

EXECUTIVE SUMMARY PREPARED FOR THE BOARD OF TRUSTEES

To update the Board on progress and achievements

To set out Executive objectives for October, November and December

national
museum
wales
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A. Financial Report

Management Accounts

The Management Accounts for the first four months of the financial year are attached at Annex A. There are no unexplained variances to budget to date and all significant issues are referred to in the attached commentary.

Statutory Accounts

Statutory Accounts for NWMS Limited, NMGW Enterprises Limited and the Consolidated Museum accounts were all completed to target. All received a clean Audit Certificate. A de-briefing session will be held during September with a view to ensuring a continuous improvement within the accounts production process.

Budgets 2007-08 and 2008-09

All budgetary calculations for 2007-08 were based upon the Pay Remit that has been presented to the Performance Review Committee and offered to our Trade Unions. The Unions have sought to defer any acceptance of the Museum's Pay Remit until they have completed their own negotiations with the Assembly regarding the Assembly's Pay Remit. Those negotiations are still on-going and, therefore, the pay increases that were due for implementation on 1 April 2007 have not been activated. The profiling of the budget for this year has been adjusted accordingly in order that the necessary funds are held, pending the application of the remit.

With Regard to 2008-09, the Assembly are aware of the contractual nature of the Pay Remit, and the increase in salaries that would result in 2008-09. The Museum has notified the Assembly that it is assumed that the contractual commitment will be honoured. The outcome of the current budgeting round within the Assembly is now awaited in order that financial planning for 2008-09 can be progressed. Based upon the timeframe of previous years, receipt of further information regarding next year's funding is expected between late October and late December this year.

Pension Scheme

Interviews for a new professional independent Trustee to replace James Stanfield of BBS, further to their appointment as Pension Scheme Advisors, took place on 31 August. Tim Illston of Burges Salmon LLP was appointed.

Tasks and targets for the next three months

- § Commence the budgeting process for 2008-09 as funding details are released by the Assembly.
- § Incorporate developments from the review of Vision Based Budgeting carried out by the new Executive Groups.

B. External Audit

All audits of the Statutory Accounts were successfully completed with no issues being raised in respect of NWMS Limited, and only minor points contained within the Management Letter from KTS Owens Thomas in respect of the trading subsidiary. The Management Letter and the Additional Assurance Report from the Wales Audit Office is still awaited, although no issues of non-compliance were raised in their report to the joint Performance Review and Audit Committees on 12 July. Feedback is also awaited on the review of progress associated with the 'Making the Connections' agenda, in collaboration with the National Library, further to the joint meeting with the Wales Audit Office in May.

The Wales Audit Office has also reviewed the Museum's progress against the five-year Efficiency Plan that was prepared in 2005-06, again under the 'Making the Connections' agenda. The feedback from that review is also awaited.

HM Revenue and Customs conducted a PAYE and NI compliance initial visit on 1 August, with no issues arising from their review of the Museum's arrangements. A follow-up visit scheduled for 11 September will incorporate a review of documents as evidence for the application of arrangements.

Tasks and Targets for the next three months

- § Review the outcome and follow up any recommendations arising from the WAO's assessment of progress under the 'Making the Connections' agenda and against the Efficiency Plan.
- § Review and agree the final Management Letter and Additional Assurance Report in respect of the 2007 Audit in advance of November's meeting of Audit Committee.

C. Internal Audit

At its meeting on 12 July 2007 the Audit Committee received reports on Capital Contracts, Marketing & Publications and Collections Management, together with a progress report on the Annual Audit Plan and an update on outstanding audit recommendations. The Audit Committee joined with the members of the Performance Review Committee to discuss the draft Statutory Accounts and reports.

Tasks and targets for the next three months

§ Continue work on the Audit Plan for 2007/2008 and prepare reports for presentation on 22 November 2007.

D. Risk Management

At the meeting of the Risk Management Group on 27 June, the Group discussed the greater reliance by the Museum on Commercial Income; the effects on the Museum of the recent flooding in the UK; the ever increasing reliance on ICT systems; the health risks of wireless networks and the use of web-based technology.

A report from the Group was presented to both the Performance Review Committee and the Audit Committee on 12 July 2007. At this meeting, the Audit Committee requested that the Register be reviewed to ensure that it reflected the work of the Museum more appropriately and as a result a further three main risks have been added to the Risk Register.

Tasks and Targets for the next three months

§ Review risk register for discussion by the Risk Management Group at its meeting on 23 October 2007.

Priority Areas:

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

Masterplanning

National Museum Cardiff

The work to the east wing galleries is nearing completion although it was delayed by a leak caused by a faulty internal rainwater pipe which fractured in one of the side galleries.

The associated Essential Maintenance works were due to be substantially complete by the end of August although the contractor will be on site until the end of October due to the work required to reinstate the compound area after the scaffolding has been removed. Negotiations continue with the contractor in relation to the final account which will be assessed by the professional team once it is received.

The works to Galleries 20 & 21 to create the entrance to *Industry to Impressionism* was completed on time.

Planning for the phased re-opening of the East Wing Art galleries has continued. Despite the delays with the roofing works programme, galleries 1-3 will be opened on 22 November 2007, with the remaining galleries due for completion by 1 June 2008.

St Fagans: National History Museum

The Essential Maintenance Works at St Fagans: National History Museum, which will be centred around works to the roof and windows of the Admin Block building, remain on hold until the final budget can be identified following the completion of the associated work being undertaken at Cathays Park.

Tasks and targets for the next three months

- § Complete the Essential Maintenance Works at National Museum Cardiff.
- § Agree the final account for the Essential Maintenance works in order to finalise the budget for the works at St Fagans.

Visitor Services & Site Operations

Work on the Learning Annex at Big Pit has commenced, although adverse weather has delayed the contractor by three weeks.

The Inspector appointed by the Welsh Assembly Government to consider the Museum's appeal regarding the need to remove a tree, in order to facilitate the creation of the 'Roman Garden' at the National Roman Legion Museum, has now undertaken a site visit and a response is awaited. Funding of £18000 has been allocated to the project, following a successful application by the Development Department under the Landfill Tax Scheme.

Work has commenced to install cooling systems in the server rooms of the National Waterfront Museum.

Work on the Finishing Plant, both the washing and drying processes, have been trialled on three occasions at the National Wool Museum. All the processes worked well and cot blankets woven and finished at the Museum were on sale through NMGW Enterprises Ltd in the shop at the National Eisteddfod.

