, which if successful would enable the Rusty Club to curate a photographic exhibition.</p> <p>The report noted changes to the Arts Council Cultural Recovery Fund grant for the Blakehay Theatre. The Deputy Town Clerk advised that whilst the changes had been agreed by the Arts Council, members also needed to give approval.</p> <p><b>PROPOSED BY:</b> Councillor John Crockford-Hawley  <b>SECONDED BY:</b> Councillor Catherine Gibbons</p> <p><b>RECOMMENDED:</b></p> <ol style="list-style-type: none"> <li>1. That the report be noted.</li> <li>2. That the changes to the Arts Council grant be formally accepted.</li> </ol>
<p><b>140</b></p>	<p><b>South West Heritage Trust Update Report</b>  The report of Bethan Murray had been previously circulated.</p>

	<p>The Chairman informed members of the new exhibition space in the first floor of the museum, and encouraged members to visit.</p> <p>Thanks were given to the South West Heritage Trust for their help in dealing with the floods, and relocating exhibitions.</p> <p>Bethan informed that the Trust would be working with the Hospital Foundation to provide vintage posters for Knightstone Ward at Weston Hospital.</p> <p>A meeting would be taking place in October to discuss the future programming of the Temporary Exhibition Space.</p> <p><b>RECOMMENDED:</b> That the report be noted.</p> <p><i>The Communications Officer left the meeting at 10:59 am</i></p>
<p><b>141</b></p>	<p><b>Friends of Weston Museum Verbal Report</b></p> <p>Heather Morrissey provided a verbal report. The Friends of the Museum had been dormant for over a year, but were beginning to meet members again. The AGM would be taking place on the 22<sup>nd</sup> September at 2:30pm at Weston Museum. The Chairman would be taking a talk on Georgian Weston. It was noted that the Friends were meeting with Deputy Visitor Services Supervisor to reassess their position within the Museum, a meeting with the Development Officer to discuss grants was welcomed.</p>
<p><b>142</b></p>	<p><b>North Somerset Council and Heritage Action Zone Report</b></p> <p>The report of the NSC Heritage Action Zone Officer had been previously circulated.</p> <p>It was noted that whilst the Shop Front Enhancement Scheme was progress, there were delays due to issues sourcing materials, and availability of contractors.</p> <p><i>The Assistant Town Clerk (Operational Services) left the meeting at 11:05 am</i></p> <p>A project working with Weston Museum called ‘Understanding Our History’ would be taking place over the next 3 years. The project would engage with schools. The project utilised the Museum learning team and saw the introduction of more hours for the team, grant funded by North Somerset Council and Historic England.</p> <p>A member suggested that links could be made with the Town Council’s climate change efforts. The Learning and Events Officer informed that this was already happening, with Our Green Heritage events taking place over the summer. This was carried out by the learning team and explored the connections between plastic pollution and archeology.</p> <p><b>RECOMMENDED:</b> That the report be noted.</p>
<p><b>143</b></p>	<p><b>Culture Weston and Theatre Orchard Update Report</b></p>

Tom Newman provided a verbal report. ‘Live at the Quarry’ had taken place over a three-week period in July, with 17 events, attended by 1000 people. This was the result of a grant from Arts Council England. Staging and events equipment was purchased through the grant that could be used by the community in the future.

10 murals were being commissioned in Weston as part of Upfest “Weston Walls”. This had been partially funded by the Town Council, with the remaining funds support by the Arts Council. A 3 three-day festival had taken place the previous weekend, which saw 5,000 guests. This included a performance from Motion House. The Arts and Health Week was an upcoming series of 40 events, both online and in person surrounding arts and health. This included an arts installation of the beach called ‘In Memorium’.

The 21<sup>st</sup> Century Shrine project was currently in the engagement stage. Planning permission was being obtained to have the bandstand in the highstreet.

A recent grant from the Esmee Fairbairn foundation had recently agreed to fund a 3 year programme for Culture Weston. Tom reported that Arts Council England had announced their delivery plan for 2021-2024. This listed 54 priority places, including North Somerset. It was suggested that everyone should be working together on a combined approach to ensure aims aligned within this framework.

The Deputy Town Clerk informed that one event planned by Culture Weston, ‘Glow’, had been rearranged and now clashed with Remembrance Sunday in Grove Park. It was suggested that this event should be moved to February.

**PROPOSED BY:** Councillor John Crockford-Hawley

**SECONDED BY:** Councillor Catherine Gibbons

**RECOMMENDED:** That the Glow Event be rearranged for February.

The Deputy Town Clerk also suggested that Tom attended the meeting with officers and councillors to ensure that the events grant criteria was in line with wider North Somerset aims. Richard Blows informed that the Arts Council would want to agree a development plan with North Somerset Council. Engagement with the Town Council on this would be vital. The Deputy Town Clerk suggested that Richard could also join the grants meeting to ensure there was a uniformed approach.

The Chairman asked if there was a possibility of creating a working document for planned events so that members could schedule future events in their calendars. The Deputy Town Clerk advised that organisations had been trying to achieve this for years, noting there was a need to work together.

