

**EXECUTIVE SUMMARY
PREPARED FOR BOARD OF TRUSTEES**

April 2009

Purpose

To update the Board on progress and achievements in December, January and February and the tasks and targets for March to May 2009.

1. Developing our museum spaces and bringing the visitor experience to life

Masterplanning

Masterplanning proposals for St Fagans continue to be developed in preparation for the June meeting and a number of benchmarking visits to other institutions, which are developing concepts in a similar way, have been undertaken.

At the National Museum Cardiff we have now received the RIBA Stage D report for the Upper West Wing, and have undertaken discussions with CADW and the local planning authority to try and ensure that the new ceiling reflects the existing pyramidal shape in Gallery 24. This has been agreed informally although it is likely to have an implication for the final tender costs. The design team has now been mobilised to commence detail design work and will submit a planning and listed building consent application shortly.

A quantity surveyor has been appointed to firm up costs for the Clore Duffield Learning Spaces project. The design of the spaces is currently being finalised by the Project Management Group.

Buildings and Estates

Work to replace the car park barrier at the National Museum Cardiff has commenced and is being implemented to programme.

Tenders have been received for the renewal of the Building Management system which, once completed, will provide much greater control over the environmental conditions across our sites. Work will also commence shortly on the control of the gallery lighting system at the National Museum Cardiff.

Visitor Services & Site Operations

New interpretive signage has now been researched and written for nineteen of the historic buildings at St Fagans. Fourteen of the new signs include timelines and more information about the people associated with the buildings are in place. The installation of a Bus Stop (funded by Cardiff City Council) has also been completed at St Fagans.

The refurbishment of Ystafell Elidir (sandwich and activities room) at the National Slate Museum, including storage and hand washing facilities, has now been completed as has the fit-out of the learning space at Big Pit.

Two pilot Christmas late night opening events were held at National Museum Cardiff to widen access to the collections. These were well attended, and both featured Junior School choirs from the Cardiff and Vale Music Service, a brass band, and stilt walkers/ fire eaters. On one of the evenings, Dame Kiri Te Kanwa attended for a photo shoot in the Main Hall, as she was undertaking a masterclass in the Reardon Smith Lecture Theatre. Though an extra eight hundred and ninety nine visitors attended the museum in total on both days, very few of those ventured into

the Art galleries upstairs or the more remote parts of the downstairs galleries. Future evening openings need to address this and find ways to encourage visitors to go beyond the main hall.

Six Volunteer Guides from within the Friends organisation were recruited and trained to provide guided tours of the Sisley exhibition for general visitors and pre-booked groups.

Internal and external consultation on the draft proposal for the Coity Pits archaeological development at Big Pit has begun.

Development of St Fagans: National History Museum

A draft Concept Framework document was approved by the Project Steering Group and by the Board of Trustees during December. Following this approval, two initial sub-groups were created and the membership approved by the Steering Group. Of these groups, the Orientation Group has been tasked with developing ideas associated with initial visitor orientation at the site and has now met on three occasions. The second group has been tasked with exploring the theme of 'Turning Points' through history and will examine the issues associated with the development of such a theme at the site for dissemination through permanent and temporary displays and through public programming in close collaboration with the St Fagans Programming Group.

The St Fagans Programming Group has continued to meet at regular intervals with a programme of Events and Exhibitions now being delivered throughout 08-09 on the theme of 'Music' and with plans now being developed for the programme for delivery in 09-10.

The Public Consultation Strategy is being informed by B3 Burgess Architects' report, the work of the newly formed concept and programme development sub-groups, and the recent Morris Hargreaves and McIntyre report.

Learning & Access and Programming

A programme of events and educational activities has been developed for the whole of 2009 to complement the Darwin exhibition. 'Monkey Business' and other February half term activities were very popular with the 1,350 visitors who took part.

The 'Celtic Village' Group has advised on the future of the Moel y Gaer roundhouse which has reached the end of its life. The dismantling strategy developed has archaeological research benefit and cultivates the Archaeology/St. Fagans dialogue.

Family workshops were arranged in the Gwreiddiau/Origins gallery to support the 'Neanderthal Music' weekend. Six very popular family workshops took place in 'Origins' in which children and adults investigated how Neanderthals made sound and communicated without using words. The event coincided with *Current Archaeology* magazine's Festival of Archaeology hosted by the Museum and Cardiff University.

Tasks and targets for March - May

Upper West Wing redevelopment

- Instruct the design team to commence detail design work following re-tendering of design team services
- Submit a planning and listed building consent application
- Commence contractor procurement procedures

Visitor Services & Site Operations

- Prepare Ystafell Padarn at the National Stale Museum for installation of "Cofio'r Cau/ The End of the Line" exhibition in June 09

- Undertake re-ordering of café space at the National Waterfront Museum
- Submit planning application for signage on the front elevation of the National Waterfront Museum in April
- Upgrade directional signage outside the National Waterfront Museum by May
- Research feasibility of swapping locations of Frontiers Gallery and Shop at National Waterfront Museum

St Fagans Masterplanning

- Continue with the development of Masterplanning proposals
- Commence the external consultation stage of Masterplanning
- Progress work on the Public Consultation Strategy and its implementation
- Continue the development of appropriate funding bids for consideration by the Assembly Government, and agree fundraising strategy and mobilise Development Board
- Close Ty Gwyrdd as a daily attraction to the general public to create a centre for learning about sustainable practice
- A New Learning Strategy for St Fagans will be created as part of the redevelopment project
- Establish working group for 'Calan Gaeaf' event for late October 2009

2. Sustaining prosperous, well used collections

Conservation, Curation & Acquisitions

The second phase of the wall-paintings project at St. Teilo's Church is now ninety five per cent complete. The only outstanding items are the Latin texts in scrolls beneath some of the images, which are subject of debate by academic specialist advisors. The parclose screen between the chancel and aisle has been gilded and painted, with most of this work being carried out to a very high standard by one of the HBU apprentices. The font cover, carved by Ray Smith, has also been painted and gilded.

A review of the conservation and future display of the eighteenth century Padarn slate boat at the National Slate Museum has now been undertaken, and work is now underway to progress conservation and future display recommendations.

963 pieces of English pottery have been relocated from temporary storage at Cathays Park to a newly created storage area, at the Collections Centre in Nantgarw.

At St Fagans, work has started on the creation of a paddock in front of Hendre Wen barn in order to increase grazing and also, more importantly, to place the building within a more authentic, agricultural context. The re-erection of the hayshed at Llwyn-yr-eos is almost complete, whilst the Thyme Garden's structure has been completely restored in partnership with Hafal.

