

# REPORT TO FULL COUNCIL

## FUNDING OF A HERITAGE CENTRE MANGER



**Report Reference** C-23-27  
**Meeting Date** 15<sup>th</sup> January 2024  
**Agenda Item** 9  
**Prepared by** Town Clerk

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### 1.0 BACKGROUND

Knutsford Heritage Centre is a registered charity and has been managed by a voluntary manager since 2007; the incumbent has announced their intention to retire from the role in May 2024. The Town Council was approached by Knutsford Heritage Centre with a request to provide funding for the recruitment of an employed manager.

All members were invited to a meeting with the chair and incumbent manager of Knutsford Heritage Centre, this took place on 20<sup>th</sup> November and was attended by Cllrs Coan, Banks, Dalzell, Gray, Hartley, McCulloch, Russell and Watson. One output of this meeting was for Knutsford Heritage Centre to seek to recruit a new manager on a voluntary basis. The opportunity has been advertised with an initial closing date of 12<sup>th</sup> January to feed into this meeting, but to date they have received no expressions of interest / applications.

The role of the manager is to oversee all activity of the Heritage Centre, managing the centre's volunteers, seeking grant funding, overseeing health and safety and developing events, exhibitions and activity. The manager would also lead the securing of accredited museum status which the charity expects would help it secure additional grant funding.

The Town Council currently provides an annual grant of £7,500 per year to support the premises costs (utilities, insurance etc) of the Heritage Centre. This is on a four-year agreement of which 1<sup>st</sup> April 2024 will be the commencement of the second year.

### 2.0 FUNDING REQUEST

In the event a voluntary manager cannot be found, Knutsford Heritage Centre considers it would need to employ a manager. Based on an annual salary of £15,000 with a 20hr week, the total employment would be £16,265. The charity requested that the Town Council consider providing the funding for this role as it does not have the resource to fund the role itself<sup>1</sup>.

Any funding allocation would require a further increase in the precept; if a grant of £16,265 was paid in addition to the existing £7,500 grant, the increase would be £2.71 on a Band D council tax (2.79%), if it was in place of the £7,500 grant it would be £1.46 (1.51%).

### 3.0 DECISION REQUIRED

Further work to promote the voluntary position can be undertaken to ascertain if there is a willing volunteer in the community. However, as this meeting sets the budget and precept for the 2024/25

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<sup>1</sup> The total income for the financial year ended 31<sup>st</sup> March 2023 was £19,306 with expenditure of £24,120.

financial year, should the council be minded to provide the funding within the financial year (in the event it is needed) it would to make an interim decision to make provision for this funding in the budget.

Council should therefore consider:

- a) whether to make budgetary provision for the funding of a manager for Knutsford Heritage Centre in the 2024/25 budget
- b) whether it has sufficient information to make a final funding decision at this stage
- c) whether there is any further information or pre-commencement conditions required from the charity before a decision/agreement can be made

## APPENDIX A: DRAFT HERITAGE CENTRE MANAGER JOB DESCRIPTION

Job Title	Manager reporting to the Board of Trustees.
Works with	Volunteers, Trustees, and Knutsford Town Council.
Location	Knutsford Heritage Centre, 90a King Street, Knutsford.WA16 6ED.
Hours:	Flexible but circa 20 hours per week

- Attend monthly Board Meetings with the Trustees.
- Work with the Trustees to develop and implement the Heritage Centres aims and objectives to full fill the Heritage Centres Business Plan.
- Connect with local businesses, schools, Knutsford Town Council, Cheshire East Council and others to improve the local Heritage resource and facilities which the Centre can provide.
- Hold monthly meetings with Volunteers and co-ordinate with the team
- leaders for varied sections including Administration, Shop, Archives and Collections, Garden, Walks and Talks, Exhibitions and Website, Responsibility for the managing, recruitment, induction, training and retention of volunteers.
- Oversee volunteer shift bookings and ensure maximum coverage.
- Allocate and oversee volunteer tasks with the focus on visitor services and administration.
- Ensure full Health and Safety procedures are adhered to during opening hours.
- Up date existing written procedures and write new ones.
- Assist with retail initiatives and the promotion of Heritage Centre services such as events and education.
- Deal with enquiries by Phone and email in conjunction with Administration and the Archives and Collection volunteer who deals with historical enquiries.
- Assist with the set up and delivery of events including exhibitions which may include research and construction of displays.
- Support other Heritage Centre team members in a broad range of work related activities.
- Co-ordinate with the Friends of Knutsford Heritage Centre fund raising activities.
- Monitor income and expenditure in line with approved budget.
- Work towards obtaining Museum status.
- Assisting with applications for grant aid were appropriate.
- Helping to maintain the security of the Heritage Centre and its visitors.
- Complying with the Fire and Health and Safety policies and legislation and to ensure compliance and awareness of volunteers and visitors to the building.