

DERBYSHIRE COUNTY COUNCIL

MEETING WITH CABINET MEMBER, HEALTH & COMMUNITIES

22 September 2015

Report of the Strategic Director Health & Communities

PHILANTHROPIC GIVING AT THE DERBYSHIRE RECORD OFFICE

1 Purpose of the report:

To seek permission from the Cabinet Member, Health & Communities for the Derbyshire Record Office: to be able to solicit and receive financial donations; to work with Derby University History Department to explore options for crowdfunding for an archives cataloguing project; to transfer to a dedicated reserve all unspent donations at the end of each financial year.

2 Information and analysis:

- 2.1. Derbyshire Record Office is seeking to diversify its income streams to help address the impact of any future budget reductions and to help offset the increased revenue costs resulting from the extension of the building in 2013. In addition to the maintenance costs of new plant (lifts and gas suppression system), the business rates have increased by approximately £40,000 p.a., putting further pressure on the Record Office budget. As a consequence, the Record Office wishes to explore the potential offered by philanthropic giving to supplement its existing revenue streams.
- 2.2. A small number of Record Office customers already spontaneously offer financial donations. Most donors expect their donations to be reserved for specific uses, such as conservation or purchase of documents. Currently, however, all donations go into the Record Office's general revenue budget and are absorbed into the general running costs of the service. There is no ability to cumulate donations for specific purposes, e.g. the acquisition of items relevant to Derbyshire, and carry them over into the next financial year.
- 2.3. Building on this existing wish among some customers to donate money, there is potential for the Record Office to actively fundraise through philanthropic giving, by:

- encouraging certain depositors to offer a financial donation with their archive, to contribute towards the costs of packaging and cataloguing
 - using crowdfunding websites to raise specific sums of money to, for example, match fund a grant bid
 - displaying a donations box in the building to encourage donations from visitors to the Record Office
- 2.4. In 2014-15, the Record Office took in 275 new boxes of archive deposits. Staff time to fully process new material (i.e. clean, package and catalogue) costs approximately £150 per box, which represents a significant cost to the service. Under the provisions of the Local Government Act 1972, the Record Office cannot charge private depositors for packaging, conserving, documenting, storing, or providing public access to their archive collections.
- 2.5. To help cover the cost of managing collections on behalf of private depositors, the Record Office proposes to offer the option for depositors to give a monetary donation with their archives. For example, groups seeking HLF funding for a project will be encouraged to include a donation to cover the costs associated with preparing and depositing their project archive in their HLF bid.
- 2.6. No pressure will be placed on non-commercial organisations to make a donation. In exceptional circumstances, the Record Office may refuse to accept a collection if the depositor is not prepared to make a financial donation. This would only occur when the financial burden of accepting the deposit is deemed to be greater than the overall benefit to Derbyshire residents. Examples would include:
- commercial organisations seeking to deposit extensive business archives
 - wealthy private individuals seeking to deposit extensive estate collections
- 2.7. In order to gain grant funding, funders such as the Heritage Lottery Fund, expect proportionate match funding to be offered. The current and anticipated pressures on the Record Office budget will limit the ability to provide match funding, and may jeopardise future funding bids.
- 2.8. The Record Office proposes to work with Derby University History Department to explore options for crowdfunding for a cataloguing

project. The History Department has introduced a new second year module entitled 'Current Issues in the Cultural and Creative Industries'. Students undertaking this module will be given a real life problem from an organisation in the creative or cultural sector to work on. The aim of the module is to increase students' employability whilst also benefitting a creative or cultural institution.

- 2.9. For the 2015 autumn semester, it is proposed that the students investigate options for crowdfunding part of the cost of cataloguing the archive of Bryan Donkin Ltd of Chesterfield. As an inventor and developer of others' inventions, Bryan Donkin himself was responsible for the Fourdrinier paper making machine (1803), the steel nibbed pen (1808), and the tin can (1813). Bryan Donkin Ltd moved to Chesterfield in 1903 where it operated until it was sold in 1997.
- 2.10. The archive dates back to 1799 and is a nationally significant collection which would merit funding from the National Cataloguing Grant Scheme. The students would be tasked with raising the match funding through philanthropic donations. As Bryan Donkin was an important local employer, the archive offers the opportunity to fundraise among ex-employees as well as enthusiasts such as paper historians. If this model of fundraising through philanthropic giving proves successful, it can be used in the future to help fund other projects.
- 2.11. The Record Office also proposes installing a donations box within the building to allow customers to donate money if they wish. Buxton Museum & Art Gallery has had a donations box for a number of years and donations boxes are common in archive services around the country. It is not anticipated that the Record Office will receive a large income from a donations box, but it will allow customers who wish to express their gratitude with a financial contribution to do so.
- 2.12. In order for the Record Office to retain all financial donations for their specified purpose, permission is sought for any monies that have not been spent by the end of the financial year to be transferred to a dedicated reserve so that they can be used at a later date.

3. Financial considerations:

Subject to Cabinet member approval any donations will be credited to an earmarked reserve and will only be used in line with the aims and objectives of the Record Office.

4. Other considerations:

In preparing this report the relevance of the following factors has been considered: human resources, legal, prevention of crime and disorder, equality and diversity, environmental, health, property and transport considerations.

5. Background papers:

None

6. Key Decision:

No

7. Call-in:

Is it required that call-in be waived for any decision on this report?

No

8. Officer's recommendation:

That the Cabinet Member, Health & Communities approves:

1. The Record Office to solicit and receive financial donations as outlined in the body of the report
2. The Record Office working with Derby University History Department to explore options for crowdfunding for an archives cataloguing project.
3. That any unspent donations are transferred to a dedicated reserve at the end of each financial year

David Lowe
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Health & Communities

