MARLOW TOWN COUNCIL

Annual Grant Application for 2023-24

NAME OF ORGANISATION	Membership
Marlow Museum Centre Project	50

Official / Registered Address of the Organisation

Court Garden, Pound Lane, Marlow SL7 2AE

Address to which correspondence should be sent if different from above

[redacted]

Contact details of the person completing this application

Contact name [redacted]

Position held Hon. Secretary and Trustee

Daytime telephone number [redacted]

Email address [redacted]

When was your organisation established?
The museum opened in May 2009, but the organisation was set up some years before.

What is the legal status of your organisation? please tick one of the following

a) unregistered voluntary or community organisation	
b) registered Charity in England or Wales	✓
c) waiting to be registered as a Charity	
d) charity recognised by HMRC in Scotland or Northern Ireland	
e) exempt / excepted Charity registered in England and Wales	

Registered Charity No (if applicable) 1187853

PROJECT

Project Description

Publications and Publicity: Every year we need to print publicity leaflets and posters, both to attract visitors and to recruit new volunteers. We also need to reprint our own exhibition booklets, such as 70 Years Ago, Marlow in the 1950s, The Story of Marlow, Children's Stories of Marlow, and the recently revised A Stroll Around Marlow Then and Now, which are a useful source of income for us, but the printing costs have to be paid up front before we can sell them. Our visitor numbers have not quite returned to pre-Covid levels so publicity is more essential than ever. We need to step up our advertising and publicity. The more visitors we have, the more donations and sales we attract. Our cost base is £9000, just to keep running. We are pleased that we are now able to raise nearly half of this through self-generated efforts (sales, donations, membership fees, legacies), but we still need to win grants to make up the other half.

Project Background

Marlow Museum has been open since May 2009 and provides the only museum dedicated to the display and study of the history and heritage of Marlow and its five surrounding parishes. Interestingly, it is regarded by many visitors as being part of the Town Council's provision of services. We highly value the support of the town council to enable us to provide this important service to the local community on their behalf and to be a key contributor to the tourist attractions of the town. We are officially Working Towards Accreditation with Arts Council England in February 2025, which means we will then meet national quality standards for museums. The museum continues to be provided and staffed wholly by volunteers, although we have recently had the a assistance of a professional museum worker on a part-time fixed-term agreement. We also have the advice of a Museum Mentor from Reading Museum.

Project Benefits in relation to Marlow, it's residents and visitors

The project will benefit Marlow's residents and visitors because we will be able to keep them more informed so that they can visit the museum and any events there. Fewer people nowadays say they didn't know Marlow had a museum. In our 2023 Community Survey only 5% had never heard of it and 90% of respondents said 'a town like Marlow should definitely have a museum'. We can also give them a better range of information about Marlow's history to browse, buy, and take home to read if they wish. Our booklets are now sold in Marlow Library, Rebellion Brewery, The Barn Club and Tin Town café in Marlow Bottom as well as at the Museum. This year our Outreach Officer Dave Part has worked with 285 pupils at 4 different schools during 13 different sessions at school or at the museum, as well as creating special events at the museum as part of Bucks Culture weekend. We would very much like to continue providing these benefits for Marlow if we receive sufficient funding each year to make this possible. In the longer term, a larger purpose-built building in a key spot such as adjacent to the café, playpark and toilets in Higginson Park would be an ideal Museum and Visitor Centre for the many thousands of visitors to our town each year.

Total cost of project	£ 750
Grant request total	£ 600

EQUAL OPPORTUNITIES

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy? If **yes,** please enclose a copy.	Yes ☑ No ☐

FINANCIAL INFORMATION

You must include a copy / extract of your organisation's latest annual accounts with this application

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on

This year our accounts show an operating surplus of £882 which was fortunate after last year's deficit of £4750. The surplus will cover the increase in costs this year, particularly energy costs.

If your organisation has financial reserves, for what purpose are they held?

We have reserves held for the purposes of:
(1) 1 year's operating and emergency closing down costs, as advised by the Charity Commission
(2) a limited Acquisition Fund to expand our Collection
(3) a small Competition Fund to allow for activities for children and adults at events
(4) an Expansion Fund, to help us plan for the future of the museum.

If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application. Say if the reserves or surplus are to fulfil statutory responsibilities

We need to raise £9000 a year just to keep running the museum and we feel an obligation to local residents and visitors to maintain it. The objectives in our governing document are 'to advance the education of the public by the establishment and maintenance of a museum for the collection, preservation, conservation, explanation, interpretation and display of artefacts, specimens, historical and other records relating to the communities of Bisham, Great Marlow, Little Marlow, Marlow Bottom, Marlow Town and Medmenham'.

Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application.

DECLARATION

Please read the following declaration carefully. The conditions will apply to you if your application for a grant is successful.