Tasks and targets for the next three months

- § Agree and timetable development proposals for temporary exhibition facilities in Ystafell Padarn, National Slate Museum.
- § Further develop the relationship between National Wool Museum with Enterprises to expand the heritage production aspect of the Museum.
- § Work with the Programmes and Presentation unit to put into place the agreed changes to the display and orientation of the welcome/café/shop area of the National Wool Museum.
- § Use the money awarded by the Friends to develop the child friendly area in the welcome/shop area of the National Wool Museum.
- § Install Herian information point at Big Pit, St Fagans, and National Waterfront Museum.
- § Complete the Learning Annex at Big Pit.
- § Complete tendering and begin work on shop alterations at National Waterfront Museum.
- § Complete installation of cooling systems at National Waterfront Museum.
- § Subject to the response of the planning Inspector, commence work on the Roman Garden at the National Roman Legion Museum.

Learning and Access

At St Fagans: National History Museum, an interpretive strategy has been created for St Teilo's church. The 'Exploring our Woodlands' project team has completed the initial planning work for the woodland path. The locations for the web cams have been agreed with the ITC Department and further interpretive planning has been undertaken in order to develop content and presentation for the project. Formal and informal education sessions have also been developed.

At National Museum Cardiff, the project team has created texts, content and development briefs for the Art 'Learning Stations'. Learning staff have also completed functional analyses of existing learning spaces to inform a funding proposal for the development of new learning spaces which is currently being prepared for submission to the Clore Duffield Foundation.

Tasks and Targets for the next three months

- § Open the area promoting the Outreach service in the Main Hall with a display on the theme of 'Flood', drawing on all aspects of the collection.
- § Develop plans for the proposed new learning spaces at National Museum Cardiff following analysis of evaluation and research with present users.
- § Clear the 'Exploring our Woodlands' path and finalise the web cam and website contract.
- § Celebrate the 'soft' opening of the Learning Annexe at Big Pit during Half Term.
- § Research and introduce a trial programme of guided walks in the Vivian Slate Quarry, Llanberis, led by National Slate Museum staff.
- § Develop new activity area and comments board for the next science exhibition at National Museum Cardiff, 'Exploring our World'.
- § Develop interpretation of the Roman Garden Project at National Roman Legion Museum.

- § Introduce 'Discover the Fortress' interactive to the National Roman Legion Museum gallery.
- § Deliver 'Walking with Romans' formal education event in partnership with Cadw for a fortnight in September in Caerleon.

Programming and Exhibitions

Oriel 1: St Fagans

The opening displays in the Gallery have been well received and plans are now in place for the exhibition of work by the artist Mary Lloyd Jones and for the community curated displays for 2008.

Tasks and Targets for next three months

- § Prepare for the opening of the exhibition of the work of Mary Lloyd Jones.
- § Finalise plans for community curated projects with the Hindu Puja Committee and the Women's Arts Association.

Origins: National Museum Cardiff

The *Origins* project continues to progress to schedule, with the opening date confirmed as 7 December 2007. An exhibitions contractor, Dysons, has been appointed and on-site working commences on 3 September with handover due to occur on 16 October.

Tasks and Targets for next three months

- § Complete final editing work and translation of scripts.
- § Finalise selection of images and formulate into completed displays.
- § Ensure Completion of all infrastructure and displays for final delivery.

Art Galleries: National Museum Cardiff

The exhibition, *Industry to Impressionism*, opened in the Centre Block galleries on 14 July. The exhibition received 12,791 visitors during the first twenty six days of opening, representing a conversion rate of 34% in relation to general visitors to the Museum.

Planning processes for *Artes Mundi III*, which will be on show at National Museum Cardiff 15 March – 8 June 2008, are progressing well.

Tasks and Targets for next three months

- § Continue negotiations regarding the *Sisley in England and Wales* exhibition with the National Gallery, including agreement of budget and finalised lending list.
- § Finalise temporary display plans for 2008-09.

'Science Spaces' National Museum Cardiff

The exhibition, *The Naming Game*, exploring the work of Linnaeus, opened in the recently created 'Science Exhibition Space' at National Museum Cardiff. In the first forty one days of opening, the exhibition received 12,513 visitors, representing a conversion rate of 26% in relation to general visits to the Museum.

Tasks and Targets for next three months

- § Finalise preparations for the installation and opening of the *Exploring our World* exhibition on 22 September.
- § Continue to develop a programme of small displays for the science portal concept.

Other Exhibition & Display projects

'Peregrine Cam', featuring live footage of a pair of peregrines nesting on the roof of City Hall opposite National Museum Cardiff, was displayed on a large screen in the Main Hall at the site. The footage has also proved a popular feature on the website with 18,986 viewings on the English pages and 430 on the equivalent Welsh pages of the site. The project was developed in partnership with the RSPB and they have indicated that they would be keen to repeat and develop the project next year if the peregrines continue to nest at the site.

A meeting has been held with Huw Rees, of S4C, who has confirmed his interest in hosting the Fashion Show at the National Wool Museum on 25 October. It has been agreed that the evening will look at the 1960s fashion revival through to the current fashion scene in Wales and current woollen mills in operation will be invited to display their products.

An installation by Torsten Lauchmann, entitled *Piecework Orchestra*, was displayed at the National Waterfront Museum, as part of the Swansea Locws 3 art festival. The work attracted much interest from general visitors and art students. Swansea Institute's Glass Degree show took place on 9 June at the National Waterfront Museum, attracting 100 students and families, while the Digital Media show took place on 2 June and attracted around 300 people. The *Earth from the Air* exhibition ran from 5 June to 29 July and was extremely popular, being the only showing of this international exhibition in Wales. The Pen y Darren locomotive operated for the first time at the Trading Skills event on 9 August, following extensive work by staff in getting the boiler certificated.

Tasks and Targets for the next three months

- § Develop an introductory programme of exhibitions for display in Ystafell Padarn, National Slate Museum.
- § Prepare and deliver the Style Show on October 25th, working alongside Huw Rees, S4C.
- § Prepare the content for a temporary display at Big Pit on the Spanish Civil War.
- § Mount temporary exhibition on photographs of industrial minerals at National Waterfront Museum.
- § Deliver Sunday afternoon lecture programme on Wales and Slavery in September and October at National Waterfront Museum.
- § Progress planning for the Archery exhibition and associated events to be held at St Fagans, National Roman Legion Museum and National Museum Cardiff.
- § Complete work on the installation of the *Everywhere in Chains* exhibition in Gallery 20 at National Museum Cardiff by 2 October.

