

Draft Revenue Budget	Delivery Phase		Operational Phase						COMMENTS					
	Total Budget	% Inflation	Total Budget	% Inflation	Year 1 Total Budget	% Inflation	Year 2 Total Budget	% Inflation	Year 3 Total Budget	% Inflation	Year 4 Total Budget	% Inflation	Year 5 Total Budget	
	2018/19 £	⇒	2019/20 £	⇒	2020/21 £	⇒	2021/22 £	⇒	2022/23 £	⇒	2023/24 £	⇒	2024/25 £	
Staffing Costs														
THT Development Officer	15,000	1.0%	15,150	1.0%	15,302	1.0%	15,455	1.0%	15,609	1.0%	15,765	1.0%	15,923	
Learning & Participation Coordinator	9,000		9,000		6,000	1.0%	6,060	1.0%	6,121	1.0%	6,182	1.0%	6,244	
Learning delivery sessional specialists	2,800		2,400		-		-		-		-		-	
Volunteer expenses (e.g. badges, TU days)	1,000		1,000		500		500		500		500		500	
Recruitment advertising (staff & vols)	500		500		200		200		200		200		200	
Volunteer & Staff Training	1,000		500		500		500		500		500		500	
Total Staffing costs	29,300		28,550		22,502		22,715		22,930		23,147		23,366	
Travel														
Travel costs	500		500		250		250		250		250		250	
Total Travel costs	500		500		250		250		250		250		250	
Guildhall Premises costs (TTC)														
Rates/NNDR	-		-		12,361	2%	12,608	2%	12,860	2%	13,117	2%	13,380	
Water	-		-		2,025	2%	2,066	2%	2,107	2%	2,149	2%	2,192	
Gas	-		-		8,500	2%	8,670	2%	8,843	2%	9,020	2%	9,201	
Electricity	-		-		12,500	2%	12,750	2%	13,005	2%	13,265	2%	13,530	
Cleaning incl. consumables	-		-		10,000	2%	10,200	2%	10,404	2%	10,612	2%	10,824	
Waste disposal/collection	-		-		880	2%	898	2%	916	2%	934	2%	953	
Insurance	-		-		4,000	2%	4,080	2%	4,162	2%	4,245	2%	4,330	
Insurance - collections	-		-		-	2%	-	2%	-	2%	-	2%	-	
Lift service/maintenance	-		-		1,500	2%	1,530	2%	1,561	2%	1,592	2%	1,624	
Fire alarm maintenance	-		-		1,000	2%	1,020	2%	1,041	2%	1,062	2%	1,083	
Repairs & Maintenance	-		-		4,000	2%	4,080	2%	4,162	2%	4,245	2%	4,330	
Security	-		-		700	2%	714	2%	728	2%	743	2%	758	
Total TTC Premises costs					57,466		58,615		59,787		60,983		62,203	
Guildhall Supplies & Services (TTC)														
Furniture & equipment	-		-		500	2%	510	2%	520	2%	531	2%	541	
Equipment R&M	-		-		500	2%	510	2%	520	2%	531	2%	541	
Telephone Service Charges	-		-		500	2%	510	2%	520	2%	531	2%	541	
Telephone Equipment Lease	-		-		900	2%	918	2%	936	2%	955	2%	974	
Broadband	-		-		350	2%	357	2%	364	2%	371	2%	379	
ICT support incl. any AV maintenance	-		-		500	2%	510	2%	520	2%	531	2%	541	
Debt charge on Public Works capital loan	-		-		26,200		26,200		26,200		26,200		26,200	
Total TTC Supplies & Services costs					29,450		29,515		29,581		29,649		29,718	
Visitor Info Centre Premises Costs														
Rates/NNDR	150		200		200	2%	204	2%	208	2%	212	2%	216	
Rent	-		-		-		-		-		-		-	
R&M	500		500		500	2%	510	2%	520	2%	531	2%	541	
Electricity	600		800		800	2%	816	2%	832	2%	849	2%	866	
Water	150		200		200	2%	204	2%	208	2%	212	2%	216	
Gas	500		750		750	2%	765	2%	780	2%	796	2%	812	
Cleaning	300		300		300	2%	306	2%	312	2%	318	2%	325	