**RECOMMENDED:** That the verbal report be noted.

	<p>The Chairman gave a brief background for the new members.</p> <p><i>Tom Newman left the meeting at 11:39 am</i></p> <p>The Deputy Town Clerk reported that meetings were ongoing to find resolutions to issues. The Town Council would not sign a lease until the issues were resolved. Timescales for works were indicating that works could take 30-35 weeks, including building and environment surveys, noting the need to avoid certain periods so not to disturb the peregrine falcons. The Civic Society has decided they would not allow anymore events whilst they were managing the Quarry as it had become too much to organise, with other things now taking precedent.</p> <p><b>RECOMMENDED:</b> That the verbal report be noted.</p>
<p><b>145</b></p>	<p><b>To report the Letter of support for the National Lottery Heritage Fund for Worlebury Camp Hillfort</b></p> <p><b>RECOMMENDED:</b> That the letter of support be noted.</p> <p><i>Richard Blows left the meeting at 11:46am</i></p>
<p><b>146</b></p>	<p>The Deputy Visitor Services Manager informed that they had previously omitted an item during the Weston Museum Management report. The Chairman granted permission to revisit the agenda item.</p> <p><b>7. Weston Museum Management Report</b>  A closure period needed to be agreed by members in order to programme events for Christmas. The Deputy Visitor Services Manager suggested the 24<sup>th</sup> December – 3<sup>rd</sup> January 2022.</p> <p><b>PROPOSED BY:</b> Councillor John Crockford-Hawley  <b>SECONDED BY:</b> Councillor Catherine Gibbons</p> <p><b>RECOMMENDED:</b> To approve the closure period for Weston Museum 24<sup>th</sup> December – 3<sup>rd</sup> January.</p>
	<p>There being no further business the meeting concluded at 11:50 am.</p> <p>Signed.....Dated.....</p> <p>Chairman of the Heritage Arts and Culture Committee</p>

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>120 Blakehay Central Costs</b>							
4000 Staffing Costs	0	27,565	61,470	33,905		33,905	44.8%
4013 Training	0	518	1,753	1,235		1,235	29.5%
4014 P P E / Health & Safety	(4)	809	3,500	2,691		2,691	23.1%
4019 Website Costs-TC	0	140	500	360		360	28.0%
4030 Equipment Purchase	0	12	5,000	4,988		4,988	0.2%
4031 Equipment - Rental	0	478	1,162	684		684	41.1%
4034 Equipment Repairs	0	3	500	497		497	0.6%
4035 Telephone	(113)	910	1,400	490		490	65.0%
4043 Ink Cartridges/printing	0	36	0	(36)		(36)	0.0%
4044 Insurance	0	3,055	562	(2,493)		(2,493)	543.6%
4102 NNDR	349	2,898	3,600	702		702	80.5%
4104 Utilities - Water	0	93	924	831		831	10.1%
4105 Utilities - Heat & Light	188	2,274	7,126	4,852		4,852	31.9%
4109 Alarm system	(85)	340	1,000	660		660	34.0%
4110 Cleaning	0	0	5,000	5,000		5,000	0.0%
4111 Window Cleaning	0	110	300	190		190	36.7%
4114 Refuse Removal	14	2,161	1,500	(661)		(661)	144.0%
4131 Licenses	2	469	1,191	722		722	39.3%
4136 Credit Card Chgs	12	76	0	(76)		(76)	0.0%
6000 Admin Salaries Recharge	0	12,083	12,226	143		143	98.8%
6005 Admin Overhead Recharge	0	4,691	4,776	85		85	98.2%
6007 Grove House Recharge	0	570	341	(229)		(229)	167.2%
6008 Grove Lodge Recharges	0	415	273	(142)		(142)	152.0%
6010 Grounds Salaries Recharge	0	1,259	1,584	325		325	79.5%
6015 Grounds Overhead Recharge	0	442	404	(38)		(38)	109.4%
Blakehay Central Costs :- Indirect Expenditure	364	61,406	116,092	54,686	0	54,686	52.9%
Net Expenditure	(364)	(61,406)	(116,092)	(54,686)			
<b>121 Blakehay -Auditorium</b>							
1013 BH annual membership	0	20	100	80			20.0%
1090 Bookings	(275)	627	16,789	16,162			3.7%
Blakehay -Auditorium :- Income	(275)	647	16,889	16,242			3.8%
4000 Staffing Costs	0	10,757	27,379	16,622		16,622	39.3%
4039 Advertising & Marketing	0	0	3,000	3,000		3,000	0.0%
4224 Blakehay Performing Rights	0	0	500	500		500	0.0%
Blakehay -Auditorium :- Indirect Expenditure	0	10,757	30,879	20,122	0	20,122	34.8%
Net Income over Expenditure	(275)	(10,110)	(13,990)	(3,880)			



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>122 Blakehay - Upper Studio</b>							
1014 BH evening classes income	0	0	1,050	1,050			0.0%
1015 Internal Bookings (Council)	0	0	3,660	3,660			0.0%
1090 Bookings	0	(50)	12,000	12,050			(0.4%)
Blakehay - Upper Studio :- Income	0	(50)	16,710	16,760			(0.3%)
4141 BH evening classes expenditure	0	0	750	750		750	0.0%
Blakehay - Upper Studio :- Indirect Expenditure	0	0	750	750	0	750	0.0%
Net Income over Expenditure	0	(50)	15,960	16,010			
<b>123 Blakehay Bar</b>							
1193 Blakehay Bar Events Hire	0	0	2,025	2,025			0.0%
1194 Blakehay Bar Income	0	0	15,000	15,000			0.0%
Blakehay Bar :- Income	0	0	17,025	17,025			0.0%
4000 Staffing Costs	0	0	6,464	6,464		6,464	0.0%
4031 Equipment - Rental	52	985	2,574	1,589		1,589	38.3%
4405 Blakehay Bar Expenditure	0	0	5,000	5,000		5,000	0.0%
Blakehay Bar :- Indirect Expenditure	52	985	14,038	13,053	0	13,053	7.0%
Net Income over Expenditure	(52)	(985)	2,987	3,972			
<b>124 Blakehay Box Office</b>							
1105 Blakehay Box office income	(182)	(182)	4,547	4,729			(4.0%)
Blakehay Box Office :- Income	(182)	(182)	4,547	4,729			(4.0%)
4031 Equipment - Rental	0	66	0	(66)		(66)	0.0%
4036 Stationery	0	32	500	468		468	6.4%
4114 Refuse Removal	0	85	0	(85)		(85)	0.0%
4136 Credit Card Chgs	0	0	528	528		528	0.0%
Blakehay Box Office :- Indirect Expenditure	0	183	1,028	845	0	845	17.8%
Net Income over Expenditure	(182)	(365)	3,519	3,884			
<b>125 Blakehay -Live Shows</b>							
1106 Blakehay events income	0	2,205	48,000	45,796			4.6%
Blakehay -Live Shows :- Income	0	2,205	48,000	45,796			4.6%
4016 Show costs	0	0	24,000	24,000		24,000	0.0%
4039 Advertising & Marketing	0	0	2,400	2,400		2,400	0.0%
Blakehay -Live Shows :- Indirect Expenditure	0	0	26,400	26,400	0	26,400	0.0%
Net Income over Expenditure	0	2,205	21,600	19,396			