Tasks and targets for March - May

Conservation, Curation & Acquisitions

- Complete new Welsh ceramics store and study room at National Museum Cardiff
- Start Phase 3 (chancel and north chapel) of the church wallpaintings at St. Teilo's when temperatures and humidity levels have stabilised
- Complete work on a new museum publication 'Saving St Teilo's', documenting the recording, dismantling, research and re-erection of the church, which is to be published in April
- Accession and catalogue a comprehensive collection of objects relating to crime and punishment in the Gwent area from the mid 19th century to the late 20th century, and a collection of medical objects used at Llwynypia Hospital
- Progress conservation and future display recommendations regarding the 18th century Padarn Slate Boat
- Prepare and edit content, in the form of text, archive recordings, films and photographs, for the People's Collection, particularly the traditional food theme
- Undertake research into the history of The Vulcan Inn (Cardiff), including recording the current campaign to preserve it in situ
- Prepare and install the Urdd exhibition in Oriel 1
- At the National Wool Museum, install the first piece of work created by Julia Griffiths Jones, a contemporary textile artist and our artist in residence over the last two years
- Ensure active collection of contemporary industrial material from Llandarcy refinery and the Hoover Company at the National Waterfront Museum
- Assess the condition and plan the conservation of the glazed tiling in the Grade II* Pit Head Baths (Wales Favourite National Treasure) at Big Pit National Coal Museum
- Acquire the Harry Rodgers collection of mining artefacts for the National Coal Collection

3. Helping our visitors to make sense of the world

Learning & Access and Programming

At **St Fagans**, three DVD animation films were produced in partnership with Cinetic Animation Company and Key Stage 2 – Key Stage 4 pupils. The films produced mixed animation, real life footage and archival footage to provide interpretations of Maestir School, Gwalia Stores and the Rhyd-y-Car cottages.

Creative responses to the exhibition of blankets in Oriel 1 were produced by Haul (Arts in Health Ceredigion) in collaboration with the Aberystwyth Arts Centre. The work was displayed in the gallery between January and March 2009.

An artist from India worked in Oriel 1 from 15 March to create a representation of Durga. The activity was open daily for public viewing and the Oriel 1 facilitators translated and interpreted the development for the visitors. Specific events were organised for school groups, families and a skill sharing day was arranged for artists working in paper mache in Wales to work alongside the artists from India. The event was sponsored by the Principality and the Arts Council and organised in partnership with the Wales Puja Committee.

National Museum Cardiff worked with staff from the Parc Prison Young Offenders Unit to develop a display of artwork for the *Treasures That Travel* area in the main hall of the museum. The focus of the display is artwork created by the Young Offenders for their GCSE Art exam using the theme 'natural forms'. Objects were borrowed from the Outreach Collection and used in the prison art classes.

New workshops have been developed for visually impaired users of the Glanely gallery following on from the results of recent consultation.

As part of the Climate Change agenda, the Museum worked with community groups in Kenfig, Llandeilo, Coed Hills, and Pembrokeshire schools in Llanhari.

A series of new practical art making workshops have been developed and delivered to Key Stage 2 pupils in the Welsh Landscape Gallery in line with the new Curriculum

A National Science Week special debate session, arranged to complement the Darwin exhibition, was well attended by GCSE and A level science students. A family science day was held on the following Saturday. The Science Learning Officer held a family learning launch day for the Darwin exhibition in collaboration with the Open University. This involved working with Families Learning Together, a unit based in schools within Community First areas. Participants in the day explored Evolution and Darwin through hands-on activities.

At **Big Pit**, staff have been working with older people at the Grand Avenue Day Centre, Ely, Cardiff. This is an opportunity to work with new audiences and to evaluate handling objects required for reminiscence work. A new discovery trail booklet for Families was also produced at the museum, with funding from the Friends.

At the **National Waterfront Museum**, the first phase of the Penydarren Locomotive Project was initiated with a multi-layered film being made to deliver information about the locomotive to cater for the interests of different audiences. This project will be further expanded in 2009-2010.

The museum also hosted the HyperAction project, a display of South Wales coastal schools' work on information they researched and created about their local RNLI and coastguard rescue services.

Following the success of Dog Choir installation by Locws, a schools project of artwork inspired by the exhibit was shown in the Waterfront Museum's Colonnade throughout February 2009.

The Science of Sound exhibition initiated by Techniquet has been set up in the Main Hall and will run from 21 March to 31 May. Nine interactive exhibits producing noises and sounds will be the museum's first contribution to the Year of Music.

The Valleys – an exhibition of photographs by Anthony Stokes is being shown from 17 Jan to 5 Apr and has been much discussed by visitors.

National Wool Museum staff have developed a series of films for the Museum, which will be used as part of the People's Collection and also the Welsh for Adults resource. A village trail has been developed with John Veverka and forms the basis of one of the films.

At the **National Slate Museum**, a Winter Fair was held on the 30th of November and the 22nd of December 2008. Father Christmas proved to be extremely popular, and we had two very busy days at the site. A number of other activities were also organised, such as a story telling session and making crafts, and the Quarrymen's Houses were decorated appropriately according to their historical period.

From the 19th-22nd of February 2009, the Model Railway Extravaganza was held. Many of the engines from the Museums collection were used daily, and our neighbours, *Rheilffordd Llyn Padarn Cyf*, also ran steam trains to complement the event.

National Roman Legion Museum held a Saturnalia event on 13th December 2009. This was a joint event with Cadw, and was designed to give an overview of Christmas past and present. Both Saturn and Father Christmas visited, and there was even snow in the garden. We had an excellent response, with over five hundred visitors.

Roman Pottery workshops for schools were held at the Museum from the 19th to the 23rd of January 2009. A total of four hundred and forty nine children participated in the event. A Roman Potter demonstrated how to make pots on a kick wheel, and the children were given the opportunity to make a small amphora to take home with them.

Mainstreaming the Welsh Language

Heritage Minister Alun Fred Jones launched 'Perthyn', a pack for adults learning Welsh, at St Fagans. The pack is now available for use at Oriel 1 and includes downloadable work packs, handling collections and film footage of adult learners explaining why they are learning Welsh

The Museum has worked with Menter Gorllewin Sir Gâr Carmarthen to develop events and work with schools on 'Gwyliau Cymraeg' / Welsh Events at the National Wool Museum. The first event has been organised for April when the Museum will be hosting a concert for local schools featuring the winning entries from the School Eisteddfodau. The following event will also be in partnership with Menter Gorllewin Sir Gar and the Urdd, focusing on the Urdd's Peace and Goodwill Message Day.

A Museum response was sent to the Welsh Language Board review of public bodies' complaints procedures, and we received a clean bill of health.