Development of St Fagans: National History Museum

Work has progressed on preliminary planning for the project and an outline time-frame for developments at the site has been produced.

Tasks and Targets for the next three months

- § Produce initial stage planning document, including information suitable for first-stage funding applications.

2. Sustaining prosperous, well-used collections

Collections Care and Access Project

The 'snagging' of works at the National Collections Centre is continuing.

Works to the Atcost store and the Domestic Collections Centre at St Fagans: National History Museum are progressing, although there has been a delay due to the weather and other unexpected issues. The fit out of the Domestic Collections Centre will follow on from this work.

Tasks and Targets for the next three months

- § Finalise the snagging, particularly in relation to the environmental conditions at the National Collections Centre.
- § Complete works to the Atcost store and the Domestic Collections Centre at St Fagans.
- § Commence the installation of the racking in the Domestic Collections Centre.
- § Prepare for the move of the collection of industrial textile machinery from the off-site store to the National Collections Centre.

Acquisitions and Curation

Planning approval has now been received for the re-erection of the Haverfordwest Merchant's House at St Fagans: National History Museum. The building will be positioned on the track to the timber circle, which will allow the building to be built into the bank to replicate the cliff face which was present at the original site.

A Hay barn has also been acquired for agricultural use at St Fagans. It was dismantled from a site at Boncath in July and is being re-erected at the Llwyn yr Eos farmhouse complex.

Collections and Conservation

The First draft of the Operational Plan for the National Collections Centre at Nantgarw has been completed.

A Telemetric environmental monitoring system has been installed at the National Waterfront Museum and is now providing important data that shows how the environment of the new building is settling and becoming more stable.

The air flow through the Textile Gallery at National Wool Museum has been improved to facilitate better environmental conditions for visitors over the summer months.

The restoration of the haulage engine for Elleds Slope at Big Pit has been completed, prior to its installation in the original engine house.

Tasks and targets for the next three months

- § Complete transport of the restored base and engine of the Waddle Fan to the National Collections Centre by end of December 07.
- § Install mezzanine in Store 126 at the National Collections Centre.
- § Transfer industry collections into Store 126 at the National Collections Centre.
- § Extend the telemetric environmental monitoring system to cover the *Origins* exhibition gallery at National Museum Cardiff.

§ Complete an action plan for the Museum's Storage requirements.
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3. Helping our visitors to make sense of the world

Learning and Access

All museum sites offered family activity programmes during the summer holidays. These included: the 'my favourite object' activity to tie in with the 'National Treasures' TV series; 'Exploring our Woodlands' activities at St Fagans: National History Museum; 'Animal Footprints' science activities at National Museum Cardiff; the 'Romans in Residence' live interpretation programme at National Roman Legion Museum and a range of activities including a nature trail around Coity Tip and pond at Big Pit: National Coal Museum.

A full programme of learning initiatives has been arranged to complement the *Industry to Impressionism* exhibition. These have included workshops and family back-packs for use during the summer holidays, a training day for twenty Primary teachers and sessions for older visitors. Facilitators have also been recruited and trained to run artist-led workshops during the autumn term.

HLF funding of over £43,000 has been confirmed for an interpretation programme for the *Wales and Slavery* exhibition at the National Waterfront Museum involving hard-to-reach groups and the project will run from the middle of August 2007 until March 2008.

The 'gener8' Science Activity Clubs for 8-14 year olds at the National Waterfront Museum, sponsored by Western Power Distribution have proved very successful and are already over-subscribed.

The National Wool Museum's pilot bridging project (between local Secondary and feeder Primary schools) has been successfully completed and a DVD has been created of the student's work.

At the National Roman Legion Museum, 'Romans' TV' has been completed as a resource and will be available to schools from September. A premier was held to publicise the resource on 17 July and teachers from South Wales were invited to attend. Those that attended the function were very positive about the resource and it is expected to be a very popular teaching aid. The DVD features a programme in the style of a daytime television chat show. Its biased presentation, praising Romans and critical of the natives, was devised by teachers, advisers and Museum staff as a resource for teaching the topic of historical interpretation.

The programme of activities organised for the National Eisteddfod included daily talks in the Learners tent and activities at the Museum's own stand which tied in with the *National Treasures* TV series.

A two day celebration organised with the Wales Puja Committee was held at the beginning of September at St Fagans: National History Museum. Activities included: henna workshops; food tasting; music; dance and a fashion show. All of these activities related to the Committee's work to promote the celebration and understanding of traditional Hindu ceremonies and worship.

Programmes of activities were arranged to coincide with Refugee Week at St Fagans and National Waterfront Museum. The activities were attended by a number of refugees and asylum seekers and a number of relationships were developed that will form the basis for future collaborative work.

Tasks and targets for the next three months

- § Develop the learning programme and content for the *Origins* exhibition, including two family trail guides, child labels and 'dig deeper' boxes.
- § Trial early years sessions at National Museum Cardiff with Holibods (specialist early years providers).
- § Arrange five in-service training sessions for teachers on the 'Spring Bulb Climate Change' project and on their use of the 'Exploring our Woodlands' project at St Fagans: National History Museum.
- § Deliver HLF-funded project on interpreting museum collections for connections to Transatlantic slavery and Wales and develop the content of a community heritage resource pack.
- § Assist with the development of a DELLS-funded learning resource on Wales and Slavery

Mainstreaming the Welsh Language

The Bilingualism Working Group and Directorate have agreed the mainstreaming objectives arising from the 2007-08 Operational Plan. The 2007-08 Mainstreaming Strategy will be presented for endorsement by the Board of Trustees at the 20 Sept meeting. A Welsh Language Scheme action plan for 2007-08 is in development.

The Welsh Language Board's self assessment questionnaire has been completed and submitted.

Funding has been secured from DECELLS (the Welsh Assembly's Department for Children, Lifelong Learning and Skills) for a Welsh for Adults project based on Oriel 1 at St Fagans: National History Museum.

Tasks and targets for the next three months

- § Develop a Welsh medium project on Leisure and Tourism for schools, encompassing Big Pit: National Coal Museum and St Fagans: National History Museum and seek appropriate funding from DECELLS.
- § Seek funding from DECELLS for a Welsh for Adults project at National Wool Museum.
- § Continue development and implementation of the Welsh Language Scheme action plan.
- § Continue to implement the 2007-08 Mainstreaming Strategy and conduct half-yearly review of progress.

