

Madeley Living History Project Report to the Annual General Meeting 14.05.01.

The Living History Project Steering Group recommends that Madeley Parish Council employ a Project Manager for the Living History Project for a three-year period. This report is prepared for background information to assist members in reaching a decision.

Management Committee

The management committee has not yet had a formal meeting, its first meeting will take place within the next month, it has been delayed until the status of the project is known, the content of the management meeting will therefore be dependent on the decision taken at Madeley Parish Council Annual General Meeting.

So far, there is commitment from the following organisations; -

- Ironbridge Gorge Museum Trust
- Madeley Library
- Schools Development Group 4
- WEA
- Local Studies Group
- Community Representatives
- Madeley Parish Council

There is still room for further expansion of the Management Group. Further representation from Telford and Wrekin Council is needed, but the current make up would satisfy the requirements of the Charities Commission.

It must be pointed out that a number of those who have agreed to be part of the group have many other commitments. Their role would be to develop as a group, to action funding applications (with support from MPC staff) to advise the Project Manager, to forge links between the various organisations, and to work toward Charitable Status.

As the Management Committee developed, it would take on more responsibility for the project, with the overall long-term aim of increasing independence from Madeley Parish Council.

Project Manager

A Job Description and Personal Specification has been submitted to Telford and Wrekin Council for evaluation. We are advised that an appropriate level would be SO2, point 32 = £20,967.

Accommodation for the Project Manager is an issue to be resolved. There is limited space in Jubilee House, although there would be the possibility of subletting the Axis accommodation.

There is no shortage of suitable office space in the area. The Noel Centre at Sutton Hill and Lumley Hall in Madeley are currently available and fall well within the £3,000 estimated cost.

Finance

Revised expenditure utilising the consultation document from Living Archive and Paul Chaplin Consultancy.

Year 1	£
Payroll	21,000
Initial costs	500
Insurances	500
Telephone	1,000
Equipment and furniture	2,000
Stationery	500
Travel	500
Promotion/marketing	1,000
Project materials/costs	5,000
Office accommodation	<u>3,000</u>
Total year 1	35,000

This is the financial commitment that Madeley Parish Council would need to make per year for a total of at three years. No allowance has been made at this point for expansion of the project although identifiable costs are initial set up and would apply only once.

There are various options on funding that could be applied for. A meeting with Chris Knight of Council for Voluntary Services has identified 17 possible funding organisations that could consider requests from £2,500 to £100,000.

Officer Time

Investment of Officer time in a new project is inevitable if the project is to develop. This is a high profile project, and has the potential to enhance both the reputation of Madeley and of the Parish Council. This opportunity should not be lost by lack of support from MPC Officers.

Support would be needed most in the early stages of the project. Time would need to be invested with the Project Manager, and also in the development of the Management Committee.

There is no spare capacity in Officer hours, as illustrated by the accrual of lieu time. In order to make staff time available; some pieces of work will need to be re-prioritised. There are a few areas where work can be re-scheduled or re-organised, these include: -

- Less in house time spent on Madeley Matters

- No further work on The Coach House until the Living History Project is established.
- No take up of new projects for the first six months of the Living History Project.

Other areas would be identified through the Business Plans.

There is a possibility the 'Green Spaces Officer ' that is being investigated through Environment Committee may become a reality. Should this be the case, much of the environmental development work that is carried out by Pat McCarthy could be re-directed and create the additional time needed.

Recommendation

That the Steering group meet to draw up an advertisement for the post, and that the advertisement be placed in local and national press.

That the Steering Group set an interview date and nominate an interview panel consisting of Officer/s and Councillor/s and representatives of the new management group.

Kath Petty
14th May 2001