Publishing/ Publications

The book 'A Little Book of Big Machines' (featuring large artefacts at the National Waterfront Museum) was published in December.

Tasks and targets for March - May

Learning & Access and Programming

- Work with Learning and the Wales Puja Committee to prepare activities and workshops relating to creating the goddess Durga at St Fagans: National History Museum 16 March - 5 April
- Skill development taster sessions for adults will be trialled at y Ty Gwyrdd during May
- A range of activities for adults and families will be organized to celebrate National Biodiversity Week at y Ty Gwyrdd
- Hold a Roman Feast event at National Roman Legion Museum on May Bank Holiday – the event will give visitors the opportunity to make a simple Roman dish.
- Prepare and deliver the School Eisteddfod concert and the Urdd's Peace and Goodwill Message Day events. Arrange multi-cultural event to coincide with the Urdd's Peace and Good Will Message Day (18 May) at National Wool Museum Drefach
- Trial short interpretive film on the Penydarren loco in April at National Waterfront Museum
- National Waterfront Museum to host "Climate Change–What's Occurring" exhibition circulating from Cathays Park (10 April – 12 July)
- Trial a series of new opportunities for volunteers in Glanely with a view to extending this after the refit programme
- Develop Adult Learners' Week activities, including in partnership with Cardiff Learning Festival.
- Create a Music display at National Roman Legion Museum
- Develop a new session for Welsh Baccalaureate A level students at the National Waterfront Museum Swansea

Publishing

- Begin development of next in 'Pocket Treasures' series – a book on dinosaurs
- Arrange evaluation of last year's publication of an annual review instead of our usual annual report; decide on appropriate format for this year, and begin development
- Review Publication Strategy
- Draft new publishing programme
- Continue with internal feedback on draft Housestyle Guidelines
- Sign off the design, and deliver 'Gweu Geiriau' pack for adults learning Welsh to use at the National Wool Museum.

4. Listening to and learning from our audience and partners

Staff at the National Waterfront Museum, Big Pit, National Roman Legion Museum and National Slate Museum hosted and/or contributed to three GEM training days. These were very well attended by participants from a wide cross-section of venues from museums, heritage attractions and countryside venues.

The National Waterfront Museum hosted an Interfaith Day in partnership with the Swansea Bay Asylum Seekers Support Group, Displaced People in Action Communities group, and the Swansea Faith Forum. Sixty people attended a series of films made by the community about living in Swansea.

The National Wool Museum has been working with the County Museums from Carmarthenshire, Swansea, Pembrokeshire and Ceredigion to develop educational provision and explore opportunities for collaboration.

Staff in Glanely gallery have been consulting with both present users and potential new users, using feedback to inform gallery changes. Many of the drawer texts have been rewritten following consultation with young visitors regarding style and content.

At the National Slate Museum, three intergenerational two day digital story workshops were arranged as part of the People's Collection initiative and to contribute to the forthcoming exhibition on the closure of the quarry. Young people also took part in rap workshops on the theme of American Dreams, producing their own distinctive interpretation of the exhibition.

Ownership

Content for the public engagement and consultation pages of the Museum's website has been developed. The site will showcase past, current and future consultations.

Programmes & Presentation

Behavioural mapping of Blankscapes and Comfort Blankets exhibition at Oriel 1 was carried out and the supporting workshops undertaken by Haul (Arts in Health, Ceredigion) and family groups were evaluated.

People's Collection

Three trails have been created at Llanberis, Blaenafon and Drefach. The first two, which use enhanced podcasts link with the People's Collection technological pilot, which uses Google Earth. A course at Big Pit on walks, talks, tours and trails attracted a great deal of interest locally and further trails are planned as a result.

Three teachers' courses on digital histories were held in collaboration with archive/record offices.

A teachers' pack on the Miners' Strike for secondary schools has been completed.

The Webquest 'Children of the Revolution' has been translated and Newport School Improvement Service is working on a resource which will encourage and enable teachers to create their own webquests.

The People's Collection Learning Working Group met twice. A wide range of representatives attended from the formal and informal learning sectors.

Tasks and targets for March - May

- Continue development of a volunteer programme for the Gardens, in conjunction with Volunteer Co-ordinator, including advertising for participants
- Meet with members of Llanberis and Llanddeiniolen Community Councils to obtain their input to “Cofio’r Cau” events and activities later in 2009
- Prepare action plan arising out of results of Welsh Economy Research Unit (WERU) report on the social and economic impacts of National Waterfront Museum
- National Waterfront Museum to host conference on new research in maritime history in partnership with the British Commission for Maritime History
- Continue the detailed evaluation of visitor usage of the *Origins* gallery
- Undertake evaluation in the *Darwin* exhibition
- Assist with developing an evaluation plan for Oriel y Parc, St Davids
- Amgueddfa Cymru is considering options for launching the Annual Report for 2008/09 and for holding a Public Meeting in North Wales
- There are plans to attend the National Eisteddfod, and use a small stall to consult on the development plans of St Fagans and encourage members of the public to submit ideas as to what they’d like to see included

5. Communicating – expanding our local and global reach

Marketing, Consumer Press & PR

Morris Hargreaves McIntyre (MHM) have been appointed to conduct further market research in support of the St Fagans Redevelopment Project. Research will entail evaluation of the existing gallery spaces and a study of people's perceptions of St Fagans.

A web communications agency, *Precedent*, have been appointed to conduct market testing initiatives for the *People's Collection*. Also a draft Stakeholder Communication Plan and Marketing Communications Business Plan for Year 2 of the *People's Collection* has been prepared.

Amgueddfa Cymru's Music 09 programme was launched via *Respond* online and through mainstream press. Further coverage is anticipated for the duration of the calendar year. As part of this programme, a press launch was held at Big Pit for the forthcoming Billy Bragg tour.

A visitor profile and satisfaction study was launched. The project will run until September, with a full report due in October. In the meantime, priority audiences are being identified for National Museum Cardiff and St Fagans.

Learning & Access

The launch event of the Newport Junior Explorers project took place on the 24th March. The purpose of the activity was to attract families to visit a number of attractions across Gwent, including the Roman Legion Museum. Families are given a free bus pass and are encouraged to participate in an activity at each attraction – following the visit their passport is stamped and once they have visited each site they'll receive a free Backpack.

A climate blog and teaching resources have been developed to support the 'Climate Change: What's Occurring?' display. The exhibition was shown at Big Pit in March and will be displayed at the National Waterfront Museum in April.

Digital Developments

Interactive touchscreens for the Darwin exhibition at National Museum Cardiff were designed, developed and installed.