4. Listening to and learning from our audiences and partners

Ownership

Progress has continued with plans for public engagement activity, around the development of 'Rhagor', the Gender Equality Policy, and focus groups for the Learning Department. These and other activities, such as plans for developing 'Earthscape' at National Museum Cardiff, and evaluation work at Oriel 1, have

been supported by the Public Engagement and Consultation Forum and its members.

The Museum was unsuccessful in its 'Expression of Interest' application to the Welsh Assembly Government's Improvement Fund (to provide training for staff in public engagement). It is understood that the majority of successful applications came from the Health sector. The Museum will now plan and implement a programme of training from within existing resources.

The second draft of the Consultation Scheme and Ownership Action Plan 2007 / 2008 will be presented to Trustees at the 20 September Board Meeting. Preparing the Enabling Activity, outlined in the draft Scheme and Plan, has continued in the meantime and will be implemented once the Scheme and Plan is approved.

Tasks and targets for the next two months

- § Implement the Scheme and Plan, once approved, including creating a Public Engagement and Consultation Zone on the Intranet; planning and implementing staff awareness-raising sessions across the Museum and preparing for in-house staff training on public consultation and engagement.
- § Develop and deliver the second Partnership Consultation event at Pontypool Museum.

Learning and Access

As a result of contacts with BEN (Black Environmental Network), the National Slate Museum and its Education Officer appeared in a booklet of occupations in the Heritage sector, produced by BEN and created for members of black and minority ethnic communities.

At St Fagans: National History Museum, a detailed programme of evaluation and public engagement has been initiated in Oriel 1. This has included behavioural mapping exercises and focus group work. An evaluation of summer holiday art cart activities has also been carried out in preparation for creating three new family activity booklets for Oriel 1.

A programme of evaluation of visitor flow and interaction was undertaken within the gallery at National Roman Legion Museum with the support of Museum Assistants at the site.

A case study for the Under 3's Action Research Project with Mudiad Ysgolion Meithrin was completed at National Roman Legion Museum. The project consisted of a series of sessions with Welsh language nurseries in the Newport area and considered how to provide children under 3 with an engaging museum experience.

At National Museum Cardiff, the Natural Sciences Education Officer undertook observational evaluation activities in the Science Galleries. This included training volunteers to undertake observations. Evaluation sessions relating to the Science Education Room were also held with a group of home educating families. Several evaluation exercises have also been conducted with visitors to the Glanely Gallery.

Tasks and targets for the next three months

- § Hold focus groups with a range of different users to advise on the development of learning spaces at National Museum Cardiff.

5. Expanding our local and global reach

Visitor Figures

The cumulative figure (Apr-Aug) stands at 921,815 (against a target of 849,500); 72,315 (8.51%) above target and a 77,185 (9.01%) increase on last year.

Marketing

A visit to National Museum Scotland has taken place. This forms part of the Marketing & Media department's work in learning from best practice, and of sharing with others details of our planning, implementation and evaluation techniques.

Siân Walters, Head of Marketing, delivered a speech at a *Heritage 365* conference, *Marketing the Museums: Building the Brand* held at the National Portrait Gallery on 27 June.

The marketing and consumer press and PR campaign for the *Industry to Impressionism* exhibition was successfully implemented. The campaign secured the most successful London media coverage to date of an Amgueddfa Cymru-National Museum Wales exhibition. A summer Marketing Campaign was also carried out. This included radio, press and web-advertising and an all-Wales press campaign that secured editorial coverage in new, populist titles as well as the traditional titles with which the Museum has an existing relationship.

An initial briefing meeting has been held with representatives from *Artes Mundi III* and with the new *Audiences Wales* Chief Executive to discuss the Museum's needs in terms of market research and print distribution.

The press campaign to support the broadcast of the BBC series *National Treasures* secured good coverage for the Museum. Viewing figures have been monitored throughout the series' duration with each programme attracting an average of 90,000 viewers (9-10% of audience share). The eventual winning 'Treasure' was the Pithead Baths at Big Pit, championed by Bonnie Tyler, with the Coracle, promoted by Gareth Edwards, in second place.

Tasks and targets for the next three months

- § Conduct a series of branding workshops with staff during the autumn, aimed at reviewing brand interpretation and practical usage over the last two years and research staff training needs to progress internal ownership of the brand.
- § Review and evaluate marketing and media activity conducted over the last 6 months (as detailed in the Marketing Communications Strategy).
- § Implement a Christmas Retail Marketing Plan.
- § Implement the National Wool Museum's Centenary event, the *Style Show*, in collaboration with Welsh language magazine programme, *Wedi 7*
- § Implement a PR and Marketing campaign, celebrating the official opening of St Teilo's church in October.

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| <ul style="list-style-type: none">§ Prepare a Media plan to support the opening of <i>Origins</i> in December.§ Continue to work closely with <i>Artes Mundi III</i> in developing a campaign ahead of the exhibition opening in March 2008. |
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Publications

The centenary books '*Things of Beauty*' and *Cyfoeth, celf a chydwybod* were published to coincide with the opening of the *Industry to Impressionism* exhibition.

Celebrating the first 100 years and *Dathlu'r ganrif gyntaf* were launched at the Royal Welsh Show and the National Eisteddfod.

Production of the annual and financial reports has begun: the text has been edited and signed off; the design and print has been commissioned and the concept approved.

A Booklet on St Telio's Church has been produced and sent to print, for delivery in time for the Church's official opening in October.

Content is now in development for the first in a series of themed activity books to be published jointly with Cadw. The first book is on the theme of 'Romans in Wales'.

The first of a planned series of consultation meetings was held at the National Waterfront Museum on the development of new web pages for the museums.

<h3>Tasks and Targets for the next three months</h3>

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| <ul style="list-style-type: none">§ Implement the trade and press campaign for '<i>Things of Beauty</i>' and <i>Cyfoeth, celf a chydwybod</i>.§ Deliver Annual and Financial Reports in early/mid-October.§ Begin work on book on pit ponies.§ Hold event at National Waterfront Museum to present both centenary books to new local audiences/markets.§ Continue development of content for the Romans activity book. |
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Development of Virtual Museum

The Museum's 'Virtual Museum' site, *Rhagor* (Welsh for 'more'), was formally launched by the President during the final programme of *National Treasures* on 28 August and went live on 31 August.

