

Tyne & Wear Archives & Museums Development Trust
12 December 2016

Fundraising update, including revenue fundraising and major projects 2016/17

Report by:	Company Secretary
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1. Key Performance Indicators: Contributed Income

At the end of October 2016 TWAM had achieved the following:

	£ Actual 2015/16	£ Target 2016/17	£ Actual 2016/17	% Achieved
Donations	104,348	110,940	64,468	58
Business Partners	21,626	22,490	17,466	78
Appeals	6,794	10,000	5,961	60
Connected Charities	15,750	20,500	18,150	89
Patrons	2,189	5,000	633	13
Trusts & Foundations	45,250	83,000	29,169	35
	195,957	251,930	135,958	54
ShIPLEY Art Gallery	3,650	8,240	2,228	30
Laing Art Gallery	50,186	73,220	27,162	40
Discovery Museum	37,084	76,670	38,917	55
Stephenson Railway Museum	2,613	3,590	1,337	45
Segedunum Roman Fort	2,528	8,370	1,685	32
South Shields Museum	10,295	8,990	5,254	63
Arbeia Roman Fort	3,777	6,900	4,370	67
GNM: Hancock Museum	56,679	63,660	36,896	65
T&W Archives	1,460	2,290	643	31
Business Partners			17,466	78
	195,957	251,930	135,958	54

1.1 Donations

On site donations to the end of October 2016 were £64,468 which represents an increase of 18% on 2015/16 and 8% above target. Donation per visit (DPV) has increased from 5p in October 2015 to 9p - an increase of 61% (at the end of March 2016 DVP was 7p). Our DPV target for 2016/17 is 12p and some sites are doing particularly well, notably the Shipley Art Gallery (13p), Discovery Museum (14p), Arbeia Roman Fort (17p) and T&W Archives (32p).

1.2 Business Partners

Sadly Nissan and NCJ Media have withdrawn from TWAM's corporate membership scheme. Their departure reflects a change in priorities rather than dissatisfaction with TWAM. The business membership scheme will be re-launched early in 2017 with the aim of recruiting three new members at Gold, Silver and Bronze level.

1.3 Appeals and Patrons

The Butterfly Wall continues to perform strongly and is 36% ahead of 2015/16. On 21 October TWAM hosted a special event at Discovery Museum to honour 23 new contributors to the My Tyneside Wall appeal which is 49% ahead of 2015/16. The event was organised in collaboration with the North East Chinese Association and more activities linked to the Destination Tyneside gallery are planned for 2017.

1.4 Connected Charities

On Tuesday 20 September TWAM hosted its fifth Friends and Affiliates meeting at the GNM: Hancock. The purpose of the meeting was to thank everyone for their continued support and update on future plans. The meeting was attended by senior representatives of all 10 Friends and affiliate groups including, for the first time, the Light Dragoons Charitable Trust (LDCT).

TWAM is working closely with the LDCT to deliver the Charge! project at Discovery Museum and develop a £1 million endowment fund with 1:1 match funding. An application to HLF Heritage Endowments, worth £540,000 was submitted on 24 November and a decision is expected in March 2017. If successful, a fundraising campaign will be launched in May 2017 and run until March 2020.

The next Friends and Affiliates meeting will take place on Thursday 22 March 2017 at the Laing Art Gallery from 5.15 to 6.45pm

1.5 Trust and Foundations

TWAM has secured two grants from the Reece Foundation worth £15,500 for Discovery Museum. The first (£12,000) will be used to develop the concept and content of a new 'energy' module of the Science Maze gallery. The second (£3,500) will support a pilot project to adapt static engineering exhibits so their mechanisms can be seen in motion. The pilot project will be led by a team of volunteers with an engineering background who are on hand regularly, to talk to visitors about exhibits.

Since August TWAM has submitted 20 funding applications worth £626,500 including bids to the DCMS/Wolfson Fund for Arbeia Roman Fort Redevelopment Phase 1 (£170,000), Esmee Fairbairn Collections Fund for 3D Scanning and Printing Bones at the GNM: Hancock (£100,000) and the John Ellerman Foundation for a new exhibition programme at the Laing Art Gallery (£90,000).

2. Major Projects 2016/17

The following projects require additional funding to be secured to enable the projects to be delivered as proposed or a feasibility study to develop a proposal.

Venue	Target	Description/Update
Arbeia Roman Fort	£335,000	South Shields Roman Trail Phase of £3.5 million transformation of Arbeia Roman Fort. TWAM has applied to the DCMS/Wolfson Fund for £170,000 followed by a bid to HLF Our Heritage in January 2017 for £70,000. The balance of funding will come from ACE and a legacy from a private donor.
Discovery Museum	£350, 000 - £420,000	Develop a new module for the popular Science Maze gallery to focus on the generation of energy by renewable and other means. The Reece Foundation has awarded £12,000 to support the development phase of this project. A fundraising plan will be developed to identify potential supporters of the delivery phase in 2017.
Discovery Museum	£784,000	'Charge! England's Northern Cavalry' will tell the story of the Light Dragoons in an extended and refurbished gallery. Funding will be available from HLF, Light Dragoons, MoD, ACE, Non-cash contribution from TWAM staff and volunteer time.