Development of Rhagor

A marketing campaign to increase the exposure and visitor base of Rhagor has been undertaken, and a partnership established with the Ramblers Association to include content for Pembrokeshire coastal path E-trail pilot.

An annual schedule of articles to be supplied by curatorial departments is being developed. Upcoming articles feature the De La Beche Archive, Castle Studies in Wales, and the Rare Plants of Wales. The Monthly Curators Choice series is being continued.

Partnerships

The extensive preparations for the US touring exhibition 'Turner to Cézanne: Masterpieces from the Davies Collection' were completed and the exhibition dispatched in February, its first port of call being the Columbia Museum of Art, Columbia, South Carolina (exhibition dates 6th March - 7th June). Organised in collaboration with the American Federation of Arts and with the support of the Welsh Assembly Government, this tour of 58 of the Museum's most important paintings and watercolours is a unique opportunity for the Museum to promote its world-class collections in the

United States and for audiences there to appreciate the Davies sisters' contribution to the cultural life of Wales.

London based supporters were invited to the *Sisley in England and Wales* exhibition at the National Gallery to promote the work we are doing on refurbishing the art galleries in Cardiff.

A joint Site Plan leaflet has been produced for Big Pit and the Blaenafon World Heritage Site in cooperation with Torfaen CBC (funded by Heads of the Valleys initiative)

Work commenced with venues for the 2008-11 phase of *Celf Cymru Gyfan - Art Share Wales*. Partners will include Locws International, Brecknock Museum/University of Glamorgan, Oriel y Parc, Bodelwyddan Castle, Glynn Vivian Art Gallery (with possible Cyrenians Cymru project), Oriel Davies Gallery and Ruthin Craft Centre.

There is also ongoing work with Abergavenny and Chepstow Museums on their *Cyfoeth Cymru Gyfan - Sharing Treasures* projects. Abergavenny Museum will present an exhibition on 'Eric Gill at Capel y Ffin' which will be opened by the Minister on 8 July 2009. Chepstow Museum continues to work on the proposed Wye Valley Tour exhibition scheduled to open in June 2010.

Research

External peer-group input to help with developing research strategies for science has been deferred whilst draft internal strategies are developed.

Tasks and targets for March - May

Marketing

- Finalise Marketing & Media Plan 2009-2010
- Produce a schedule of marketing activity in support of the Museum's retail, catering and venue hire business
- Prepare summary of the Department's work, policies & procedures as part of the 'hand-over' (department head leaving the Museum on 3 April 09)
- Implement UK & Wales press & PR plan for the *Diane Arbus* exhibition at National Museum Cardiff
- Implement press & PR campaign for the Big Pit *STRIKE* project
- Online press room to be developed for the website
- Finalise an Audience Development Action Plan for both National Museum Cardiff and St Fagans
- Implement a press plan, supported by branded web pages, for the launch of Amgueddfa Cymru's *Volunteer Programme*
- Distribution of new-look museum leaflets, aimed at the tourist market

Learning and Access

- Deliver a series of science activities for secondary school students from Communities First areas, at the Ecsite 2009 event, in collaboration with the University of Glamorgan
- Work with the Education Business Partnership to present climate change sessions in secondary schools throughout Rhondda Cynon Taf. Deliver sessions for primary schools throughout Wrexham during its Science Festival
- Develop Climate Change: What's Occurring? materials for families
- Run Sustainability workshops at National Wool Museum for primary schools as part of their Sustainability Week
- Organise digital story telling workshops as part of the 'Dyfatty Community Heritage Project', working with older people from the community

- Launch the Everywhere in Chains Community Heritage Toolkit in the early summer and ensure contents of CD are placed on the web

Digital Developments

- Continue work to implement recommendations from the Amgueddfa Cymru website usability report
- Continue to create web pages, social networking profiles and touchscreen applications for the Music '09 theme
- Develop interactive content for the People's Collection

Rhagor

- Complete interactive Research Register for April 09
- Publish 'Immigration' exhibition
- Produce downloadable issue of Glo 4 (Miners Strike)
- Produce *Rare plants of Wales* image Gallery
- Rhagor to be showcased in a presentation to the National Association of Head Teachers in Wales

Partnerships

- Work with Dr Jonathan Durrant (University of Glamorgan), who has received Strategic Initiative Programme funding to identify future prospects of collaboration between St Fagans and the University.
- Work with the Sikh community to redisplay the community-curated 'Belief' display case in Oriel 1
- Liaise with officials of Urdd Gobaith Cymru, as well as members of the public, to prepare content for the forthcoming temporary exhibition in Oriel 1 on the Urdd which will open in April (to coincide with the Urdd Eisteddfod in Cardiff)
- Prepare and edit content, in the form of text, archive recordings, films and photographs, for the People's Collection, particularly the traditional food theme
- Work with six guest curators to produce the *Pop Peth* exhibition in Oriel 1, as part of this year's Music theme. With support from New Media to deliver a musical 'trail' linked to musical objects around the site at St Fagans, including a map and podcasts
- BTCV group with learning disabilities to complete clearance of original track to Hendre Wen barn
- Work with Welsh Assembly Government and others to plan/facilitate input to Smithsonian 09 Folk Life festival, June/July
- NWM to represent the museum at Wonderwool Wales, at the Royal Welsh Showground. This two day event is a festival of welsh wool and natural fibres. We shall have a greater presence at the show this year, staff from the National Wool Museum and Esgair Moel, St. Fagans will be demonstrating traditional techniques and there will be activities for children
- WM to work towards establishing a presence at the Royal Welsh Show in order to explore ways in which we can participate in the 2010 event- Golden Shears World Shearing and Wool Handling Championships
- Publish a Community Heritage Toolkit on the web by May. The project has been developed as a result of the Museum's Everywhere in Chains project on slavery
- Investigate production of the Swansea industrial heritage research leaflet through City & County of Swansea Heritage marketing team. Aim to have leaflet produced for Autumn 2009
- Develop destination marketing strategy for National Waterfront Museum by May
- Continue the revision and updating of the management plan for the Blaenafon World Heritage Site with partners. It is envisaged that the plan will be re-launched in the autumn.
- Produce the first draft of the *Children in Mines* publication

- As part of *Celf Cymru Gyfan - ArtShare Wales*, *'Tilt-Shift'* will open outside the National Waterfront Museum on 18 April 2009. This project is in partnership with Locws International and is a new commission from the artist Calum Stirling in response to Amgueddfa Cymru's collection of Swansea Pottery.
- Ongoing work with the artist Brendan Burns as part of his residency at Oriel y Parc which is funded by *Celf Cymru Gyfan - ArtShare Wales*. This will culminate in an exhibition at Oriel y Parc in October 2009 which will include works created during the residency and a selection of his work held by Amgueddfa Cymru

External Liaison

- Continue to work with other partner venues on forthcoming *ArtShare Wales* and *Sharing Treasures* projects
- Continue preparations for presenting the *'Turner to Cezanne'* exhibition at the next venue in June 2009 at the Oklahoma City Museum of Art

6. Becoming an organisation that learns and that builds on its successes

Ownership

The second round of staff training on public consultation and engagement has been completed and evaluated. A report and action plan was presented to the Joint Executive Group at their meeting on 25 March 2009. Work to continue to embed consultation across the Museum has been developed through dialogue between the Public Consultation Co-ordinator and Heads of Departments / Project Managers. The establishment of skills sharing networks that respond to particular target audiences such as disadvantaged communities and minority groups, and young people, are being established, creating a Museum-wide 'team' of public consultation advocates and experts.