<h3>Tasks and targets for the next three months</h3>

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| <ul style="list-style-type: none">§ Compile results of pre and post-launch testing.§ Commence monitoring of site traffic and associated statistics.§ Commence development of second phase (research information) including the publication of the Research Register and resumés of research projects.§ Continue gathering of information for disciplines currently less represented on the site.§ Work with Archaeology Department to create presence for <i>Origins</i> on the site. |
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Learning & Access

As part of the ongoing archaeological research excavations at Llanmaes, Llantwit Major, ninety twelve year olds from the High School were involved in a series of workshops. Supported by their Head of Geography, the pupils took

part in mapping and survey projects around the excavation site and artist Helen Malia collaborated with the pupils to create responses to the excavation. Back in the school environment, the pupils also worked with the recently appointed Children's Poet for Wales, Caryl Parri Jones, who helped to turn their memories of the excavations into music and poetry.

Learning Officers and colleagues delivered two 'hands-on' science days in collaboration with the University of Wales Reaching Wider Unit. More than two hundred and fifty GCSE pupils from Communities First areas in South Wales took part in a range of science activities. These were provided by the Museum and partner organisations such as the Faulkes Telescope project, Techniquet and a number of the University's Science Departments.

An article on the development of Oriel 1 written by Education Officer Nia Williams and Curator Sioned Hughes, appeared in the young people's magazine, Tu Chwith.

Partnerships

Cyfoeth Cymru Gyfan – Sharing Treasures

The exhibition, *The Tregwynt Hoard – Coins, Cromwell & Cavaliers*, was opened by the Minister at Scolton Manor Museum on 17 August. The Sealed Knot (the Civil War re-enactment society) were in attendance and the event received wide media attention.

The Dinosaurs in your Garden exhibition opened at Newport Museum in August. This had previously been shown at Carmarthenshire Museum as part of the Cyfoeth Cymru Gyfan – Sharing Treasures scheme.

The promotional leaflet, 'Working in Partnership', was published in August. Launched at the National Eisteddfod, its aim is to inform potential users and audiences across Wales about the Museum's partnership programmes. Work has also been completed on the revised Partnership page on the Museum's website and the new page has now gone 'live'.

A Partnership Consultation Day was held at Bodelwyddan Castle on 9 July. This contributed to planning processes for the future development of Partnership work. Presentations were given by Morrigan Ellis – Deputy Director, Bodelwyddan Castle, Chris Delaney – Manager, Carmarthenshire Museum, and Miles Fletcher – Director of Communications, Creative & Cultural Skills. A general discussion followed where the main themes of funding, the meaning and makeup of partnerships, and sharing objects and sharing expertise were considered.

Celf Cymru Gyfan – ArtShare Wales

Two large abstract landscapes by contemporary artist Brendan Burns have been loaned to the Glynn Vivian Art Gallery in Swansea. These will be displayed until 23 September and will correspond thematically with the Compton Verney & Royal Academy exhibition entitled *Opulence and Anxiety*, on display at the Glynn Vivian during the same period.

The *Visitors to Venice* exhibition has closed at Bodelwyddan Castle, having received 8,498 visitors.

The Glan Conwy based artist, Megan Broadmeadow, undertook a residency based at the Greenfield Valley Heritage Park near Holywell. The resulting work was shown at the 'Lle Celf' (Art Exhibition) at the National Eisteddfod. The residency (part of an annual programme since 2001) was enabled through a partnership between Cywaith Cymru – Artworks Wales (now Celf Gyhoeddus Cymru – Public Art Wales), the Museum and the National Eisteddfod and co-ordinated for the Museum by the Celf Cymru Gyfan - ArtShare Wales Curator.

External Liaison

The Museum hosted a successful visit by two British Museum International Curatorial Trainees, both from South Africa: Khanya Ndlovu of the Voortrekker Museum, Pietermaritzburg and Rika Stockenstrom of William Humphreys Art Gallery, Kimberley.

The Museum's National Partnerships Manager has attended the Development Panel Meeting for the Cardiff Museum and has advised on Segontium Cyf's Project Planning grant application to HLF.

The National Waterfront Museum is touring a range of their temporary exhibitions to venues across Wales, including a version of the '*Everywhere in chains... Wales and Slavery – 'Traed mewn cyffion': Cymru a Chaethwasiaeth*' exhibition.

Preparations for the Society for Folk Life Studies Conference, to be hosted at the National Waterfront Museum, have now been finalised.

A special session on the Mynydd Parys partnership project was chaired by Menter Môn at the Museum's stand at the National Eisteddfod. Visitors to the Eisteddfod listened to Neil Johnstone of Menter Môn and Ken Brassil, the Museum's Archaeology Education Officer describing the project which will provide new interpretive and learning materials for visitors to the mining landscape of north-east Anglesey.

The Museum's SCAN (Schools and Communities Agenda 21 Network) Officer held secondary school placements for teachers on the subject of global warming in partnership with the West Wales Eco Centre and ran 'Woodland Fun' workshops as part of the Gregynog Festival.

Work has continued on detailed contractual issues relating to the US tour of the *From Turner to Cezanne* exhibition in 2009-10.

Michael Tooby, Director of Learning and Programmes, chaired a panel discussion: *how artists work in an international context and engage with education or participatory practice* at the British Pavillion at the 52nd International Biennale di Venezia with speakers from the UK, Slovenia and the Czech Republic.

Mari Gordon, Head of Publications, spoke at the International Conference of Publishing Libraries, hosted this year by the National Library of Wales.

Andrew Deathe, Gallery Author at the National Waterfront Museum, presented a paper at the Social History Curators Group Conference.

Tasks and Targets for the next three months

Cyfoeth Cymru Gyfan – Sharing Treasures

- § Continue to progress work on ongoing projects at Abergavenny and Llandudno Museums for 2008-09.
- § Co-ordinate further dates and venues for the *Dinosaurs in your Garden* exhibition.
- § Liaise with CyMAL on the bidding process for Cyfoeth Cymru Gyfan – Sharing Treasures projects for 2008-10.

Celf Cymru Gyfan – Artshare Wales

- § Continue to work with Oriel Davies, Newtown on the final project in the current scheme.
- § Continue to work to identify potential funding sources for partnership work beyond 2008-09 with particular reference to the future funding of Celf Cymru Gyfan – Artshare Wales.