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2021

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	(457)	2,619	103,171	100,552			2.5%
Expenditure	416	73,331	189,187	115,856	0	115,856	38.8%
Net Income over Expenditure	<u>(873)</u>	<u>(70,712)</u>	<u>(86,016)</u>	<u>(15,304)</u>			
Movement to/(from) Gen Reserve	<u>(873)</u>	<u>(70,712)</u>					

15:31

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2021

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>140 Museum Central Costs</b>							
1034 Grant funding	4,000	4,000	0	(4,000)			0.0%
1100 Miscellaneous Income	401	2,443	7,500	5,057			32.6%
1122 Fundraising	0	58	0	(58)			0.0%
<b>Museum Central Costs :- Income</b>	<b>4,401</b>	<b>6,501</b>	<b>7,500</b>	<b>999</b>			<b>86.7%</b>
4000 Staffing Costs	0	63,534	108,678	45,144		45,144	58.5%
4012 Travel & Subsistence Expenses	24	270	200	(70)		(70)	135.2%
4013 Training	0	1,790	3,727	1,937		1,937	48.0%
4014 P P E / Health & Safety	(4)	866	1,000	134		134	86.6%
4019 Website Costs-TC	(155)	1,086	600	(486)		(486)	181.0%
4030 Equipment Purchase	0	732	1,500	768		768	48.8%
4031 Equipment - Rental	44	250	1,616	1,366		1,366	15.5%
4034 Equipment Repairs	0	238	200	(38)		(38)	118.8%
4035 Telephone	(113)	1,833	1,600	(233)		(233)	114.6%
4036 Stationery	0	145	200	55		55	72.3%
4039 Advertising & Marketing	0	1,838	4,000	2,162		2,162	45.9%
4041 Fees, Subs and Conferences	0	168	400	233		233	41.9%
4044 Insurance	0	2,905	1,200	(1,705)		(1,705)	242.1%
4102 NNDR	5,325	38,445	54,622	16,177		16,177	70.4%
4104 Utilities - Water	0	134	978	844		844	13.7%
4105 Utilities - Heat & Light	644	5,349	12,798	7,449		7,449	41.8%
4109 Alarm system	(180)	1,101	1,000	(101)		(101)	110.1%
4110 Cleaning	0	4,523	12,000	7,477		7,477	37.7%
4111 Window Cleaning	0	200	600	400		400	33.3%
4114 Refuse Removal	6	3,355	1,800	(1,555)		(1,555)	186.4%
4131 Licenses	21	522	1,600	1,078		1,078	32.6%
4136 Credit Card Chgs	12	12	0	(12)		(12)	0.0%
4161 Volunteer Training	0	139	0	(139)		(139)	0.0%
4214 Somerset County Council - SLA	0	0	70,843	70,843		70,843	0.0%
6000 Admin Salaries Recharge	0	14,337	14,506	169		169	98.8%
6005 Admin Overhead Recharge	0	5,565	5,665	100		100	98.2%
6007 Grove House Recharge	0	676	204	(472)		(472)	331.4%
6008 Grove Lodge Recharges	0	494	408	(86)		(86)	121.1%
6010 Grounds Salaries Recharge	0	1,259	1,584	325		325	79.5%
6015 Grounds Overhead Recharge	0	442	404	(38)		(38)	109.4%
<b>Museum Central Costs :- Indirect Expenditure</b>	<b>5,625</b>	<b>152,208</b>	<b>303,933</b>	<b>151,725</b>	<b>0</b>	<b>151,725</b>	<b>50.1%</b>
<b>Net Income over Expenditure</b>	<b>(1,224)</b>	<b>(145,706)</b>	<b>(296,433)</b>	<b>(150,727)</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>141 Museum Learning and Events</b>							
1006 Learning Income	0	1,798	0	(1,798)			0.0%
1008 Museum handling box hire	0	770	0	(770)			0.0%
1103 Other event misc income	10	310	0	(310)			0.0%
<b>Museum Learning and Events :- Income</b>	<b>10</b>	<b>2,878</b>	<b>0</b>	<b>(2,878)</b>			
4000 Staffing Costs	0	14,082	18,885	4,803		4,803	74.6%
4020 Learning/Event education equip	0	308	1,000	692		692	30.8%
4039 Advertising & Marketing	0	639	1,000	361		361	63.9%
4058 Learning/Events Museum events	(205)	0	0	0		0	0.0%
<b>Museum Learning and Events :- Indirect Expenditure</b>	<b>(205)</b>	<b>15,029</b>	<b>20,885</b>	<b>5,856</b>	<b>0</b>	<b>5,856</b>	<b>72.0%</b>
<b>Net Income over Expenditure</b>	<b>215</b>	<b>(12,151)</b>	<b>(20,885)</b>	<b>(8,734)</b>			
<b>142 Museum Cafe</b>							
1004 Cafe Sales	2,053	10,946	62,000	51,054			17.7%
<b>Museum Cafe :- Income</b>	<b>2,053</b>	<b>10,946</b>	<b>62,000</b>	<b>51,054</b>			<b>17.7%</b>
4000 Staffing Costs	0	17,581	44,616	27,035		27,035	39.4%
4014 P P E / Health & Safety	(40)	159	1,500	1,341		1,341	10.6%
4015 SLA Somerset	0	0	1,824	1,824		1,824	0.0%
4030 Equipment Purchase	0	797	500	(297)		(297)	159.4%
4031 Equipment - Rental	0	52	0	(52)		(52)	0.0%
4058 Learning/Events Museum events	0	0	1,000	1,000		1,000	0.0%
4110 Cleaning	95	327	845	518		518	38.7%
4114 Refuse Removal	14	420	800	380		380	52.5%
4151 Catering	0	191	500	309		309	38.2%
4406 Bar Stock	0	120	2,500	2,380		2,380	4.8%
4407 Museum cafe stock	585	4,766	13,000	8,234		8,234	36.7%
<b>Museum Cafe :- Indirect Expenditure</b>	<b>654</b>	<b>24,414</b>	<b>67,085</b>	<b>42,671</b>	<b>0</b>	<b>42,671</b>	<b>36.4%</b>
<b>Net Income over Expenditure</b>	<b>1,399</b>	<b>(13,467)</b>	<b>(5,085)</b>	<b>8,382</b>			
<b>143 Museum shop/retail</b>							
1005 Museum Shop Sales	(1,362)	3,224	13,500	10,276			23.9%
1009 Museum sale or return comm	2,080	2,341	4,000	1,659			58.5%
<b>Museum shop/retail :- Income</b>	<b>718</b>	<b>5,565</b>	<b>17,500</b>	<b>11,935</b>			<b>31.8%</b>
4136 Credit Card Chgs	0	64	312	248		248	20.5%
4408 Museum shop stock	343	2,660	7,000	4,340		4,340	38.0%
<b>Museum shop/retail :- Indirect Expenditure</b>	<b>343</b>	<b>2,724</b>	<b>7,312</b>	<b>4,588</b>	<b>0</b>	<b>4,588</b>	<b>37.3%</b>
<b>Net Income over Expenditure</b>	<b>375</b>	<b>2,841</b>	<b>10,188</b>	<b>7,347</b>			