Human Resources

A meeting was held with pensioners who had been notified that the previous pension advisors had applied the incorrect pensions resulting in overpayments which will now be reinstated to the correct level from April 2009.

The Welsh Assembly Government has agreed the Museum's pay remit, the offer has now been formally put to the unions who will ballot their members accordingly. Staff have also been briefed on the offer by Museum managers.

Tasks and targets for March - May

- Continue to develop working links and exchanges with the Cardiff and Caerphilly Councils Horticultural Apprenticeship schemes
- Maintain working links, exchanges and site visits to Dyffryn, Aberglasney and National Botanic and develop them with other public gardens in Wales and England
- Develop the public consultation pages of the Amgueddfa Cymru website
- Develop internal advocacy and expert networks to support public consultation
- Develop other internal public engagement and consultation support resources for staff
- Continue to progress the recommendations of the IIP Advisor at the National Waterfront Museum following the preliminary assessment in February 2009 and prepare for full assessment during March 2009.
- Continue to work towards IIP accreditation at St Fagans
- Conclude the report (including an Action Plan) on the work of the Focus Groups
- Continue to work on the 3 year Action Plan, which forms part of the Disability Scheme published in December 2008
- Continue the work on the Volunteering Strategy and offer volunteering opportunities as part of the pilot implementation phase
- Prepare for the West Wales School of the Arts Graduate Fashion Show to be delivered in June 2009 at the National Wool Museum
- During May display woollen products from local woollen mills, Gwlan Teifi in the museum before this exhibition moves on to the Wales Millennium Centre.
- Launch the village trail at the National Wool Museum
- National Waterfront Museum to continue to develop joint promotional initiatives with Swansea Leisure Centre
- At Big Pit continue to develop an Apprenticeship Scheme for colliery mechanics and electricians in collaboration with Mines Inspectorate and other industry bodies for implementation as soon as funds become available

Evaluation

Internal Evaluation Review Group will meet in late Spring to review the outcomes from the Evaluation Action Plan 08/09 and to start to develop an Evaluation toolkit in line with the Vision Mapping process.

7. Re-aligning our resources to deliver all these key developments

Planning

The draft Operational Plan 2009/10 was approved by the Performance Review Committee at their meeting in February.

The Board of Trustees participated in a Vision Mapping session on the 10th of December 2008 and the outcomes of this session will feed into workshop sessions in the next few months, as the more detailed elements are drafted and key measures identified.

Telecommunications and ICT

The server room power refurbishment is complete. Servers at Cathays Park are now protected by a single high capacity power conditioning and battery backup system. All the old telephone handsets at St Fagans have been changed to the new system. Work is also underway to upgrade the remaining handsets at Cathays Park.

A primary Museum fax machine has been established at Cathays Park and the majority of the departmental fax lines rerouted to use it. Incoming faxes will now be distributed via the internal mail. The old lines will be ceased after a few months. Migration of information to the new network storage is well underway, and information for BioSyb is currently being moved.

Configuration and migration support is being provided to Finance and Human Resources to help implement the new payroll and HR system. The next phase of workstation refresh is underway.

Fundraising and Development

Fundraising for the completion of the West Wing as the final stage of the National Museum of Art has been progressing with the Development Department working towards achieving a target of £450,000. Four major bids to UK Trusts and Foundations have been submitted and four other bids to UK and US Foundations are pending. High Net Worth individuals are also being targeted and a fundraising event was held in the National Gallery in London on 5th February as part of the *Sisley in England & Wales* exhibition with almost a hundred potential donors attending. Lord Dafydd Elis-Thomas spoke on behalf of the Museum. A further fundraising event took place at the House of Lords on 26th March, held jointly with Wales in London

The recently launched Legacy campaign is beginning to bear fruit with several significant legacy gifts being pledged. The increased subscription rates for Patrons have been successfully introduced with only one objection from an existing member to date. The project to increase revenue from Donations Boxes is progressing well with new custom made donations boxes being installed in the newly re-furbished Art Galleries in National Museum Cardiff.

Fundraising in the corporate sector is becoming increasingly challenging in the prevailing economic climate although current leads are being pursued. Sponsorship in kind for the *Spring Bulbs Project* has been received from The Really Welsh Company.

Two applications have been made to the Landfill Communities Fund. One to Cardiff City Council for the Earthscape Portal at NMC and the other to Newport City Council for Phase II of the Roman Garden Project at NRLM. A decision on both is expected shortly.

National Museum Cardiff organised that an exhibition of work created by the *Cardiff Create a Quest* project was shown in London at the national finale event organised by *The Prince's Foundation for Children & the Arts*. The performance by one of the Cardiff schools in particular, was highly praised by the organisers.

Applications for Adult Learners Week funding have been submitted to run sustainable skills workshops in the Ty Gwyrdd in partnership with Cardiff Transition project and to deliver family learning activities in the North. An Awards for All application has been submitted to fund regular Early Years sessions at National Museum Cardiff.

NMGW Enterprises Ltd

Christmas trading proved challenging with retail sales for November & December 11.7% (£22.8K) down year on year. Some of this difference can be attributed to the "From Industry to Impressionism" exhibition which ran during 2007 and impacted upon visitor numbers. Excluding this, like for like sales for the same period are down by 5.4% (£9.8K). However, average spend per customer increased by 2.2% and staff sales by 15%. Our own brand Christmas cards, decorations, calendar and advent calendar were much in demand with total sales from these items of £12.5K.

With the support of our design department, an outside design agency and the contractor, the plans for the refurbishment of the restaurant at National Museum Cardiff were completed. The works took place in late January with the restaurant reopening to visitors and staff on the 10th February. Feedback has been positive and ITV have used the location to record a number of links for "The Wales Show".