External Liaison

- § Finalise the service level agreement for the St David's Gallery with the Pembrokeshire National Park Authority and attend inaugural meeting of the St David's Committee.
- § Progress arrangements for further Partnership Consultation Day at Pontypool Museum in November.
- § Complete contracts for the *From Turner to Cezanne* touring exhibition.
- § Work in partnership with the Fairbridge Youth Project for disadvantaged young adults to develop a project focusing on the environment and heritage, entitled 'Uprooted' at National Waterfront Museum.
- § Work with the Assembly's Advisor on Education for Sustainability and West Wales Eco Centre to create resources for secondary schools.
- § Collaborate with the Association of Science and Technology Centres on the development of a science-based debate to be hosted by the Museum.
- § Assess partnership opportunities with Denbighshire Museums Service in respect of their proposed seafront museum at Rhyl.
- § Contribute to the update of the Management Plan for the Blaenafon World Heritage Site, and to the future re-launch of the Plan and the Blaenafon Partnership.
- § Contribute to the 'Forgotten Landscapes' bid to HLF being prepared for the Blaenafon World Heritage Site.
- § Host annual conference of the Society for Folk Life Studies on 13-16th September at National Waterfront Museum.

Research

The draft submission for attaining AHRC Independent Research Organisation status has been developed.

The revised remit of the Research Board has been agreed by Directorate.

Tasks and targets for the next three months

- § Await informal comments from AHRC and develop the formal submission in the light of these comments by November 07.

Profile Raising & Corporate Communications

The Press View, held 12 July, and the Official Opening of the *Industry to Impressionism*, exhibition, 17 July, generated effective publicity and much interest amongst stakeholders and opinion formers.

The Museum's presence at the Royal Welsh Show afforded the opportunity to showcase the Museum's activities to the new Heritage Minister, Rhodri Glyn Thomas, shortly after he was appointed to the cabinet of the new administration in the Welsh Assembly Government.

Similarly, the Flintshire National Eisteddfod was used to promote the work of the Museum to several politicians at Assembly and Westminster level in response to the new political landscape since the May Assembly elections

Within the context that the Heritage Minister is now responsible for both Culture and Tourism, the Museum has also made strong representations on the plans for St Fagans and Art to the consultants currently conducting two tourism strategy reviews: the (national) Cultural Tourism Strategy on behalf of Welsh Assembly Government (Visit Wales) and the (regional) Tourism Strategy for SE Wales on behalf of Capital Region Tourism.

Tasks and Targets for the next three months

- § President of Trustees and Director General to meet with Heritage Minister, Rhodri Glyn Thomas, 20 September.
- § Arrange briefings for all four main political parties regarding proposed developments at St Fagans.
- § Launch the Annual Report.
- § Present progress to date on the new corporate communications strategy to the Learning, Content and Communications Executive Group on 9 October.

Digital Developments

A meeting has been held to identify the hardware and software needed to produce podcasts.

Tasks and Targets for the next three months

- § Acquire the recommended hardware and software.
- § Plan programme of podcast events.

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

Evaluation Activities

The 'Evaluation Review Group', set up to develop and design an evaluation framework and action plan against which the Museum's performance can be measured, celebrated and reflected upon, has met twice. During these meetings, a draft evaluation framework has been compiled which outlines key areas of activity to be evaluated. This work will now be taken forward via existing or new 'expert' groups who will consider what success looks like and what evidence we can use to show how successful we have been in each area of activity within the framework.

The summer holiday family science activities at National Museum Cardiff and the 'Exploring our Woodlands' summer activities at St Fagans: National History Museum have both been evaluated with reference to the provision of similar programmes of activities in the future.

Tasks and Targets for the next three months

- § Begin working towards Investors in People 'profiling by holding a workshop at National Roman Legion Museum to look at the 'values' of the site.
- § Continue evaluation of use of the Gallery space at National Roman Legion Museum.
- § 'Expert Groups' to start work on the development of an evaluation framework.
- § Evaluation Review Group to meet four times to discuss feedback from 'Expert Groups'.
- § Continue to facilitate study of the economic and social impact of the National Waterfront Museum.

Learning Activities

A Teacher from Albany Primary school in Cardiff worked with colleagues across the Learning Department for six weeks of the summer term during a sabbatical funded by the General Teaching Council for Wales. The teacher also acted as a mentor for the newly appointed facilitator in the Celtic Village at St Fagans: National History Museum.

The Museum's Education Officers visited the National Slate Museum as part of an inter-departmental skills-sharing initiative and advised on interpretation, health and safety for schools visits and on the development of learning spaces at the site.

Elin Roberts, Interpreter of the 'Ty Gwyrd' – Sustainable Living Centre at St Fagans: National History Museum, organised and delivered training on storytelling techniques as part of the BIG (British Interactive Group) Conference.

Elen Phillips, Curator, Costumes and Textiles and Interpreter, Betsan Evans, organised training for Front of House staff at St Fagans. Staff members were advised on facilitation methods to support the use of handling materials in Gwalia Stores and the Tailor's Shop. A training course was also organised for volunteers from the Glamorgan University Heritage Course, relating to the provision of thematic guided tours around the site.

Tasks and Targets for the next three months

- § Arrange training for those involved in interpretation in the *Origins* exhibition.
- § Arrange conference on young people, arts and heritage for youth and community work sectors.
- § Arrange training day with interpretation expert, John Veverka, for staff at National Slate Museum.
- § Provide training for teachers involved in the 'Spring Bulbs' project.

Human Resources

A meeting with the full time union officers in relation to Pay was held on 14 June, and the next meeting is planned for 18 September. The proposal for "flexible retirement" has been agreed in principle with local union representatives but has not yet been formalised, pending further legal advice on the awaited DWP guidance.

The new Head of Human Resources, Kaye Blanch took up her post on 20 August.

Feedback from the '360 degree' appraisals for senior staff has been completed with the exception of Directorate. This will be progressed by the new Head of Human Resources.

Comcen was identified as the preferred provider for the staff 'salary sacrifice' scheme for bicycle purchase. However, this has subsequently been put on hold pending the resolution of issues with *Comcen* relating to their provision of the Home Computer Initiative (HCI) scheme.

The '360 degree' appraisal of managers at the National Slate Museum as part of the IIP programme has been completed. Two potential advisors have also been identified for the IIP preparation at the National Waterfront Museum.

Tasks and Targets for the next three months

- § Finalise pay negotiations.
- § Conclude '360 degree' feedback to Directorate.
- § Finalise flexible retirement proposal.
- § Progress IIP to assessment stage at National Slate Museum.
- § Appoint IIP advisor for National Waterfront Museum.
- § Effect handover to new pension scheme administrators.
- § Increase awareness of diversity agenda through departmental engagement, specialist training and commencement of Equality Impact Assessment.