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2021

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>144 Museum Temporary Gallery</b>							
4039 Advertising & Marketing	0	0	1,000	1,000		1,000	0.0%
Museum Temporary Gallery :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%
Net Expenditure	0	0	(1,000)	(1,000)			
<b>145 Museum Function</b>							
1019 Internal Bookings (Council)	0	90	2,040	1,950			4.4%
1103 Other event misc income	0	0	9,000	9,000			0.0%
1104 Function Income	(227)	2,580	9,000	6,420			28.7%
1108 Handling Boxes	0	0	1,575	1,575			0.0%
Museum Function :- Income	(227)	2,670	21,615	18,945			12.4%
4000 Staffing Costs	0	(242)	32,819	33,061		33,061	(0.7%)
4030 Equipment Purchase	107	1,723	3,000	1,277		1,277	57.4%
4039 Advertising & Marketing	0	126	1,500	1,374		1,374	8.4%
Museum Function :- Indirect Expenditure	107	1,607	37,319	35,712	0	35,712	4.3%
Net Income over Expenditure	(334)	1,063	(15,704)	(16,767)			
<b>Grand Totals:- Income</b>	6,955	28,560	108,615	80,055			26.3%
<b>Expenditure</b>	6,524	195,982	437,534	241,552	0	241,552	44.8%
<b>Net Income over Expenditure</b>	431	(167,421)	(328,919)	(161,498)			
<b>Movement to/(from) Gen Reserve</b>	431	(167,421)					

## ITEM 6. **Communication and Marketing Report**

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

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

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#### **Blue Plaques**

Ivy Millicent James will go up when we have a date for the museum exhibition.

#### **Black History Month**

October has been busy with Black History Month events. Becky supported the BME Network by:

- Booking artists and speakers for events.
- Sourcing bunting for the Museum.
- Creating social media posts and marketing.
- Making promotional films.
- Organising A1 Camera Club
- Supporting the launch of the 'Chat Room' including sending invites.
- Supporting the Queens Award event.
- Writing and sending three press releases.
- Creating posters for noticeboards.

#### **Christmas Lights**

Weston-super-Mare will come alight with festive lights on Saturday 27th November when the official Christmas Lights Switch On takes place. This year the Town Mayor Cllr James Clayton is pleased to announce Weston's own Jake Cornish from the reality TV show Love Island will be joining him for the switch on ceremony at 5pm.

Weston Brass will be playing and you'll get to sing-a-long with some of your favourite carols. The light switch on event coincides with the launch of Weston Festive Fayre which is running for a month on the Italian Gardens for a month.

#### **Service for Remembrance Sunday**

14th November at the War Memorial Grove Park Weston-super-Mare.

Last year the event was filmed the day before and broadcast online to keep people safe during the time of COVID. We are grateful to be able to meet in person for this important occasion.

Unlike other years there will not be a large screen in Grove Park. This is normally provided by the Weston-super-Mare Branch of the Royal British Legion and has not been possible this year. This also means there won't be a live broadcast on streamed on the internet via YouTube.

***Members requested to note this report.***

## Heritage, Arts and Culture Committee November 2021

Museum Progress Report - written by Matthew Holden, Acting Museum Operations Manager

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The museum team have taken its philosophy in a new direction and chosen to concentrate on increasing footfall. As a result, the museum has enjoyed the most successful two months it has ever had in terms of visitor numbers outside of August school holidays. That is an increase from roughly 35 visitors per day to averaging 80 visitors per day. Alongside our excellent permanent collection, we now have different events and special offers running on a daily basis.

School holidays remain the best time to take advantage of a potential increase in footfall so it would be good if we could extend opening times to include Mondays and Sundays during these periods.

As yet a further attempt at expanding our visitor numbers we would like to offer free exhibitions to select local community groups. This would be using the larger exhibition boards that the museum possesses. For example, we have spoken to Worle History Society about showcasing their research and we also have a Free Trade exhibition lined up. Most important of all is engaging schools with high pupil premium numbers. The realism is that these schools can barely afford the transport to come to the museum. It doesn't sit right that any local educational establishments are financially prohibited from visiting this excellent local Council run facility.