Working with both UK and US based suppliers; a range of merchandise suitable for the American market has been developed and distributed to the six museums hosting the 'Turner to Cezanne' art tour. Enterprises will receive royalty payments on this product which will be returned to the Museum as part of the trading company's profit.

Further detailed work has been done by the Business Development Manager in an effort to increase the profitability of our corporate hire business. Supported by the corporate hire officers, our marketing department and our caterer (Digby Trout), detailed marketing plans for our three main sites (National Museum Cardiff, St. Fagans & National Waterfront Museum) have been drawn up. These will be implemented in the coming months. Income from filming has remained strong throughout 2008/09 with a total income of £26K to the end of December; this includes further Dr Who filming at NMC.

The 2009/10 budget was agreed by the Enterprise Board at their meeting on the 11th February. This budget, which reflects recent trading trends and the wider economic climate, sees a profit for distribution figure of £498.8K being returned to the Museum. This figure is an 8.9% (£49K) decrease on the 2008/09 budget, and at the time the figures were prepared a 1.1% (£5.7K) decrease on our forecasted outturn for 2008/09.

Sustainability

A thorough review of the sustainability documentation has been completed in advance of the formal evaluation of our sites against the Green Dragon Level 3 criteria, four sites have been identified for inspection by Arena Network as part of the assessment process and to date three have been visited and have been confirmed as meeting the required criteria. Work continues on the energy saving work that is being undertaken across our sites.

Tasks and targets for March - May

Planning

- Hold further Vision Mapping workshops
- Make electronic access to the emerging Vision Map available to Trustees

Telecommunications and ICT

- Publish External Information Security Policy
- Launch Secure II encryption for workstations
- Continue refresh of workstations and laptops
- Extend Office 2007 to additional users

Fundraising/ Development

- Submit remaining West Wing funding bids to UK and US Trusts & Foundations
- Hold North Wales fundraising event at Bodelwyddan Castle on 8th May
- Finalise Fundraising Strategy for St Fagans Re-development Project
- Produce and test prototype interactive donations boxes being developed jointly with the University of Glamorgan and Techniquet at National Museum Cardiff and National Roman Legion Museum
- Submit application to Biffa (Landfill Communities Fund) for the continuation of *Exploring our Woodland*

Enterprises

- Ensure shops are prepared for the peak Easter to August trading period
- Draw up and implement a three year plan following the Board strategy day
- In conjunction with the shop team, complete a full review of the National Museum Cardiff shop and agree to actions to increase sales and profit
- Complete alterations to the seating of the National Waterfront Museum café and in conjunction with the caterer introduce a new menu

Sustainability

- Liaison with Dulas Engineering at the National Slate Museum will continue : trial power generation expected in May 09
- Continue with implementation of energy-saving measures at National Waterfront Museum highlighted in recent Carbon Trust report.

8. Financial Report

Management Accounts to 28th February 2009

The Board will find attached as Annex B the standard financial position report for the period ending 28th February 2009. All expenditure during the year has been contained within budgets and by the financial year end all Grant in Aid has been drawn down from the Assembly. Whilst there is still considerable expenditure to be made in March, we are not anticipating any problems regarding cash carryover limits. Contingency management has ensured that in addition to the £400k originally planned for carryover to ease the budgetary problems for future years, a further £90k has similarly been allocated from contingency for carryover, as reported in the budget paper elsewhere on today's agenda. It is also hoped that a one-off contribution to the pension scheme of between £50k and £100k will be possible in the last few days of the financial year due to salary savings arising against budget in February and March.

Financial Accounts for the year ending 31st of March 2009

Timetables are in place for the production and audit of the statutory year-end Financial Accounts in respect of the Trading Subsidiary, the joint venture at Swansea with the City and County of Swansea and the Museum's consolidated accounts. The deadlines for completion of the various stages in the process are similar to last year.

Budgets for 2009-10 and 2010-11

A separate paper relating to the budgets for the both years is to be considered separately on the Agenda, in private session.

Voluntary Redundancy Scheme

The Museum announced a voluntary redundancy scheme on the 28th of January, with an initial closing date of 28th of February. The Museum Executive has considered the applications and figures have been provided relating to redundancy payments and pension entitlements in respect of those posts where the potential redundancy could be operationally managed. Details of entitlements have been forwarded to the individuals concerned and the process will continue with the individuals confirming their application or otherwise.

Implementation of New Payroll Software

Testing of the new package has taken place via dual processing of the February and March payrolls. The year-end returns required by the Inland Revenue will be issued via the new system and the new software will be completely functional for processing the payroll in the new financial year.

Financial Memorandum and Management Statement

The Museum is still operating under the Financial Memorandum and Management Statement issued by the Assembly 2001. A re-write of that version was commenced in late 2003 and despite considerable time and effort expended by the Museum Executive in discussing and amending that new version, it was eventually abandoned by the Assembly in 2005. We have now been informed that a new version is imminent for release by the Assembly, reflecting the Government of Wales Act 2006. We anticipate that it will follow a set template and as such considerable review and change will no doubt be required. Based on previous experience we are not anticipating this to be a short term project.

Tasks and targets March - May

- Seek to ensure the payment of all invoices in respect of activities for 2008-09 prior to the end of the financial year, thereby minimising ring-fenced carry forward expenditure
- Commence the production of the year-end statutory accounts in line with timetables establish
- Continue budget planning for 2010-11 as discussions with the Assembly and Sponsor Division continue
- Complete the processing of applications under the voluntary redundancy scheme

9. External Audit

The Wales Audit Office interim audit took place in February with no significant issues arising. A planning meeting has been held with the auditors of the Trading Subsidiary, KTS Owens Thomas, to review performance of the year to date and to aid this year's audit process.

Tasks and targets March – May

- Manage and assist the audit of the Trading Subsidiary in week commencing 18th May
- Prepare for the Wales Audit Office final year-end audit scheduled to commence on 1st June

10. Internal Audit

The Audit Committee at its meeting on 12 February received reports on: The follow up of prior recommendations, Risk Maturity, Performance Management, progress against the 2008/2009 Internal Audit Plan and Outstanding Audit Recommendations. The Committee were pleased to note that all the audits in the 2008/2009 plan had been completed bar one that the Museum had wished to be deferred.

Tasks and targets March - May

- To receive and approve the Audit Plan for 2009-10 and to continue work on that Plan.

11. Risk Management

Both the Performance Review Committee and the Audit Committee received the updated Risk Register at their meetings on 12 February 2009. The Committees noted that the internal auditors had reviewed risk maturity for all their clients and the Museum had received a very positive report.

12. Recommendations

It is recommended that this Report is noted.