Insurance	400		500		500	2%	510	2%	520	2%	531	2%	541	
Total Visitor Info Centre Premises Costs	2,600		3,250		3,250		3,315		3,381		3,449		3,518	
THT Supplies & Services Costs														
Stationery	100		500		250	2%	255	2%	260	2%	265	2%	271	
Marketing	750		3,000		2,500	2%	2,000	2%	2,040	2%	2,081	2%	2,122	
Postage	150		150		150	2%	153	2%	156	2%	159	2%	162	
Miscellaneous office costs	500		500		500	2%	510	2%	520	2%	531	2%	541	
Telephone/broadband	500		500		510	2%	520	2%	531	2%	541	2%	552	
IT equipment - laptop, 2 x PCs, licences	1,500		250		250	2%	250	2%	250	2%	250	2%	250	
EPoS	500		-		-		-		-		-		-	
Photocopier leased	500		510		520	2%	531	2%	541	2%	552	2%	563	
IT set up/support	400		408		416	2%	424	2%	433	2%	442	2%	450	
Website development	-		3,800		300	2%	306	2%	312	2%	318	2%	325	
Website hosting	300		300		300	2%	306	2%	312	2%	318	2%	325	
Learning activity materials and eqpt	6,300		2,900		500	2%	510	2%	520	2%	531	2%	541	
Purchase of donation boxes x 2	0		1,800		-	2%	-	2%	-	2%	-	2%	-	
Insurance - employers/public liability	600		612		624	2%	637	2%	649	2%	662	2%	676	
Premises Licence	-		-		200	2%	204	2%	208	2%	212	2%	216	
Cost of shop sales	900		1,500		3,000	2%	3,060	2%	3,121	2%	3,184	2%	3,247	
Catering supplies for private views T&T etc	-		150		400	2%	408	2%	416	2%	424	2%	433	
Total THT Supplies and Services	12,950		16,280		10,121		10,268		10,473		10,683		10,896	
Grand Total Expenditure	45,350		48,580		123,038		124,678		126,403		128,161		129,952	
Earned Income														
Guildhall Donations	-		-		7,000		6,120	2%	6,242	2%	6,367	2%	6,495	
Retail sales (visitor info centre)	1,500		2,500		5,000	2%	5,100	2%	5,202	2%	5,306	2%	5,412	
Memberships	-		-		-		-		-		-		-	
Schools' learning activities	-		-		2,100		2,100		2,100		2,700		2,700	
Other learning activities	-		-		150	2%	153	2%	156	2%	159	2%	162	
Guided tours Guildhall	-		-		3,120	2%	3,182	2%	3,246	2%	3,311	2%	3,377	
Walking town tours	3,375		4,680		4,680	2%	4,774	2%	4,869	2%	4,966	2%	5,066	
Tea & talk	-		-		1,800	2%	1,836	2%	1,873	2%	1,910	2%	1,948	
Private views	-		-		2,400	2%	2,448	2%	2,497	2%	2,547	2%	2,598	
Evening talks/performance	-		-		2,000	2%	2,040	2%	2,081	2%	2,122	2%	2,165	
Venue hire	-		-		500	2%	510	2%	520	2%	531	2%	541	
Weddings	-		-		-		-		-		-		-	
Total Earned Income	1,500		5,875		29,100		28,620		29,150		30,291		30,843	
Unearned Income														
TTC Guildhall Premises Costs	0		0		57,466		58,615		59,787		60,983		62,203	
TTC Guildhall Supplies & Services Costs	0		0		29,450		29,515		29,581		29,649		29,718	
WHS grant for L&P activities	6,000		4,000		-		-		-		-		-	
HLF activity plan/rect/marketing funding	33,100		36,163		9,000		-		-		-		-	
Total Project Income	40,600		46,038		125,016		116,750		118,519		120,923		122,764	
Break even required on Guildhall project.														
	4,750		2,543	2%	-1,978	2%	7,928	2%	7,884	2%	7,237	2%	7,188	
Project Surplus (-) or Deficit	0		0		0		0		0		0		0	