The catering element of the museum is currently very busy with many functions throughout November & December. This includes a wedding reception, an engagement party, multiple birthday parties, several live music events and an exhibition for local artist Marta Hutt. The museum hosted a week-long series of events in association with the North Somerset BME Network to celebrate Black History Month. These included an awards ceremony, a talk by Roger Griffiths MBE and a few live music events. All of these were well attended.

Clara's Cafe now have an account with Winnies Bakery as part of an ongoing project to use local produce and support Weston businesses. The new 20% cafe discount is proving very popular with staff and volunteers and we look forward to seeing councillors utilising the offer too.

The new craft café on Tuesday mornings has proven to be a real success. As well as engaging individuals it has seen good attendance from various community groups. The new curator's corner and gallery talks sessions are also going well. Several reminiscence outreach sessions had to be cancelled due to illness (both museum and at venue). Jane Hill has given a talk to Portishead Wednesday Focus (for which they gave a very generous donation) and an interview with Wave radio. The finishing touches are being put to the Hildesheim exhibition which is due to go up in the next few weeks.

Work on the William Mable gallery floor has come to a halt due to the global shortage in various building supplies. The first batch of engineered wood is due to land on these shores in the next few weeks and so we hope that the work can continue. Due to the length of delay it is difficult for SWHT to plan a programme of exhibitions with any real certainty.

Since the end of the Summer Holidays, the shop's average spend per head has been £0.81. This is an improvement from £0.43 before the covid shut down. The shop has welcomed 3 new suppliers, including the Weston-super-Mare Rotary Club with their centenary book. More children's trails were professionally printed by Maxwell House Printers, providing us trails until Easter 2022.

The learning team have had some good news this week with the award of a piece of funding for the YAC Rusty Club. The funding award is for the 'From Ordinary to Extraordinary' project and is for £1000 to enable the creation of an exhibition on the theme of Hidden Histories showcasing the work of the club members. Work on the project will begin in November and the exhibition is planned for February.

Hired handling boxes have been offered with free introductory talks to 'first enquirer' schools. A significant proportion of booked learning sessions for November are from Bristol schools coming to us for the first time. We also have bookings already for January, March and July 2022.

Members are requested to note the appeal to extend opening hours during school holidays. Also the request to offer select community groups and certain schools a free package.



## **ITEM 8. Heritage and Arts Committee Meeting: 11<sup>th</sup> November 2021**

Blakehay Theatre Management Report written by Sally Heath, Theatre Manager

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### **Overview**

We are delighted to announce that we now have a provisional [re-opening](#) plan for the theatre. At the time of writing this report this is a provisional plan but hopefully, an update will be available verbally at the meeting.

The recruitment process has started for front of house and technician casual staff at the theatre ready for re-opening.

In line with the re-opening plan the theatre has been busy confirming [shows for 2022](#) and getting tickets on sale. As well as starting programming for shows in the new year. As part of this we are in talks with a company in regards to a [Christmas show](#) for 2022.

Theatre staff have been working with the RFO on [Budget setting](#) for 2022/2023.

[Marketing campaigns](#) have started in relation to the re-opening across our website and social media platforms.

### **Re-Opening Blakehay Theatre**

As you may have seen we have advertised our provisional re-opening plan for the theatre in January 2022.

This is dependent on a few factors out of any one's control at the moment.

1. That the contractors are finished and we can get back into the building week commencing 29th November 2021, (this will depend on the weather on 1st November due to the Crane lifting the ventilation systems onto the roof of the theatre and Western Power completing the new electrical supply to the building, but we are all hopeful). We should be able to confirm this verbally at the meeting.
2. That we are able to book in all of the cleaning, servicing from the 29th November and get this completed. These have been provisionally booked in as far as we can.
3. That we are able to recruit enough casual staff to be able to re-open. The deadline for Tech casuals is 1<sup>st</sup> November and for Front of House casuals is 15<sup>th</sup> November.

The time line that we are working too is as follows;

- We have spoken to all of the companies that we have provisionally booked in for 2022 and most of these have now been confirmed and tickets are on sale. However, some of these are awaiting to visit the theatre before we are able to confirm.
- Once we are able to confirm the re-opening plan will be compiling an interim What's On Brochure and get this printed and out, where we also hope to be able to have a few pop up box offices around the town.
- Staff will be back in the building from 29/11/21
- Staff will contact all ticketholders with existing tickets from postponed shows to re-issue tickets before the end of the year.
- Studios re-open for classes and meetings from w/c 10th January 2022
- Open days for public, hirers and councillors from w/c 17th January 2022 (dates and times to be confirmed)
- First performance in Main House weekend of Friday 28th January 2022.

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Once we are able to confirm the re-opening plan we will issue an official press release and confirm the open days in January which we hope that you will be able to attend.

### **Christmas Show 2022**

We have been approached by Theatre Orchard and a company called 'In Your Hands' based in Bristol in regards to bringing an alternative Christmas show to the theatre in December 2022 with a working title of 'Little Red', based on Little Red Riding Hood.

The company have previously worked with the Christmas show at the Tobacco Factory in Bristol and so feel that this would be the right fit for the direction that we are looking to take the theatre in.

We have been looking into the prospects of creating a family Christmas show at the theatre as an alternative to The Playhouse's pantomime. Our thoughts were to build this up gradually over several years, so that we could build an audience following for this kind of show. However, this would be an opportunity to build the theatre's profile, and not having any Christmas shows in 2020 nor 2021, could be a way of coming back in 2022 in the right direction, however there would be risks involved with this.

The company are keen to look at the possibility of a three week run of performances from 12<sup>th</sup> December 2022 to 31<sup>st</sup> December 2022. The first week would be dedicated to school and community groups performances with the following two weeks to be public performances with 8 performances per week over 5 days. This would then build traction over the run as most theatre tickets are sold on word of mouth marketing.

We have had a couple of preliminary meetings and the company have been working with Theatre Orchard and they are keen to use the show to use as community engagement throughout Weston and link this to the performances.