Shingley Art Gallery	£80,800	Public programme to celebrate the Shingley's centenary in 2017. TWAM has submitted an application to HLF Our Heritage for £59,800. A decision is expected in December. Partnership funding will be available from ACE Capital, Gateshead Council and Friends of the Shingley Art Gallery.
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3. Fundraising Consultancy

TWAM has appointed More Partnership to analyse its current fundraising performance, make recommendations for future fundraising potential and the resources required to deliver this. To ensure the consultancy project can feed into the timetable for preparing TWAM's NPO bid – to be submitted on 1 February 2017 - work has already begun and will be completed by January 2017.

A fundraising strategy workshop led by More Partnership will take place on Monday 12 December at Discovery Museum from 2.00 to 4.30pm.

4. Development Team

In August Jo Bussey, Fundraising Development Manager, joined the TWAM as full-time maternity cover for Rachael Black. In September Katie Jones, Development Officer (part-time) left the team as did Alice Jones, Administrative Assistant (part-time) in October. Alice has been replaced by Rosie Smith until 31 March 2017 and Catherine Kirkham will join the team as Development Officer from 3 January 2017.

5. Recommendations, Actions Required and Timescale

The Directors are requested to:

- Receive this report for information.
- Discuss how they can most effectively support the launch of TWAM's new-look business membership programme.
- Consider how they can effectively support TWAM in fundraising for those major projects which already have an identified target and contribute to developing proposals.
- Note the location, date and time of the event highlighted at 1.4 and 3.

6. Background Papers and Contact Officer Details

List of Background Papers: - held on file Tyne & Wear Archives & Museums Development Trust.

Contact Officer: - Jackie Reynolds, Company Secretary, 0191 277 2158

Tyne & Wear Archives & Museums Development Trust
12 December 2016

Governance Update

Report by: **Company Secretary**

FOR DECISION

1. Introduction

The purpose of this report is to update Directors on a number of governance and financial issues.

2. Report Priority Level

Medium (For Decision)

3. Indemnity Insurance

3.1 Following the completion of a proposal form at the last meeting a quotation for indemnity insurance has been sought.

3.2 Two quotations were received:

- £1069 + Insurance Premium Tax 10% - Indemnity limit £500,000
Executive Liability
- £1365 + Insurance Premium Tax 10% - Indemnity limit £1,000,000
Executive Liability

3.3 The Trust's reserves from which the premium would need to be funded are £5,146. As these reserves are not growing at a significant rate, the Trust would struggle to fund this insurance on an ongoing basis.

3.4 Trustees Indemnity policy provides protection for the trustees as individuals, against claims for financial loss arising from breach of trust, breach of duty or negligence. The cover includes defence costs, although it doesn't apply in respect of fines or penalties or defence costs incurred in defence of criminal proceedings, where the trustee is ultimately found guilty, or in respect of proceedings where the trustee knew that the actions taken were not in the interest of the charity. As the Trust is incorporated, providing the trustees has acted reasonably then they would be entitled to an indemnity from the Trust's assets.

3.5 David Membrey, deputy chief executive of the Charity Finance Directors' Group, says the range of situations where trustee indemnity insurance will help you is relatively narrow. "If you've broken the law, it won't help," he says. "If you're incorporated, and you've taken proper care in your decisions, you're

usually already protected."

- 3.6 Having considered carefully the limitations of the insurance and the safeguards in place, the Company Secretary is of the opinion that the insurance is unnecessary, but would welcome a discussion at the meeting to canvas the Trustees' opinions on the matter.

4. Recommendation

The Trustees are recommended to:

Discuss whether or not to purchase indemnity insurance and reach a consensus on what action to take.

Background Papers and Contact Officer Details

List of Background Papers:- held on file Tyne & Wear Archives & Museums Development Trust

Contact Officer:- Jackie Reynolds, Company Secretary, 0191 277 2158
jackie.reynolds@twmuseums.org.uk

Tyne & Wear Archives & Museums Development Trust

12 December 2016

Request to Utilise Trust Funds

Report by: Company Secretary

FOR DECISION AND
INFORMATION

1. Introduction

This report requests approval for use of funds held by TWAMDT

2. Recommendation

The Trustees are recommended to:

- Delegate responsibility to the Director of TWAM to apply the restricted funds as set out in Appendix A to finance eligible expenditure defrayed to 12 December 2016.