Sustainable Development

A Sustainable Procurement Policy and Action Plan has been produced and work is being done initially to create specific plans to improve sustainability in the procurement and use of bottled water in offices, printers and the use of hire cars for staff transport.

Staff members have responded to requests for information in relation to the staff transport survey and individual sustainable transport plans will be issued to staff by *Modus*, part of the Assembly's all-Wales Sustainable Transport Agency.

Tasks and Targets for the next three months

- § Meet with representative from Cardiff Council to discuss sustainable transport options for staff at National Museum Cardiff within the context of increased parking charges in the City Centre.
- § Progress Green Dragon accreditation preparations at National Waterfront Museum and National Collections Centre.

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

Planning

In order to inform the process of setting up the new 'Executive Group' management structure reported previously, staff were invited to workshops during July and August at which they were asked to reflect on their work at the Museum and to identify areas for positive change in the future. The outcomes of these workshops have been collated and presented to the first meeting of the Joint Executive Group. The Staff Executive Group and the

Collections & Knowledge Executive Group have also met for the first time during September. These initial Executive Group meetings have been extremely positive and productive, with key outcomes sheets being made available to all staff via the intranet shortly after each meeting.

Tasks and Targets for the next three months

§ Develop lists of priority areas for forthcoming meetings of each Executive Group.

Fundraising

Two new members of staff have joined the Development Department. They will be developing programmes for fundraising from the corporate sector and from individuals.

Work continues on the Fundraising strategy following initial comments provided by Directorate and the Performance Review Committee.

A Heritage Lottery Fund grant has been secured for the *Everywhere in Chains* project.

Discussions have been held between staff at St Fagans: National History Museum and Cardiff University's Schools of Medicine and History relating to an application for funding to the Wellcome Trust. The funding would support the creation of an exhibition for 2009 which would explore the social history of health, to be centred in Oriel 1 and also utilising a number of houses across the site.

A funding bid was submitted to the Vodafone UK Foundation – Reach Programme for funding for the 'On Common Ground' project, but unfortunately, this was unsuccessful.

The collaborative bid with Cardiff University, Glamorgan University, Techniquest and the BBC, to become a UK 'Beacon of Excellence' in Public Engagement with Science, is now at the final stage.

Tasks and Targets for the next three months

- § Complete the Fundraising Strategy and present it to the Sustainability Executive Group and the Performance Review Committee.
- § Undertake research to underpin the application to the Clore Duffield Foundation for funding to develop Learning Spaces at National Museum Cardiff.
- § Finalise negotiations with funders for the first phase of the West Wing project at National Museum Cardiff.
- § Develop a funding application to the Paul Hamlyn Foundation for an archaeology project at St Fagans.
- § Finalise details for a visit to National Museum Cardiff by representatives of the Wolfson Foundation.
- § Conclude Patrons Appeal for St Teilo's Church project.
- § Conclude follow-up work resulting from the Christie's exhibition project.

NMGW Enterprises Limited

Following a successful tendering exercise a new operator began trading within Gwalia Stores at St Fagans: National History Museum in early July.

Production of the Centenary Book has been successfully completed with the books being sold through the Museum's shops and, via the Welsh Books Council, in shops across Wales.

Successful shops were run at the Roman Military Spectacular in Caerleon, at the Royal Welsh Show and the National Eisteddfod, the latter two being joint ventures with the National Library of Wales.

Further new products developed from the Museum's collections have been introduced into the shops' product ranges. These include two calendars, new Christmas cards and a range of products to support the *Industry to Impressionism* exhibition. Following a request via the publications panel, Enterprises have agreed to fund a book about St Teilo's Church, which will be available in October when St Teilo's opens to the public.

Tasks and targets for the next three months

- § Finalise Christmas ranges and the associated marketing campaign.
- § Open the re-fitted shop at National Museum Cardiff.
- § Prepare for the improvements to the shop at National Waterfront Museum.
- § Secure tenant for the remaining vacant commercial unit at National Waterfront Museum.
- § Continue to work with the catering contractor to improve the consistency and quality of the food offer at relevant Museum sites.

Telecommunications and ICT

The installation of Big Pit's new telephone system has been completed, meaning that all sites with the exception of National Wool Museum are now on the Mitel platform. Procurement of the new voice support services contract is also complete.

Wireless networking at National Museum Cardiff is ready and a suitable launch date is being arranged.

Backup storage has been installed at all sites and software has been upgraded. New email servers have been configured and work continues on upgrading the web access servers that provide remote access to email.

Tasks and targets for the next three months

- § Launch wireless system at National Museum Cardiff.
- § Install upgraded network at National Slate Museum.
- § Continue upgrade of database and email servers.

8. Recommendations

It is recommended that this report be noted.

Michael Houlihan
Director General

September 2007

Annex A
**FINANCIAL POSITION
REPORT
AS AT 31 JULY 2007**

1. REVENUE BUDGET (Appendix 1)

Current Budget £' 000		Accrued Actual to 31-Jul £' 000	Cash Actual to 31-Jul £' 000	Cash Budget to 31-Jul £' 000	Cash Variance 31-Jul £' 000
	Income				
519	Cash B/Fwd	201	201	201	0
21,301	Assembly Grant in Aid	6,757	6,757	6,648	109
468	Trading Subsidiary	55	0	41	(41)
432	Self Generated Income	346	343	253	90
438	Contribution from CCS	146	103	205	(102)
109	SPG/Private Funds Transfer	24	0	0	0
23,267	Total Income	7,529	7,404	7,348	56
	Expenditure				
(18,120)	Staff	(5,726)	(5,734)	(5,762)	28
(4,702)	Operating	(1,454)	(1,617)	(1,586)	(31)
(360)	Transfer to CMP	0	0	0	0
(85)	Contingency	0	0	0	0
(23,267)	Total Expenditure	(7,180)	(7,351)	(7,348)	(3)
0	Net Income/(Expenditure)	349	53	0	53

There was a cash carry-forward of £519,000 which awaits the cash transfers of the Trading Subsidiary gift-aided profit from 2006-07 of £246,417 and deferred grant income of £72,000.

We have budgeted for a contribution from NMGW Enterprises Ltd of £468,000 (which consists of £165,000 overhead recharges and £303,000 profit). 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).