We would also be looking at working with community engagement to create a real experience with the foyer being part of the installation and experience.

Theatre Orchard's plans for community engagement ideas would be;

*Link the show into all of Theatre Orchard's core engagement activities during the autumn/winter term. These include - Theatre Orchard Youth (Children in Need funded Youth Theatre provision across South and Central Ward) for young people aged 7 - 15 years. I direct two weekly sessions (juniors and seniors). Open Door (Theatre Orchard's Adult Drama weekly sessions - mainly vulnerable adults). In addition, I would add in bespoke workshop offers to compliment the proposed school's week included in the run - we have good links to locality schools in Weston and wider North Somerset. To cover as broad a range of the community as possible I would also add in some site specific visits to family groups such as North Somerset Refugees Welcome (for example)*

*We also discussed three, free preview performances that could be built into the bid to widen participation. I suggested Baytree SEN School (who we have very good links with), families connected with North Somerset Refugees Welcome and families from South Ward who would have been working on the art experience in the foyer. Money would need to be built in for transport for this.*

*With regard to the art experience, I have spoken to Kally Critchley (Youth Participation Worker and absolutely key to South Ward involvement!) and she is keen to support here also. I think she needs to have more of an official role and a fee built in for her to support the artist who works with*

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*groups (it makes more sense to parachute into groups which already exist!) She also needs to be part of the artist recruitment process and interview panel.*

The company are currently looking at this being part of our Live Shows budget, and so there would be a cost to this project with us paying a fixed fee and then taking the ticket sales. The company would be applying for an Arts Council Grant and are looking to apply in the new year with a hopeful decision by Spring 2022 so we could then start advertising and marketing early. Therefore, the company would need a decision and commitment by the end of 2021.

After discussion and looking at costings we would be looking at the following costings.

School Week - £2,250.00 – 8 x shows over 5 days

Two Week Run - £20,000.00 – 16 x shows over 10 days

**Total cost to the theatre - £22,500.00**

However, being conservative we have looked at the potential income from ticket sales;

### **School Week**

Average Ticket Price - £2.50

Capacity – 60%

Income per performance – £350.30

Total Income - £2,802.40

Gross Capacity Income - £704.14 x 8 = £5,633.12

### **Two Week Run**

Average Ticket Price - £15.00

Capacity – 60%

Income per performance - £1,874.47

Total Income – £29,991.52

Gross Capacity Income - £3,173.46 x 16 = £50,775.36

**Total Possible Income - £32,793.92 (60% capacity)**

However, we do need to think about staffing this run of events which would be 24 performances. We would need 480 hours of casual staffing plus management/ technical support per performance. Although we would also have bar sales as income to the theatre however for this type of show this is usually not a big income.

There are a few options that can be at with this proposal;

A) Using our current live show budget, due to the cost of this possible show, our current Live Shows budget for the year is £24,000.00 and so we would be looking at spending a vast majority of our budget for the year on just 3 weeks.

B) Upping our current Live Shows budget from £24,000.00 to £45,500.00 in the 2022/2023 budget setting process.

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C) Cutting down the length of the run to maybe two weeks with one of these being the schools week, which would bring down the cost to £12,500.00.

D) There are current talks about setting up a working group to plan how the £50k events grant budget could be spent, could Theatre Orchard not pay for this and apply for a grant and pay for the show this way.

E) We ask the company to look at a straight hire of the theatre which would be approximately £6,120.00 + VAT per week (dependant on confirmation of details).

## **2022 Bookings**

We are delighted that we have new companies booking into the theatre in 2022 that we have been in talks with over the last year. These are coming in from all over the country. Please see below a list of shows that we have confirmed for 2022 and also companies that we are still working with.

<b>DATE</b>	<b>Show Name</b>	<b>Cancelled/Postponed or New Show</b>	<b>Tickets On Sale?</b>	<b>Notes</b>
10/01/22	Rhythmic Reds Choir	New Studio Class - Mondays 7.15pm - 8.45pm (Weekly)	N/A	On Booking System - Awaiting to view studio in December 2021
10/01/22	Do Yoga	Studio Class - Mondays 6pm - 7pm & Thursday 10am - 11am (Weekly)	N/A	On Booking System - Awaiting to view studio in December 2021 21/10/21 - January confirmed on Booking system and marketing done for Jan - Mar 2022 - SH
11/01/22	Dance Class	Studio Class – Tuesday Evenings (weekly)	N/A	In Talks
12/01/22	Tidalwave	Studio Class - Wed 6.15pm - 7.15pm (5 Weeks)	No	On Booking System - Spoken to Emma 18/10/21 to restart these - ok -- SH 22/10/21 - Confirmed on Booking system but awaiting to refresh marketing before going on sale - SH
12/01/22	Odyssey	Studio class - Wed 8pm - 9pm (Weekly)	N/A	On Booking System - Awaiting to view studio in December 2021
28-30/01/22	Weston Oppitts / Opening Up	New Show	YES	20/10/21 - Confirmed and On Sale - SH
12/02/2022	Music Makers Concerts / The Concert Carousel	New Show	YES	21/10/21 - Confirmed and on Sale - SH
24/02/22	LDN Wrestling	New Event	YES	20/10/21 - Tickets on sale but awaiting deposit - SH
25/02/22	Weston Supernatural	Investigation	N/a	02/11/21 - Confirmed
10/03/2022	Queens College, Taunton / The Tempest	New Show	No	25/10/21 - Email received to say still want to go ahead - awaiting info - SH
20/03/22 - 26/03/22	Worle Operatic -	Postponed from Nov 2021	YES	20/10/21 - Confirmed and On Sale - SH