3. Application of restricted funds to finance eligible expenditure

The Trust and its predecessor the Tyne & Wear Museums Development Trust were awarded grants, donations and contributions which were restricted to funding eligible expenditure incurred by Tyne & Wear Archives & Museums (TWAM) in delivering the specified projects and events. Almost exclusively these funds were created as a result of specific funding applications made by TWAM to deliver particular projects. During the course of the financial year TWAM cashflows these projects. Periodically, TWAM applies the restricted funding to finance eligible expenditure it has defrayed in delivering the projects. A list of the restricted funds which the Trustees are now requested to delegate responsibility to the Director of TWAM to apply is attached at Appendix A.

Background Papers and Contact Officer Details

List of Background Papers:- held on file Tyne & Wear Archives & Museums Development Trust

Contact Officer:- Jackie Reynolds, Company Secretary, 277 2158

Restricted Funds	Brief Project Description	Total Funding Requested to 12/12/16
John George Joicey Bequest	<p>Boxes of Delight</p> <p>This grant enables the Learning Team at TWAM to develop and improve a free artefacts loans box (Boxes of Delight) service for schools, community grants and other educational establishments.</p>	£3,199.01
Paul Hamlyn Foundation	<p>Culture Track-2</p> <p>This is an employability focused volunteering project aimed at supporting young unemployed people to develop skills they need to secure employment.</p>	£20,963.57
John Ellerman Foundation	<p>Hatton Future</p> <p>This funding is specific to the research and exhibition part of the overall project, exploring the impact and legacy "Basic Design"</p>	£6,390.95
Sir James Knott Trust	<p>WallQuest</p> <p>This is a three year programme to improve the understanding and interpretation of the eastern sector of Hadrian's Wall.</p>	£10,000.00
Esmée Fairbairn		£14,172.06
TOTAL Restricted funding to be applied as @ 12/12/16		£54,725.59

Tyne & Wear Archives & Museums Development Trust
12 December 2016

Register of Interests

Report by: **Company Secretary**

FOR DECISION

1. Introduction

Whilst Director's are required to declaration interests in any matter to be discussed at each meeting, it is good practice to review on an annual basis those interests and record a formal minute of the interests declared and the other Directors authorising any conflicts arising.

2. Report Priority Level

Medium (For Decision)

3. Register of Interests

To ensure that formal procedures are in place to require Directors to declare all their actual or potential conflicting interests, a "conflicts of interests disclosure form" was circulated with the agenda papers. Although there is no statutory definition of a conflict of interest, it is suggested that a useful test is to regard an "interest" as including anything or any connection that could potentially divert a trustee's mind from giving sole consideration to promoting the success of the Company.

A copy of the Declaration Form was circulated prior to the meeting and the responses will be collated and tabled at the meeting.

4. Recommendation

The Directors are recommended to consider the interests declared, formally record and authorise those interests and agree any conditions which may need to be imposed in the event that any conflicts have been identified.

Background Papers and Contact Officer Details

List of Background Papers:- held on file Tyne & Wear Archives & Museums Development Trust

Contact Officer:- Jackie Reynolds, Company Secretary, 277 2158

Tyne & Wear Archives & Museums Development Trust

12 December 2015

Independent Examiners Report 2015/16

Report by: Company Secretary

1. Introduction

This report introduces the Independent Examiners report produced by Ryecroft Glenton covering the independent examination of the Tyne & Wear Archives & Museums Development Trust Annual Report and Accounts for the period ended 31 March 2016. A copy of the Independent Examiners report is appended to the Annual Report and Accounts starting at page 26 of Appendix A to this report.

2. Report Priority Level

Medium (For Decision)

3. Independent Examiners Report

3.1 The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the accounts for Tyne & Wear Archives & Museums Development Trust. The Trustees consider that an audit is not required for this period under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is more appropriate.

The Independent Examiner is responsible for:

- examining the accounts under section 43 of the 1993 Act,
- following the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- Stating whether particular matters have come to their attention.

3.2 The financial statements have been prepared under the historical cost convention, and in accordance with:

- Accounting and Reporting for Charities – Statement of Recommended
- Practice (SORP 2015); and,
- Accounting Standards; and,
- the Charities Act 1993; and
- the Companies Act 2006.

These guidelines specify the content and format of the Trustees' Annual Report, the Accounts and the arrangements for examination.

4. Recommendations, Actions Required and Timescale

The Directors are requested to:

1. Consider the contents of the Annual Report and Accounts; and
2. Approve the Financial Statements; and
3. Request the Chair to sign the Financial Statements on behalf of the Trustees.

5. Background Papers and Contact Officer Details

List of Background Papers:- held on file Tyne & Wear Archives & Museums Development Trust

1. Closedown Working Papers 2015/16