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Charitable Funds Committee

Wednesday, 24th January, 2024

6.00 pm

Turton Tower

AGENDA

1. **Welcome and Apologies**
2. **Minutes of the last meeting including Matters Arising
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3. **Declarations of Interest
DECLARATIONS OF INTEREST FORM 5**
4. **Turton Tower Service Report
January 2024 Turton Tower Service Report_ 6 - 7**
5. **Gatehouse Lodge**
6. **Finance Update
Charitable Trust Finance Update 24.1.24 8**
7. **Car Parking**
8. **Any Other Business**
9. **Next Meeting Dates**

Date Published: 16th January 2024
Denise Park, Chief Executive

Agenda Item 2

Blackburn with Darwen Borough Council

Charitable Funds Committee - Turton Tower

Wednesday 6th September 2023

6pm - 7pm at Turton Tower

No	ITEM	Action
	<p>Attendees: Cllr Damian Talbot (Chair), Cllr Jean Rigby, Cllr David Smith, Cllr Anthony Shaw</p> <p>Officers: Claire Ramwell, Rebecca Johnson & John Brunt (FoTT)</p>	
1.	<p>Welcome and Apologies - Matthew Jackson</p> <p>DT welcomed everyone to the meeting.</p> <p>Introductions were made for JB (Chairman FoTT)</p>	DT
2.	<p>Minutes of the last meeting 07-06-23 and Matters Arising</p> <p>JR moved them as a correct record.</p> <p>RJ reported that there was no further progress re the replacement window. RJ to follow up with Andrew Barrow (Growth Department).</p> <p>DT asked that future agendas have an item on for questions / comments from FoTT / Public (CR to action).</p>	DT RJ
3.	<p>Declarations of Interest</p> <p>JR signed a Declaration of Interest re item 5 on the agenda.</p>	
4.	<p>Turton Tower Service Report</p> <p>RJ talked through the Officer report highlighting key points:</p> <p>970 visitors through the house which is an increase on previous year.</p> <p>4 weddings have taken place with a further 6 booked in.</p> <p>Schools have continued to book visits at TT. Strong partnership with Turton & Edgworth Primary regarding local football history.</p> <p>A variety of events have taken place including The Tied Knot and meet the Victorian Volunteer, numbers are strong – 65. Jane, a volunteer is stepping up re the coordination of house volunteers.</p> <p>Football Years - the ACE funding bid wasn't successful this time but ACE have asked for it to be resubmitted. Currently for bids <£30k its only 27% success rate.</p>	

	<p>The Bothy is looking really good with the kitchen garden.</p> <p>DT commented that the number of volunteers across TT is fantastic.</p> <p>JR asked regarding the Chained library collection from St Anne’s Church. RJ responded that Cheetham’s Library, Manchester will only accept it as it was given to them. This is currently not the case.</p> <p>DS asked about filming at TT and whether any money is received? RJ confirmed that TT does receive funding for it, usually on a day rate. RJ also informed the committee that TT is on the lists of several film location organisations.</p> <p>DT asked about the prices of weddings at TT and for them to be reviewed. RJ informed the committee that due to licencing requirements it’s only the smaller rooms available for weddings and therefore the prices are proportionate and reviewed at the start of each year.</p> <p>DT asked how many visitors are expected by the end of the season. RJ informed the committee it was expected to be c 6,000 total visitors. A full service report will be presented after the end of the year.</p>	
5.	<p>Gatehouse Lodge</p> <p>The sale of the Lodge is progressing.</p> <p>The purchase of the small plot of land from NTPC is also progressing with completion planned to be concurrent with the sale of the Lodge itself.</p> <p>DT explained that the Council, as sole Trustee and NTPC had previously agreed to the sale/purchase of the small plot of land.</p> <p>DT asked about timescale for submitting an HLF bid for the stables. RJ reported that this will be progressed in 2023/24.</p>	
6.	<p>Finance Update</p> <p>CR explained that the responsibility of the charitable funds committee was for TT as an asset and does not extend to the delivery of services run from the tower.</p> <p>DT asked if the committee could have sight of the revenue budget in order to ensure the sustainability of TT. It was agreed to bring a budget summary to future meetings.</p> <p>There is currently £72,156 in the Charitable Funds Account.</p> <p>JB asked where the value of TT sits, as this will be required for the charity commission’s annual return. CR will work with finance to ensure the annual returns are completed and submitted.</p>	<p>CR/RJ</p> <p>CR</p>
7.	<p>Car Parking</p> <p>RJ explained that in consultation with the local PCSO the previous nuisance and anti-social behaviour seems to have reduced.</p>	

	<p>Parking services are going to put signage up in the TT car park confirming that parking is limited to 3 hours.</p> <p>A discussion was had regarding the introduction of parking charges and the best approach to take. Concern was raised regarding the practicalities of introducing and enforcing it. Two local examples were given of Townley Park, Burnley where there are charges and Smithills Hall, Bolton where there are no parking charges.</p>	
8.	<p>Any Other Business</p> <p>JB provided a brief overview of FoTT and the recent changes in committee members.</p> <p>JB updated on the funds held by FoTT with income received from memberships, bequests and events etc. FoTT have contributed funds to Turton Tower for a variety of things including carpets, ipads for self guided tours and also contribution to projects such as the window replacement.</p> <p>JB is interested in what the plans are for the Stables and how FoTT can support going forward.</p> <p>Also keen to use FoTT to raise awareness primarily through events such as Mad Hatters Tea Party, Halloween walk to the Tower etc.</p> <p>FoTT want to increase their members (and therefore funding to support the Tower). They have a new membership secretary and are developing a clearer strategy, raising awareness and the benefits of being involved in FoTT – it is more than just supporting something local.</p> <p>DT suggested to provide examples of what FoTT could get involved in.</p> <p>DS suggested using The Shuttle to get information about TT and FoTT into every house in the borough. RJ to follow up.</p> <p>John announced the FoTT AGM would be held on Tuesday 28th November, 6pm @ Barlow Institute.</p>	<p>ALL</p> <p>RJ</p>
7.	<p>Next Meeting Dates</p> <p>Wednesday 6th December '23 at 6pm - Darwen Town Hall</p> <p>Wednesday 6th March '24 at 6pm - Turton Tower</p>	DT