Orange denotes fully funded by HLF grant
Green denotes partly funded by HLF grant
Blue denotes total HLF funding

Salaries includes employer NI and pension contributions @ 20%.
£26k WTE salary plus 20% oncosts = £30k gross pa. Assumes starts 1.4.18. 0.5 WTE. Pay increase 1% pa from Yr 2 in line with public sector rates. Assume 75% HLF funded in project delivery phase and £3k subsidy in operational Year 1. 45 days a year during 2 year delivery phase then 30 days a year ongoing @ £200 a day. Capacity for specialist freelancers, e.g. oral history mentors during project delivery phase included separately below.
As specified in the Activity Plan, e.g. oral history mentors
Set up exps - e.g. badges, branded sweatshirts + ongoing refreshments, thank you days etc

Outreach during construction phase

Note that TTC already pays £26,110 towards these costs plus R&M and security contributions on top (£62.5k current year).
2% inflation added
2% inflation added
2% inflation added
2% inflation added
2% inflation added. Increased to £10k 100717
2% inflation added
Based on CS62 in 15/16 of existing Guildhall costs + 2% inflation added none assumed at this stage - confirm once further developed with SW Police
Heritage Trust
2% inflation added
2% inflation added
funded from existing core TTC R&M budget - notional allocation
funded from existing core TTC budget - notional allocation
assumed nil costs during construction phase

To be funded from TTC existing budget. Estimate
To be funded from TTC existing budget. Estimate
To be funded from TTC existing budget. Estimate
To be funded from TTC existing budget. Estimate
To be funded from TTC existing budget. Estimate
To be funded from TTC existing budget. Estimate
To be funded from TTC existing budget. Estimate
To service loan for TTC's capital match funding of project

Assume operational from summer 2018
Estimate - assume 80% charity rebate.
TTC to 100% grant aid = nil net effect
To be funded from existing core TTC R&M budget - notional allocation
Estimate
Estimate
Estimate
Estimate
Estimate

£3k in Yr 2 construction to launch new offer
Assume purchase costs in 17/18
Assume ongoing replacement programme wef Yr 2
Assume basic bill for TC purchases
Low/mid-range copier/printer/canner/fax colour 30ppm
Assume supported through TTC initially
To develop/upgrade basic website in readiness for opening
Construction phase as per Activity Plan

Assume 40% average profit across publications and other stock. Assume operational from summer 2018.

Based on 20p ph x 35,000 visitors pa Yr 1 reducing to 30,000 ongoing.
Based on 25p ph x 20,000 visitors. Assume opening summer 2018
None assumed

Based on 30 children x 20 sessions pa @ £3.50ph initially rising to £4.50ph from Yr4
e.g. charitable trails. Assume free during delivery phase
Daytime 50 minute guided tours of Guildhall £3ph x 10 x average 2 per week.
Daytime 1 hour walking tours of town. £3ph x 15 people x average 2 per week.
Assume starting spring 2019
Tea & talks 1 month x 30 x £5ph
Exclusive evening private views 1 per month x 20 people x £10ph.
4 a year x 50 people x £10ph net income. High end.
Assumed limited potential for venue hire due to local competition via

TTC covering all Guildhall premises costs.
TTC covering all Guildhall supplies and services costs.
WHS for L&P function during construction phase

Delivery of Activity Plan during construction phase, subsidised Yr1 operational phase.

Based on prudent project income assumptions. To be funded by THT grants, sponsorship and other general fundraising. To be underwritten by TTC.

Average annual THT contribution Yr 1-5 = £36,641 (note Yr 1 less due to HLF continued funding towards staff costs). Average annual TTC contribution Yr 1-5 = £89,913 (note excludes potential underwrite of break even requirement).