

APPENDIX C

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TANDRIDGE DISTRICT COUNCIL - APPLICATION FOR A RENTAL GRANT SUBSIDY

please complete and return this form, together with your organisation's financial accounts for the last two years (i.e. profit and loss accounts and balance sheets)

Name of organisation*: East Surrey Museum
Description of land / property*: Ground floor of 1 Stafford Road, Caterham, comprising 4 rooms for the display of Museum artefacts, plus office, storage, kitchen and toilet facilities, with storage outbuildings and 2 parking spaces.
Annual market rental assessment*: £14400.00
Please complete sections 1 to 5 below
1. Contact details Name: Mrs Ros Rawling Position within the origination: Trustee
2. Role of the organisation / membership regime / community links
2A Please describe your organisation's objectives and how it utilises the land / buildings leased from the Council. East Surrey Museum was originally set up to educate the public and promote interest in the history, archaeology and geology of East Surrey, including the geography of the area, and its social, agricultural, industrial and cultural developments – a role it successfully continues today. We run a rolling programme of displays of donated artefacts within the building, covering both Tandridge and the wider east Surrey area, and manage the storage space to keep the artefacts in their best condition. Members of the Museum pay an annual fee to support the Museum financially, for which they are entitled to a discount at the Museum shop as well as a regular newsletter and invitations to members-only events. However all of the Museum's services are available to the community without the need for membership. The Museum has many links to the wider community, including arranging visits and loans of educational resources for schools, retirement homes and others (cubs/brownies/scouts/guides) as well as links to local history groups, Caterham Festival, Caterham Christmas activities, Heritage Open Days, etc

3B	<p>Is your organisation affiliated to a county / regional / national body? (if so, please give details)</p> <p>We are a fully accredited museum (number 1549) under the Arts Council museum scheme. This scheme has nationally agreed standards of care for artefacts and general management of Museums. It is the UK body to oversee this area of the arts.</p>
3C	<p>How many paid up members does your organisation have?</p> <p>Paid up Membership is not a requirement to access the Museum's services but we have 103 volunteers who help in various capacities and of those there are 46 supporters who pay a subscription to help the finances of the Museum.</p>
3D	<p>Approximately what percentage of the paid up members live in Tandridge?</p> <p>About 80%</p>
3E	<p>Are there any restrictions to membership?</p> <p>NO</p>
3F	<p>Please provide details of relevant membership and hire fees and any other charges.</p> <p>Supporters of the Museum pay £10 as a voluntary subscription to aid in the upkeep and running of the Museum. Volunteer stewards are not required to pay a subscription although about half choose to sign up. No entry fee for the public but donations gratefully received towards upkeep.</p> <p>We also request a voluntary donation for additional services provided by the Museum – such as out-of-hours visits, outreach services, loan boxes or extensive research requests.</p>
3G	<p>Are discounts available on the grounds of financial hardship?</p> <p>Not applicable – See above.</p>
3H	<p>Are the facilities only available to members or can users 'pay on the day'.</p> <p>No payment required – See above.</p>

3. Access to facilities and integration with the wider community

3A When are the facilities available for use during an average week?

The Museum is open on Wednesdays, Thursdays and Saturdays but information requests can be and are made online 7 days a week.

3B Does the organisation do anything to encourage wide ranging community use of the facilities? For example, initiatives to:

- **achieve a diverse membership base (besides any membership fee concessions / hardship relief schemes referred to in 2B above); and / or**
- **allow use by non-members such as community taster sessions; training / coaching development programmes; or via partnerships with local schools**

YES, in non-covid times:

- coffee mornings and lunchtime talks by experts to inspire interest.
- Visits by youth organisations - scouts, guides, etc to enjoy specific areas of the collection.
- Boxes loaned to schools on different relevant subjects in the curriculum.
- We deliberately DO NOT charge entry to encourage all comers
- Since the lockdowns have finished, we have returned to putting on popular children's craft activities to encourage interest in the Museum collection.
- We regularly remind the public on social media about our collection and its broad range and there is good interaction.
- Talks in schools, nursing homes and at village events throughout the district
- We normally have students doing work experience during the summer, and we also support individuals doing research for projects.

3C Does the organisation fulfil any wider community roles (e.g. outreach work in schools or participation in community events such as fetes and shows)?

Yes:

- Talks to schools, relating to the curriculum, taking along artefacts from the collection for handling
- Talks in care homes, with items relating to memory, including recorded items
- Talks and displays in different villages at Parish meetings, taking items from the collection relating to that community.
- Stalls in church halls and fetes.
- Participation in the Caterham Festival and Christmas events.

The museum plays its full part in community life wherever it can, to enhance local interest. For instance, the WW1 displays which accompanied community activities in 2014 and 2018 were very well received and attended.

For the future we would hope to extend our outreach to the other History Groups in the wider District and support them in their parishes where we can.