The total departmental self generated income target is £432,000. Actual income to 31 July was £343,000 against a target of £253,000. Variances have been investigated and are in the main due to profiling (some budgets require re-profiling).

The £438,000 contribution from the City and County of Swansea is specific to the running costs of the National Waterfront museum. Transfers from SPG and Private Funds are due to cover the cost of the Historic Buildings Unit staff costs and Development Department operating costs. These transfers will be made during the year, where appropriate.

Actual staff costs were £5,734,000 against a year to date budget of £5,762,000 giving an under-spend on the face of the accounts to date of £28,000 (an amount of £22,000 has been clawed back to contingency for the period April – June). Major variances have been investigated, with most issues relating to profiling (the budget profile excludes the pay award provision). The extent to which under-spent budgets can be clawed back to contingency and reallocated per Museum priorities is being investigated, but provisional work indicates an amount of £20,000 for July.

Actual operating costs, to 31 July, were £1,617,000 against a budget profile of £1,586,000. Again major variances have been investigated and are in the main due to profiling (some budgets require re-profiling).

The carry-forward/contingency account is actively managed and enables funding to be redistributed across the Museum. Actual and anticipated movement in and out of the contingency account currently leaves an anticipated surplus balance of £75,000.

2. SPECIMEN BUDGET (Appendix 2)

Current Budget £' 000		Accrued Actual to 31-Jul £' 000	Cash Actual to 31-Jul £' 000
	Income		
735	Cash B/Fwd	735	735
1,075	Assembly Grant in Aid	(508)	(508)
<u>100</u>	Other income	<u>75</u>	<u>75</u>
<u>1,910</u>	Total Income	<u>302</u>	<u>302</u>
	Expenditure		
(608)	Dept	(138)	(101)
<u>(1,302)</u>	Special Purchases	<u>(172)</u>	<u>(251)</u>
<u>(1,910)</u>	Total Expenditure	<u>(310)</u>	<u>(352)</u>
<u>0</u>	Net Income/(Expenditure)	<u>(8)</u>	<u>(50)</u>

Departmental spend as at 31 July was £101,000 against a total budget allocation of £608,000.

Major items of spend during July include:

Dept	Description	Cost (£)
Art	Picasso ceramics	71,000
Big Pit	Cornwell Collection	30,000

3. CAPITAL MASTERPLAN BUDGET (Appendix 3)

Current Budget £' 000		Accrued Actual to 31-Jul £' 000	Cash Actual to 31-Jul £' 000
	Income		
253	Deferred Income (HLF)	253	123
2,325	Assembly Grant in Aid	1,554	1,554
215	Transfer from Revenue	0	0
20	Revenue Contingency Allocation	0	0
125	Revenue Contingency C/fwd	0	0
269	Transfer from Specimens	0	0
1,392	Transfer from Private Funds	0	0
52	HLF (BP Educ Project)	0	0
<u>373</u>	Other (ie Development fundraising)	<u>0</u>	<u>0</u>
<u>5,024</u>	Total Income	<u>1,807</u>	<u>1,677</u>
	Expenditure		
(2,146)	Main Programme & EMW	(832)	(861)
(1,178)	CCA Project	(445)	(504)
(4)	NMC Gallery 35-37	0	0
(9)	SNHM Retail & Café	(22)	(22)
(137)	SNHM Gallery 1	(1)	(50)
(450)	NMC Origins Gallery	(41)	(21)
(538)	NMC Upper West Wing	(7)	(7)
(248)	NMC East Wing & Centre Block	(10)	(10)
(40)	NMC Science Zone	0	0
(65)	Big Pit HLF Project	(17)	(17)
(195)	Big Pit Educ Project	(40)	(38)
(80)	NMC Shop & Outreach Area	(24)	(21)
(31)	NMC Ceramic Displays	0	0
<u>(15)</u>	NRLM	<u>0</u>	<u>0</u>
<u>(5,136)</u>	Total Expenditure	<u>(1,439)</u>	<u>(1,551)</u>
<u>(112)</u>	Net Income/(Expenditure)	<u>368</u>	<u>126</u>

The above table represents a snap shot of the overall Capital Master Plan budget for this year only, the details of which are shown in Appendix 3A (which has been revised in line with current project planning, tenders etc), and needs to be viewed over a four year financial period. The nature and timing of the capital expenditure is such that the aim is to balance the budget over this time frame.

The deferred HLF income relates to the Big Pit redevelopment project for which a final claim will be submitted when the final project expenditure has been incurred (residual works are budgeted for completion this year). Expenditure was delayed in order to combine it with the Big Pit education project.

The Assembly grant - in - aid is made up of two elements. The first being the ongoing main programme grant of £925,000 and the second being the final essential maintenance works grant of £1.4m (which totalled £3m over three years).

Planned expenditure this year equates to £5.1m of which £1.5m was spent as at 31 July 07.

A cash deficit of £382,000 (i.e. b/fwd cash deficit from 2006-07 of £270,000 plus a budgeted cash deficit of £112,000 in 2007-08) on the Capital Masterplan is planned for this year but coming back into balance by the end of the 2008-09 financial year.

4. PRIVATE FUNDS (Appendix 4)

Revised Budget £' 000		<i>Accrued Actual to 31-Jul £' 000</i>	<i>Cash Actual to 31-Jul £' 000</i>
2,636	Opening Balance	2,636	2,636
1,614	Total Income	<i>557</i>	<i>557</i>
(2,129)	Total Expenditure/Transfers	<i>(51)</i>	<i>(51)</i>
*	Investment Revaluation	<i>(33)</i>	<i>(33)</i>
(515)	In Year Movement	<u>473</u>	<u>473</u>
<u>2,121</u>	Closing Balance	<u>3,109</u>	<u>3,109</u>

The current estimated income for the Development Department for 2007/08 is £1,464,000 of which £463,000 was received at 31 July. Coin box donations to date amount to £25,000 (compared to £26,000 in July 06).

The value of investments (valued at the end of July by Gerrard Ltd) shows a decrease from 1 April 07 of £33,000 (a decrease of £34,000 from last month and reflects the continued market fall).

Total fund balances are £3.1m, consisting of £2.2m in investments and £0.9m in cash. The decision on whether there is a need to en-cash investments will be kept under review and be made in light of capital programme spend and Development Department achieving targets and the realisation of cash this financial year. The investments managers have been advised accordingly.

The funds can be split between Specific (£678,000), Departmental (£1,742,000), General (£342,000) and Development Holding Account (£347,000).