Turton Tower Service Report January 2024

VISITS

In the open season there were a total of 5741 visitors
3600 visitors
1813 school children
200 wedding visitors (approx.)
128 attendance at booked meetings/events

In comparison to 2022 we had an increase of house visitors of 508 from 3092 to 3600. Next year we will be able to compare with the wider groups and weddings but these weren't counted included in previous years.

	Adult	Conc	Junior	Free pass
2022	1356	976	660	100
2023	1428	1104	552	516
Difference	+72	+128	-108	+416

SHOP

The shop has had 1449 unique visitors who don't go into the Tower.
We have 18 local suppliers

WEDDINGS

There 6 booked for 2024.

SCHOOLS

This year we have achieved good level of school visits despite the challenging times with cost of living, coach costs and school strikes affecting visits. There have been a further six class visits inside the Tower and a further 11 with Communitree which takes the total for the 22/23 school year to 47 schools.

On top of this there has also been:

- One outreach session to two separate classes at Turton & Edgworth PS
- Five days Forest Holiday Club through HAF funding with Communitree
- Three days Teacher Training Forest School Level 3

We are continuing to grow this area of work and in 2024 are working with Turton and Edgworth and Eagley schools to develop a specific local history programme focussed on Turton and John Charles Kay.

We are looking at recruitment of some additional freelance educators working with Blackburn Museum, The Haworth Art Gallery and Towneley Hall as all are needing more capacity. We are hoping that a collaborative approach will improve the amount and quality of applicants.

EVENTS

Throughout the year we have done a series of events with some others delivered in partnership. Key events have been:

4 Tower organised events (Sword Fencing display, 2 x Living History days and Outdoor Theatre)

Family Craft Events on Special Occasions (Easter, Coronation weekend, Hallowe'en)

The Victorian open weekend on 9th/10th December was particularly popular this year and we look to develop that further.

Re-open on Wednesday 27th March 2024

VOLUNTEERS

- House Volunteers now stands at 31 with at least another 30 in the gardens.
- In preparation for 2024 season they have got IPADS funded by FoTT to hold the room information which means it can be updated and accessed quickly. This has been led by the 'Research' group who have been updating and adding new information
- The Collection Care group of volunteers have been 'dressing' some of the rooms. Adding small items such as reading glasses and embroidery to make it look as if someone has just left the room
- We have been working with ChipIn youth volunteering project and CVS to widen the volunteer recruitment and the diversity of the volunteers and are looking at developing an additional collections volunteer role alongside the Museum.

TURTON TOWER – THE FOOTBALL YEARS

An Arts Council National Lottery Project Grant has been awarded for £26,900 to further research and understand the role that Turton Tower had in the early development of the Football League.

We will be working with researchers, the football community and local community to develop the narrative knowledge, collections and display.

Project will run from December 2023 to July 2024 with a plan to get further funding for a permanent exhibition in the Tower.

We currently have a callout for anyone who has information. We are working with Turton FC and Blackburn rovers to get this call out.

TEAROOM

The tender for the tearoom will be back up for renewal in 2025. This process will need to start in Autumn 2024. The delivery has altered considerably since the last tender due to changes in delivery models in Covid so the paperwork needs revising and will need to decide on the model we want going forward.

Blackburn with Darwen Borough Council

Charitable Funds Committee - Turton Tower

Wednesday 24th January 2024

Finance Update

Purpose:

To update the Charitable Funds Committee on the current Turton Tower Charitable Trust financial position, the Charity Commission annual returns and the Council's service revenue budget overview for the current year

Key Issues:

- To meet the requirements of the Charity Commission, annual return information for income and expenditure has been submitted via the portal. A summary can be seen in the table below

Year	Blackburn with Darwen Council Grant*	Total Income**	Total Expenditure
2019-20	£3,120	£10,320	£3,120
2020-21	£9,049	£16,249	£16,249
2021-22	£66,060	£73,260	£73,260
2022-23	£2,573	£2,573	£9,286***

* Repairs and maintenance

** Includes the Lodge rent and BwD repairs & maintenance grant

*** Includes £6,710 adjustment for rent invoices raised against empty property

- Due to the levels of income/expenditure in years 2019-20, 2020-21 and 2022-23 the Charity Commission requires no further submission information. The 2021-22 income/expenditure levels are above the Charity Commission's £25,000 limit and require the submission of a trustee annual report and audited accounts. These are currently being prepared.
- The current balance held on behalf of the Council's Turton Tower Charitable Trust is £74,000
- The operational aspects of Turton Tower are delivered through the Council's Heritage and Arts service area. A summary of the latest operation budget position (up to and including period 9, Dec 2023) for Turton Tower can be seen in the table below

Museum Service (Turton Tower)	Approved Cash Limit	Actual to P9	Projected Year-end Forecast Variance	Notes
Expenditure	£69,436	£87,751	£113,532	£7,600 overspend on biomass pellets £8,000 repairs and maintenance £1,500 grounds maintenance
Income	-£33,100	-£33,094	-£28,132	£20,000 external grant funding
Total Budget	<u>£36,363</u>	<u>£54,657</u>	<u>£15,937</u>	