We are also working with local history groups (e.g. The Bourne Society) to increase interest in the history of local towns and villages through a 'Town Trail' programme, the first of which was published earlier this year and is free of charge.

4. Financial position / sustainability

4A Are financial reserves being accumulated for any particular purpose (e.g. future projects or specific contingencies)?

Our financial position has not been strong traditionally, and we would depend on Tandridge District Council for our survival. But recent Covid grants have been enough to not only redress Covid-related shortfalls in donation and sales income, but to also allocate some funding for much-needed internal redecoration, care and conservation of fragile artefacts, and investment in more modern display facilities and humidity monitoring equipment.

We also plan to review the collection and consider whether we can obtain items from other Museums to enhance and explain more fully our existing exhibits or acquire specific items important to the local area to the benefit of our community.

4B Please give details of any commercial activities on the site which generates income (e.g. bar / catering operations)

- We have a small shop, which sells books and items relating to Museum artefacts
- We are too small to consider catering on any scale and simply have the coffee mornings to encourage our supporters. There will be raffles at these which raise small amounts.

4C Please describe any fundraising activities undertaken by the group during a typical year

- In a non Covid year, we run holiday activities for children accompanied by parents, and participants usually make donations, although not obliged to
- The coffee mornings usually have a raffle which raises limited sums.
- Lunchtime talks attract donations
- Talks by volunteers at care homes and different organisations attract fees for the speakers
- Loan boxes to organisations such as schools are asked for a voluntary donation.

4D Does the organisation pursue any funding opportunities from other grant giving bodies?

Pre Covid we applied for and received grants from the Parish Councils, the Bourne Society and the Museum Development Partnership for specific projects.

During the Covid 19 crisis, we applied for and received grants from the Museum Development Partnership to reopen the Museum after lockdown, and a Collection Care grant to prevent deterioration of the artefacts during lockdown periods when the Museum was unoccupied. We also applied for and were approved to receive business Government Covid grants (via TDC).

NB because we do not have security of tenure, most funding trusts will not consider us for permanent installations in the premises, such as the central heating boiler.

5. Alignment with the Council's corporate priorities

5A In light of the information provided above, please explain how you think your organisation's activities align with the Council's corporate priorities/Strategic Plan (page 8 also refers).

- The Caterham, Chaldon and Whyteleafe Neighbourhood plan was overwhelmingly approved by popular referendum in June 2021, and policy CCW13 sets out the commitment to retaining the area's cultural offerings – including the Museum.

'POLICY CCW13: LIBRARIES, MUSEUM AND THEATRE

A. Proposals that would result in the loss of all or part of existing library sites, the museum and the theatre sites will not be supported unless alternative facilities of equivalent standard and convenience have been agreed..'

- We try to make very best economical use of the funding we have, providing excellent value for money by using *only* unpaid volunteers, and prioritising funds wherever possible to present interesting displays and exhibitions for the community.

- We believe it is important to enhance every resident's knowledge and understanding of their district but particularly our young people, so they treat it with increased respect and value the local area. We believe our local museum supports the health and wellbeing of the community (Community Service Plan objective HO5) by providing a place of study and research into the history of the local area, and our knowledgeable volunteers provide an invaluable service to visitors wanting to learn more about East Surrey.
- We provide handling objects for schools on their relevant educational topics so that items from the past are not seen as remote.
- We provide handling and aural items for nursing homes to use as memory aids in their work to support and enhance the experiences and memory of the elderly.
- During the recent lockdowns residents have become a lot more interested in the history of their area, town, village, street, house or family, and the Museum has been there to help in that research.
- We are complementary to other community organisations – libraries, history groups, other museums, and work together to help our customers with whatever they are interested in.

6. Required subsidy

6A What level of subsidy do you wish to apply for as a % of the annual market rental assessment on page 1 above

100%

6B What, in your opinion, would be the consequences of the Council not providing the subsidy, both for your organisation and the community at large?

If the Museum did not receive this Council subsidy it would have to close.

We simply do not have the means to fund this annual outlay on a continuing basis in this small space.

We believe we have an increasing role with residents, enabling them to appreciate the environment in which we all live and help them to respect and enjoy their surroundings, particularly following the pandemic. We are a local museum, and we give people a sense of place and belonging, and an understanding of how their communities have developed over time. This would all be lost if the artefacts had to be distributed to other areas.

Key Corporate Priorities for 2020/21 – 2023/24

1. **Building a better Council** – making the Council financially sustainable and providing residents with the best possible services
2. **Creating the homes, infrastructure and environment we need** – both now and in the future
3. **Supporting economic recovery in Tandridge** – from lockdown to growth that everyone benefits from
4. **Becoming a greener, more sustainable District** – tackling climate change

Please see further detail on the Council's website:

<https://www.tandridge.gov.uk/Your-council/Strategies-and-plans>