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DATE	Show Name	Cancelled/Postponed or New Show	Tickets On Sale?	Notes
	<b>RENT</b>			
29/03/2022	The Old Silk Road to Afghanistan/ John Pilkington	New Show	YES	22/10/21 - On sale and confirmed - SH
08-09/04/22	Weston Gospel Bayfest	New Show	YES	21/10/21 - Confirmed and on sale - SH
11-12/04/22	Bristolian Productions / Jack & the Beanstalk	New Show	YES	21/10/21 - Shows for the 11th on sale, 12th on provisional to see how the 12th sells first - awaiting deposit - SH
19/04/22	My Barefoot walk around Britain / Anna McNuff	New Show	YES	25/10/21 - Confirmed and tickets on sale - SH
23/04/22	Broadway Spectacular	Postponed from June 2020	Yes	On sale
26-28/04/2022	Elizabeth I	Postponed from 2020	Yes	On Sale
05/05/22	Happy Days are Here Again	Postponed from May 2020	Yes	On Sale
20/21 May 2022	The Addams Family	Postponed from May 2020	Yes	On Sale
23-27 May 2022	Weston College FE Musical	New Show	NO	21/09/21 - had an email from Joe saying they are just sorting out the budget for this show and will be in touch soon - SH
28/05/2022	Jukebox and Bobbysox	Postponed from August 2021	Yes	On Sale
20/08/2022	The Navy Lark	Postponed from 2020	Yes	On Sale
15/10/2022	WorleWind Band	Postponed from October 2020	Yes	On sale
31/10/2022 - 05/11/2022	Worle Operatic	New Show	No	Provisionally Booked as normal - SH
27/11/2022	PQA	New Show	No	Provisionally booked on system - awaiting visit in Jan 2022 to confirm - SH
04/12/2022	Jackie Fox Dance	New Show	No	Provisionally booked on system - awaiting visit in Jan 2022 to confirm - SH
12/12/2022 - 31/12/2022	In Our Hands / Programming	New Show	No	Awaiting HAC decision in Nov 2021

We are currently in talks with local teachers about bringing Community classes regularly to our studios again. However, most of these would like to visit the studios in December, but are keen to start in January 2022 so we will be arranging these visits once we have confirmation of the re-opening. At present we have 3 hours per week of confirmed bookings with another 4 hours

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awaiting to confirm. We still have room for more hours and so we are currently marketing our studios availability.

We are currently in negotiations with companies that we are looking to programme to supplement these performances at the theatre using our Live Shows Budget.

### **Budget Setting**

We have been working with the RFO in regards to budget setting for 2022/2023 budget. We have been asked to look into how we can progress the theatre to incorporate more performances during the year.

At present we have the staff resources to be able to accommodate a maximum of 79 performances per year.

This is an average of 1 performance per week over 45 weeks per year. This is due to the fact that we have a two-week shutdown of the main house each year to be able to accommodate a mandatory maintenance schedule and our technician also needs to take their annual leave.

Therefore, we are currently looking at a sustainable way to be able to grow the theatre over the next few years in capacity of performances and staff capacity. This will be discussed by councillors in the budget setting process.

### **Marketing Campaigns**

We have started our 'See it Safely' campaign across our website and social media platforms. This is to reassure patrons to come and book for shows at the theatre. This seems to be working well as we have seen a surge in ticket bookings since the start of the campaign. For more information on what this entails you can view these on our website at [See it Safely](#)

Members are requested to;

1. Consider the viability of a Christmas 2022 show as per information provided with the choice of proposals;
2. Support in Budget Setting for Live Shows for the theatre in 2022/2023.



## News Release

### **SEE MONSTER arrives at Weston-super-Mare in 2022**

Weston-super-Mare has been chosen as one of ten locations across the country to host a flagship, national arts and culture installation. SEE MONSTER is part of UNBOXED: Creativity in the UK - a free, national collection of ten large-scale, public art engagement projects that will showcase the UK's creativity and innovation to the world throughout 2022.

SEE MONSTER will be world's first and only repurposed North Sea offshore platform and the largest outdoor installation ever seen in Weston-super-Mare, located at the town's seafront Tropicana site.

SEE MONSTER will use its unique seafront location to harness the power of the elements to provide renewable energy for the structure, transforming the seafront into a large-scale public art installation. It will:

- have planted gardens and a waterfall with places to meet
- be a fun and educational place which will focus on weather, climate change and green technologies
- have a dedicated outreach team with a science, technology, engineering, arts and maths (STEAM) focus.

SEE MONSTER is expected to attract up to 200,000 visitors over the two months it will be in Weston-super-Mare. Entry to SEE MONSTER will be free, with local residents getting a first look. Information regarding ticket access will be announced later this year. The build will start in spring 2022 and will take approximately two months.

Leader of North Somerset Council, Cllr Don Davies, said: “It’s an honour to be chosen as one of the ten locations for UNBOXED and we see great opportunities for residents, businesses and visitors during the eight weeks SEE MONSTER will be with us.

“The renewable technologies that will be showcased at SEE MONSTER support our ambitions for North Somerset to be net carbon neutral by 2030 and we are delighted to support and host this installation.

“It will also provide educational opportunities for our children and young people with close links to our local schools through the community outreach team.”

A programme of local school visits will run throughout the duration of SEE MONSTER.

Hosting the event supports North Somerset Council’s ten-year placemaking strategy, putting Weston-super-Mare firmly on the map as a vibrant place to live, work and visit.

ENDS

**For more information, please contact the communications team on 01934 634 996 or [communications@n-somerset.gov.uk](mailto:communications@n-somerset.gov.uk)**

### **Notes to editors**

The Tropicana is a multi-event space on the seafront at Weston-super-Mare occupying a prime spot on the shore of the Bristol Channel. In 2015 the building hosted Banksy’s Dismaland exhibition, attracting global attention. It has since hosted a year-round programme of arts and cultural events.

The Weston-super-Mare placemaking strategy and assets are available at [www.superweston.net](http://www.superweston.net)



## ITEM 15. Heritage arts & Culture Committee 11<sup>th</sup> November 2021

### Old Town Quarry – Demolition of Building 1

#### Report from the Deputy Town Clerk

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Members will be aware of recent reports with regard to the condition of Building 1 (at the rear of the site) at the Old Town Quarry. In addition, the need to resolve this issue alongside a few others to enable the lease to be signed and the Quarry to transfer to the Town Council from the Civic Society.