Michael Houlihan
Director General

April 2009

Annex A - CUMULATIVE VISITOR FIGURES April 2008 – February 2009

AMGUEDDFA CYMRU - NATIONAL MUSEUM WALES

CUMULATIVE VISITOR FIGURES April 2008 - February 2009

PLUS VARIANCE FROM 2007 and 2000

Museum	2008-9 Actual	2008-9 Target	2007/8	2000	Variance from Target		Increase/Decrease on 2007-8		Increase/Decrease on 2000	
					No.	%	No.	%	No.	%
Cardiff	305,442	275,000	320,012	208,098	30,442	11.1	-14,570	-4.6	97,344	46.8
St Fagans	557,494	565,500	616,622	317,470	-8,006	-1.4	-59,128	-9.6	240,024	75.6
Roman	59,746	66,000	57,897	58,316	-6,254	-9.5	1,849	3.2	1,430	2.5
Wool	22,899	19,000	20,188	8,926	3,899	20.5	2,711	13.4	13,973	156.5
Slate	111,618	121,000	126,766	53,362	-9,382	-7.8	-15,148	-11.9	58,256	109.2
Big Pit	146,564	140,000	142,202	72,870	6,564	4.7	4,362	3.1	73,694	101.1
Waterfront	198,048	217,000	236,887		-18,952	-8.7	-38,839	-16.4		
TOTAL	1,401,811	1,403,500	1,520,574	719,042	-1,689	-0.12	118,763	-7.81	484,721	67.4

**Annex B - FINANCIAL POSITION REPORT
AS AT 28 February 2009**

1. REVENUE BUDGET (Appendix 1)

Cash Revised Budget £' 000		Note	Accrued Actual to 28-Feb £' 000	Cash Actual to 28-Feb £' 000	Cash Budget to 28-Feb £' 000	Cash Variance 28-Feb £' 000
Income						
776	Cash B/Fwd	1	776	772	772	0
22,626	Assembly Grant in Aid	2	19,995	19,995	20,272	(277)
498	Trading Subsidiary Contribution	3	160	155	146	9
80	US Tour Monies	4	104	104	80	24
707	Dept Self Generated Income	5	670	655	613	42
464	Contribution from CCS	6	425	445	445	0
<u>99</u>	Specimen/Private Funds Transfer	7	<u>44</u>	<u>28</u>	<u>40</u>	<u>(12)</u>
<u>25,250</u>	Total Income		<u>22,174</u>	<u>22,154</u>	<u>22,368</u>	<u>(214)</u>
Expenditure						
(18,974)	Salary Costs	8	(17,069)	(17,069)	(17,354)	285
(5,963)	Operating Costs	9	(4,730)	(4,680)	(4,934)	254
(80)	Transfer to CMP	10	79	0	0	0
<u>(233)</u>	Contingency	11	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>(25,250)</u>	Total Expenditure		<u>(21,720)</u>	<u>(21,749)</u>	<u>(22,288)</u>	<u>539</u>
<u>0</u>	Net Income/(Expenditure)		<u>454</u>	<u>405</u>	<u>80</u>	<u>325</u>

Note 1 : Cash B/Fwd - There is a cash carryforward of £776,000. This carryforward now includes the cash transfer of the Trading Subsidiary gift aided profit from 2007-08 of £312,547 (actioned in December) and deferred grant income of £14,000.

Note 2 : Assembly Grant in Aid – The figure of £22.626m is per the Remit Letter from the Assembly plus additional in year funding of £125,000 for the People's Collection project. This grant is drawn down monthly in line with anticipated expenditure (£19.995m has been drawn down to the end of February 09). All grant has been drawn down as at 20 March.

Note 3 : Trading Subsidiary contribution - We have budgeted for a contribution from NMGW Enterprises Ltd of £498,000 (which consists of £175,000 overhead recharges and £323,000 profit). The profit element has been reduced by £50,000 as a provision in contingency against the late receipt (or non receipt) of the Sale of Flight monies. The profit element will not be realised until the end of the financial year (i.e. when cash may be transferred to the Museum, although there is scope to make interim transfers). An amount of £155,000 has been recharged to the end of February 09.

Note 4 : US Tour Monies – This is the first instalment of monies from the Davies Sisters US Tour. This money was received in US Dollars, of which £97,000 has since been converted into sterling with the balance of c£7,000 held in a US Dollar Account with LloydsTSB. We had budgeted to receive £80,000 assuming an exchange rate of \$2 to £1. With the exchange rate currently nearer \$1.4 to £1 this money is priced in our accounts at £104,000

Note 5 : Dept Self Generated income - The total departmental self generated income target has increased from £424,000 to £707,000 due to the profiling of additional in year income/grant e.g. BioSyB, Exhibitions, HR, Geology (but for which there will be additional matched expenditure). Actual income to 28 February was £655,000 against a target of £613,000. There are no major variances that need reporting other than timing differences.

Note 6 : Contribution from CCS - The £464,000 contribution from the City and County of Swansea is specific to the running costs of the Waterfront museum. Contribution received to 28 February, was £445,000. The inflation element for 2008/09 has now been agreed with CCS and will be received in March.

Note 7 : Specimen/ Private Funds Transfer – There is a planned SPG transfer of £48,000 (to cover the cost of the Historic Buildings Unit staff costs) of which £28,000 was transferred at 28 February. There is also a planned Private Funds transfer of £51,000 (to cover the cost of the Development dept operating costs and donations to NWMS) and will be made during the year when appropriate. It was agreed in September that £30,000 of the operating costs of the Development dept would be met from revenue and a contingency provision has been made accordingly, hence the transfer has reduced from £81,000 to £51,000.

Note 8 : Staff costs - Actual staff costs were £17,069,000 against a year to date budget of £17,354,000 giving an underspend on the face of the accounts to date of £285,000 (an amount of £371,000 has already been clawed back to contingency for the period April to December). There are no major overspends that need reporting. The extent to which additional underspent salary budgets can be clawed back to contingency and reallocated per Museum priorities is being investigated with budget holders (currently this figure is £183,000 with the difference to the face of the accounts figure primarily being NWMS salary underspend which is ringfenced).

Note 9 : Operating costs - Actual operating costs, to 28 February, were £4,680,000 against a budget profile of £4,934,000. Major variances have been investigated and are in the main due to timing differences between the budget profile and actuals.

Note 10 : Transfer to CMP – This is the transfer of monies received from the US Tour to fund Capital Master Plan projects ie Outsize Picture Store.