We are aware that Marlow Town Council is committed to protecting and improving the environment and sustainability. In using the funds received by our organisation as a grant, we will make every effort NOT to purchase or acquire disposable products or supplies made of plastic and other types of nonrecyclable materials in furtherance of the projects or causes for which the grant money is received. All the organisation's promotional material will acknowledge the support of Marlow Town Council

By signing below I accept these conditions apply if funding is approved.

Signed.... [redacted] .....**Name** [redacted] .....

Position within organisation Hon. Secretary & Trustee .....**Date** 28 July 2023

Marlow Town Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for a any of them. We may get information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.

If your application is successful payment will be made via BACS. Please provide Bank Account details for the applying organisation:

[redacted]

Please send your completed application form together with:-

- Equal Opportunities Statement
- Annual Accounts Statement

To: The Town Clerk, Marlow Town Council, Court Garden, Pound Lane, Marlow, Bucks SL7 2AG.

APPLICATIONS FOR GRANTS WILL BE CONSIDERED AT THE RESOURCES COMMITTEE MEETINGS. PLEASE SUBMIT YOUR APPLICATION A MINIMUM OF 3 WEEKS PRIOR TO THE DATE OF THE MEETING.

marlow museum

Equalities & Diversity Policy

Background:

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

Core Principles:

1. Marlow Museum recognises the characteristics protected within the Equality Act 2010: age, disability, ethnicity/race, gender reassignment, religion or belief, sex/gender, sexual orientation, pregnancy/maternity status, marriage or civil partnership status.
2. Marlow Museum believes in equality and accessibility for all.
3. We are opposed to discrimination and harassment.
4. We are determined to do everything we can to make sure that people are treated fairly.
5. With regard to both our visitors and our volunteers, Marlow Museum is committed to:
    - working in a fully inclusive and fair manner,
    - eliminating discrimination, harassment and victimisation
    - increasing access and removing barriers to involvement with museum activities
    - fostering good relations between groups engaging with the museum.
    - valuing others and treating them with respect

Our Aims:

That no applicant, volunteer, temporary worker or visitor receives less favourable treatment than others on the grounds of age, disability, gender and transgender status, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status or sexual orientation.

Monitoring:

These principles and aims will be underpinned by equality monitoring. Marlow Museum will monitor the effectiveness of this policy as part of its risk management process and the policy will be updated when required. Remedial action will be identified where needed.

(With help from the policies of Wycombe District Council and South East Museums Development Programme)

Last reviewed: 1 August 2023

Marlow Museum Centre Project
Income & Expenditure Account for 12 months Ended 30 April 2023

Income	30 Apr 23		30 Apr 22
Ongoing income, donations etc	£		£
Membership	570		460
Private Donations	1,272		1,195
Visitor Donations	572		411
Bridge Night	0		0
Sale of Books	1,377		835
Other Sales	144		276
Street Collection	178		229
Gift Aid	612		325
	4,725		3,731
Other grants and funding			
Grants - Local Authorities/Councils	9,200		500
Community Charities	100		0
Marlow Remembers WW1	0		0
Corporate/Trust Donations	0		1,890
Other	152		114
	9,452		2,504
	14,178		6,235

Operating Expenditure	30 Apr 23		30 Apr 22
Project Running costs	£		£
Rent	5,169		5,100
Insurance	642		657
Phone Rental and Broadband	269		246
Alarm	299		177
Air Conditioner	271		0
Advertising	52		270
Stationery and Equipment	303		75
Affiliations	88		85
Hall Hire	91		0
Electricity	1,287		732
Travel and Parking	270		11
Cost of Books	580		518
Sundry	699		920
Intern costs	0		1,944
	10,020		10,735
Peacock Room Setup costs			
Equipment purchase	1,621		250
Exhibition Costs			
Exhibition - Display Materials	1,654		0
Photo Competitions	0		0
	1,654		0
Depreciation of Fixed Assets	0		0
	13,296		10,985

Income & Expenditure *(see detail to the left)*	£	
Income	14,178	
Expenses	13,296	
Operating Surplus/(Deficit)	882	
Balance Sheet		
Fixed Assets	0	
Cash	18,394	
Debtors	0	
Accrued Income	600	
Prepayments	956	
Total Assets	19,949	
Creditors	620	
Deferred Income	0	
Reserve Funds b/f	18,447	} net
Operating Surplus/(Deficit)	882	} 19,329
Total Liabilties & Funds	19,949	
Cashflow		
Cash at 01 May 22	20,930	
Operating Surplus	882	
Depreciation charged	0	
Change in Debtors	0	
Change in Accrued Income	-275	
Change in Prepayments	-8	
Change in creditors	-136	
Change in Deferred Income	-3,000	
Net operating cashflow:	-2,537	
Capital expenditure	0	
Cash at 30 Apr 23	18,393	

Reserves Analysis	Apr-23	Apr-22
General reserves	17,865	16,983
Competition fund	514	514
Restricted funds		
Acquisitions Fund	950	950
	19,329	18,447