The Town Clerk and Deputy Town Clerk have met with NSC officers to discuss how this can be done as quickly as possible. There are some complex needs which have to be worked through to achieve this which has been identified in the document produced by SJ Surveyors. At the meeting held it was agreed that this would form the basis of what needs to happen and what role each council would play to achieve this .be able to do so.

Both councils were also in agreement that SJ Surveyors were best placed to oversee this on behalf of both organisations working with the Deputy Town Clerk from WSMTC.

Stage	Element	Budget Cost (net of VAT)	Timescale	WSMTC Responsibility	NSC Responsibility
Financing Demolition Project	How the demolition and associated works will be funded	Circa £90k	ASAP		NSC have confirmed they are taking a paper for approval to meet the costs estimated at £90k.
Project Management	Who will oversee the Project management to achieve demolition and all associated works ( surveys etc.)		Ongoing	DTC @ WSMTC and SJ Surveyors will undertake procurement and initiate surveys required	NSC will co-operate with the needs of this work as required.
Financing of Project Management	Costs to employ Project Manager to work alongside DTC and relevant Officers / departments at NSC		To be approved by HAC	WSMTC will pick up the costs for the project management from the councils Strategic Planning budget	-

Stage	Element	Budget Cost (net of VAT)	Timescale	WSMTC Responsibility	NSC Responsibility
Demolition Consent	Topographical Survey of the site. – Required for incorporation into application drawings, arboriculture report and ecologists report	£3480.00	Approx. 3 week lead-in and 2 weeks post survey	SJ Surveyors & DTC will organise survey to be undertaken	NSC will provide support with necessary findings and ensure no delays in response to any actions required
	Arboriculture Report for planning	£1,700.00	Approx. 3 week lead-in and 2 weeks post survey	SJ Surveyors & DTC will organise survey to be undertaken with WSMTC Tree Consultants	NSC will ensure any planning requirements are made a priority to ensure no unnecessary delays in the process.
	Ecologists' initial assessment and review (further reports may be seasonal – for a bat survey to meet the planning requirements it will need to be undertaken during May-August)	£300.00	Approx. 4 weeks lead-in, 2 weeks post survey	SJ Surveyors & DTC will oversee and process and advise NSC accordingly	NSC will provide support and officer guidance as required
	Ecologist – assume further investigation and reports based on known Bat area and peregrine falcons.	£4,000.00	Unknown at this time	SJ Surveyors & DTC will oversee and process and advise NSC accordingly	NSC will provide support and officer guidance as required
	Site survey, where safe to do so, preparation of drawings, details, statements and planning application.	£1,500.00	Approx. 4 weeks lead-in, 2 weeks post survey	SJ Surveyors	-
	Planning application fee	Est. £936.00 to £2,028.00	8weeks from registration, registration taking up to 4weeks currently	WSMTC will apply for planning application via S J Surveyors	NSC will ensure any planning requirements are made a priority to ensure no unnecessary delays in the process.
	Procurement of the Works	Should the works be funded by a public body or Town Council a formal procurement process will need to be undertaken			See above
Advertisement of works over £25k -		£150.00	4 weeks advert period, 2	WSMTC & SJ Surveyors	-

Stage	Element	Budget Cost (net of VAT)	Timescale	WSMTC Responsibility	NSC Responsibility
			week for assessment of contractor		
	Preparation of tender documents and specification	£1,200.00	2 weeks	WSMTC & SJ Surveyors	-
	Tender period- documents sent out for pricing		5 weeks	WSMTC & SJ Surveyors	-
	Tender assessment-, committee decision		2 weeks for tender assessment and to obtain additional information / clarifications from contractors, two weeks for committee reports and agendas.	WSMTC & SJ Surveyors	-
Demolition	Initial enabling works, removal of catenary wire, widening of track and clearance of working area	£6,500.00	1 week	Demolition Contractor – SJM as Project manager	-
	Demolition of superstructure and bases, removal of debris from site	£35,000.00	2 weeks	Demolition Contractor – SJM as Project manager	-
	Re-instatement of site on completion of works, installation of fencing to retained elements, clearance of site ready for use.	£18,000.00	2 weeks	Demolition Contractor – SJM as Project manager	-
	Please Note- site to be exclusive for contractors use for a period of 4 weeks, last week of work can overlap. There is an allowance for bad weather and high winds within the programme.		4 weeks	Demolition Contractor – SJM as Project manager	-
	Contract administration, client's supervision, financial management	£2,450.00	5 weeks	SJ Surveyors & WSMTC	-
	Arboriculture Specification of tree protection and tree	£1,500.00	Approx. 3 week lead-	SJ Surveyors & DTC will	NSC will provide support and

Stage	Element	Budget Cost (net of VAT)	Timescale	WSMTC Responsibility	NSC Responsibility
	works prior to demolition		in and 2 weeks post survey	organise any works to be undertaken with WSMTC Tree Consultants	officer guidance as required
	Arboriculture site visits during works – common planning condition with NSC	£900.00		SJ Surveyors & DTC will organise any works to be undertaken with WSMTC	NSC will provide support and officer guidance as required
	Ecologist – assume mitigation measures required- common planning condition with NSC - based on known Bat area and Peregrine Falcons	£1,500.00		SJ Surveyors & DTC will oversee and process and advise NSC accordingly	NSC will provide support and officer guidance as required

**Members are requested to:**

- Approve the above work plan to enable project works to commence with immediate effect.
- To approve the appointment of SJ surveyors to undertake the Project Management for the Demolition works and all associated works working with WSMTC and necessary NSC Officers.
- To note that the budget will be managed by WSMTC and that if there is any increase in overall costs further negotiation with NSC will need to be planned as and when needed.