Note 11 : Contingency - The carryforward/contingency account is actively managed and enables funding to be redistributed across the Museum. Actual movement in and out of the contingency account currently leaves a surplus balance of £233,000. However with anticipated dept budget clawbacks of £92,000, less agreed allocations of £31,000, plus actual and future anticipated salary savings of £200,000 (for the last quarter of the year), plus cost reimbursement of £92,000 to the Museum from the Peoples Collection grant and to the Development dept, less additional utility costs of £35,000 less OCG grant shortfall of £4,000 less the need to carryforward £490,000 into 2009/10 (to help with the adverse budget position projected next year), this leaves an available surplus balance of £57,000.

2. SPECIMEN BUDGET (Appendix 2)

Cash Revised Budget £' 000		Note	Accrued Actual to 28-Feb £' 000	Cash Actual to 28-Feb £' 000
	Income			
598	Cash B/Fwd	1	598	598
1,075	Assembly Grant in Aid	2	317	317
<u>224</u>	Other	3	<u>224</u>	<u>224</u>
<u>1,897</u>	Total Income		<u>1,139</u>	<u>1,139</u>
	Expenditure			
(1,016)	Department	4	(934)	(848)
(820)	Special Purchases	5	(79)	(70)
<u>(61)</u>	Unallocated	6	<u>0</u>	<u>0</u>
<u>(1,897)</u>	Total Expenditure		<u>(1,013)</u>	<u>(918)</u>
<u>0</u>	Net Income/(Expenditure)		<u>126</u>	<u>221</u>

Note 1 : Cash B/Fwd - There was a cash carryforward of £598,000.

Note 2 : Assembly Grant in Aid – The figure of £1.075m is per the Remit Letter from the Assembly. This grant is drawn down monthly in line with anticipated expenditure (£317,000 has been drawn down to the end of February 09). All grant has been drawn down as at 20 March.

Note 3 : Other income – This is additional in year income from the Art Fund and Derek Williams Trust as a contribution towards specific purchases.

Note 4 : Department budgets - Departmental spend as at 28 February was £848,000 against a total budget allocation of £1,016,000.

Note 5 : Special Purchases budget - Special Purchases spend was £70,000 against a budget allocation of £820,000. This includes unspent Centenary Fund Partnership cumulative funds of £699,000.

Note 6 : Unallocated – There is a currently a contingency of £61,000.

3. CAPITAL MASTERPLAN BUDGET (Appendix 3)

Cash Revised Budget £' 000		Note	Accrued Actual to 28-Feb £' 000	Cash Actual to 28-Feb £' 000
	Income			
74	Cash B/Fwd	1	74	74
925	Assembly Grant in Aid	2	925	925
600	Other Assembly Grant	3	600	600
31	Transfers from Specimens	4	31	0
45	Transfers from Private Funds	5	29	0
223	Other (e.g. Development fundraising)	6	208	82
1,898	Total Income		1,867	1,681
	Expenditure	7		
(1,091)	Main Programme & EMW		(762)	(677)
(130)	NMC Upper West Wing		(141)	(130)
(131)	NMC East Wing & Centre Block		(124)	(123)
(70)	NGA Feasibility Study		(59)	(69)
(20)	NRLM Garden Project		(20)	(20)
(84)	NMC Outsize Picture Store		(84)	(84)
(2)	NMC Learning Spaces		(2)	(2)
(104)	Residual Projects		(46)	(87)
(1,632)	Total Expenditure		(1,238)	(1,192)
266	Net Income/(Expenditure)	8	629	489

The above table represents a snap shot of the overall Capital Master Plan budget for this year. In practice the nature of the capital budget is such that there is a planned 3 year rolling budget (which is kept under constant revision depending on priorities). This has been updated to reflect changes to the NMC Upper West Wing Project (which now has a budget of £4.1m) and inclusion of Invest to Save energy projects and the Learning Spaces project.

Note 1 : Cash B/Fwd - There was a cash carryforward of £74,000.

Note 2 : Assembly Grant in Aid – The figure of £925,000 is per the Remit Letter from the Assembly. This grant is drawn down monthly in line with anticipated expenditure (£925,000 has been drawn down to the end of February 09).

Note 3 : Other Assembly Grant – The Museum has received additional funding from the Assembly to help finance the NMC Upper West Wing project and Energy Invest to Save projects of £1m and £250,000 respectively which will be drawn down over two financial years (£600,000 has been received to the end of February 09).

Note 4 : Transfers from Specimens – This is the final allocation from the specimen budget for the collections care and access project. These transfers will be made during the year when appropriate.

Note 5 : Transfer from Private Funds – This is the approved allocation from private funds to finance the capital masterplan. These transfers will be made during the year when appropriate. The position with regard to current private fund values (given there has been a significant decrease in investment valuations) is being carefully monitored to ensure there are sufficient fund balances still available to meet funding commitments.

Note 6 : Other income – In the main this is income received via the fundraising efforts of the Development dept (some of this income was received last year and will be transferred when the expenditure has been incurred). It also includes HLF grant income for the Big Pit Education Block project.

Note 7 : Expenditure - Planned expenditure this year equates to £1.632m (revised in line with current project planning) of which £1.192m was spent as at 28 February.

Note 8 : Net Income/(Expenditure) – A cashflow surplus of £266,000 is planned for this year (whilst this is in excess of our carryover limits it can be managed by delaying the transfer of Private Funds cash until April 09) but coming back into balance by the end of the 2010-11 financial year.

4. PRIVATE FUNDS (Appendix 4)

Cash Revised Budget £' 000		Note	Accrued Actual to £' 000	Cash Actual to £' 000
2,358	Opening Balance		2,358	2,358
940	Total Income	1	418	423
(416)	Total Expenditure/Transfers	2	(336)	(107)
*	Investment Revaluation	3	(509)	(509)
<u>524</u>	In Year Movement		<u>(427)</u>	<u>(193)</u>
<u>2,882</u>	Closing Balance	4	<u>1,931</u>	<u>2,165</u>

Note 1 : Income – This mainly includes budgeted income for the Development dept of £875,000 of which £334,000 was received at 28 February. Incorporated within the Development dept budgeted income is the coin box donations budget of £70,000 of which £63,000 was received at 28 February (£69,000 in February 08).

Note 2 : Expenditure/Transfers – This is the planned expenditure from private funds amounting to £416,000. A significant element of this spend is for the Capital Master Plan. As at 28 February there was expenditure/transfers of £107,000.

Note 3 : Investment revaluation - The value of investments (valued at the end of February by Gerrard Ltd) shows a decrease from 1 April 08 of £509,000 (a further decrease from January month end of £74,000).

Note 4 : Balances - Total fund balances are £2.2m, consisting of £1.5m in investments and £0.7m in cash. The funds can be split between Specific (£620,000), Departmental (£1,211,000), General (£172,000) and Development Holding Account (£162,000).

Mark Rainey
Head of Finance
20 March 2009