

Communications and Engagement  
Committee Budget setting 2020/2021

|      |                               | 2018/2019  | 2019/2020                  | 2019/2020   | 2019/2020      | 2020/2021       |                                       |
|------|-------------------------------|--|----------------------------|---|----------------|-----------------|---------------------------------------|
| 202  | Expenditure                   | Spend  | Budget                     | pend at 30.11.1   | Forecast spend | Proposed Budget | Notes                                 |
|      |                               |  |                            | (salaries at 31.12.19)  |                |                 |                                       |
| 4000 | Salaries (inc NI & superan)   | 36,665   | 41,015                     | 24,521  | 32,695         | 35,748          | Salaries + NI + Pen = 43,387          |
| 4010 | NIC - Employer                | inc above  | inc above                  | 715   | 954            | 983             | Reduced by £1,407                     |
| 4020 | Pension - Employer            | inc above  | inc above                  | 5,197   | 6,722          | 6,685           |                                       |
| 4500 | Events                        | 1,224  | 4,000                      | 504   | 2,972          | 6,000           | See full breakdown                    |
| 4510 | Staff Contingency             | 0  | 1,000                      | 0   | 0              | 0               | Reduced by £1,000                     |
| 4520 | Marketing & Consultation      | 1,595  | 2,000                      | 1,240   | 2,158          | 2,000           | Reserve available for overspend       |
| 4530 | Newsletter                    | 4,000  | 4,000                      | 2,000   | 3,000          | 4,000           | 1,000 per issue                       |
| 4540 | Town Signs & Murals           | 348  | 1,000                      | 389   | 778            | 0               |                                       |
|      | Cycle Parking                 | 0  | 0                          | 0   | 0              | 1,500           | From Signage reserve -£1,000          |
| 4560 | Heritage Projects             | 0  | 3,000                      | 0   | 500            | 3,000           | Meeting due with CC officer           |
| 4570 | Website & Email               | 4,897  | 3,545                      | 1,588   | 2,884          | 3,254           | 2,754 reg spend + 500 updates         |
| 4580 | TIC Expenses                  | 943  | 500                        | 337   | 620            | 750             | This was reduced from 2,000 last year |
| 4550 | Brown Signs                   | 5,000  | 5,000                      | 0   | 0              | 0               |                                       |
|      | <b>Sub-total</b>              | <b>54,672</b>  | <b>65,060</b>              | <b>36,491</b>   | <b>53,283</b>  | <b>63,920</b>   |                                       |
| 222  | Museum Grant                  | 6,070  | 8,700                      | 3,316   | 6,020          | 8,000           | Reduced by £700                       |
|      | <b>Total</b>                  | <b>60,742</b>  | <b>73,760</b>              | <b>39,807</b>   | <b>59,303</b>  | <b>71,920</b>   |                                       |
|      | <b>Income</b>                 |  |                            |   |                |                 |                                       |
| 212  | TIC Net Ticket Sales          | 977  |                            | 276   | 414            |                 |                                       |
| 212  | TIC Net Stock Sales           | 1,375  |                            | 1,125   | 1,688          |                 |                                       |
| 212  | TIC Net Commission & Fees     | 127  |                            | 418   | 627            |                 |                                       |
|      | <b>Total</b>                  | <b>2,479</b>   | <b>3,000</b>               | <b>1,819</b>  | <b>2,729</b>   | <b>3,000</b>    |                                       |
|      | <b>Transfer from Reserves</b> |  |                            |   |                | 1,500           | Cycle parking from Signage reserve    |
|      | <b>NET BUDGET</b>             | <b>58,263</b>  | <b>70,760</b>              | <b>37,988</b>   | <b>56,574</b>  | <b>67,420</b>   |                                       |
|      |                               |  |                            |   |                |                 |                                       |
|      | <b>Reserves</b>               | <b>As at 30.9.19</b>   | <b>Forecast at 31.3.20</b> |   |                |                 |                                       |
| 341  | Signage                       | 5,397  | 1,500                      | Rename for cycle parking - return £1,647 to general reserve     |                |                 |                                       |
| 342  | Newsletter                    | 3,840  | 2,200                      | Return £1,640 to general reserve                                |                |                 |                                       |
| 343  | Marketing & Consultation      | 1,531  | 500                        | Return £1,031 to general reserve                                |                |                 |                                       |
| 344  | Heritage Projects             | 5,991  | 8,491                      | Emily Hobhouse craftivism project £500 committed                |                |                 |                                       |
| 345  | Community Emergency Plan      | 100  | 0                          | Further £400 due on completion of plan to meet all proposed exp |                |                 |                                       |
| 346  | TIC Equipment                 | 2,000  | 1,425                      | New shelving required   |                |                 |                                       |
| 347  | Nadelik Lyskerrys             | 318  | 297                        | Profit 2019 - to fund party 2020                                |                |                 |                                       |
|      | <b>Museum Reserves</b>        |  |                            |   |                |                 |                                       |
| 360  | Conservation/Collection Care  | 366  | 366                        |   |                |                 |                                       |
| 361  | Equipment                     | 919  | 919                        |   |                |                 |                                       |
| 362  | Donations                     | 3,288  | 3,895                      |   |                |                 |                                       |
| 363  | Profit from shop              | 537  | 885                        |   |                |                 |                                       |
|      | <b>Notes</b>                  |  |                            |   |                |                 |                                       |
| 4500 | Events                        | This has direct community impact/involvement - important to protect provision in this area |                            |   |                |                 |                                       |
| 4560 | Heritage Projects             | Upcomng meeting with Tamsin Daniel, Heritage Services                                      |                            |   |                |                 |                                       |
| 344  | Heritage Projects reserve     | Manager at CC to discuss taking this forward   |                            |   |                |                 |                                       |