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(Tel: 01443 863100 Email: [dredga@caerphilly.gov.uk](mailto:dredga@caerphilly.gov.uk))

**Date: 9th January 2019**

Dear Sir/Madam,

A meeting of the **Cabinet as Trustees of Blackwood Miners Institute, the Nine Mile Scholarship Fund and the John Edwards Fund** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 16th January, 2019** at **11.30 am** (or immediately following Cabinet) to consider the matters contained in the following agenda.

All Committee meetings are open to the Press and Public, observers and participants are asked to conduct themselves with respect and consideration for others. Please note that failure to do so will result in you being asked to leave the meeting and you may be escorted from the premises.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Christina Harray'.

**Christina Harray**  
INTERIM CHIEF EXECUTIVE

## A G E N D A

Pages

- 1 To receive apologies for absence.
- 2 Declarations of Interest.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

A greener place Man gwyrddach



To approve and sign the following minutes:-

- |   |  |         |
|---|--|---------|
| 3 | Cabinet Sitting as Trustees of Blackwood Miners' Institute held on the 17th October 2018.        | 1 - 2   |
| 4 | Blackwood Miners' Institute Annual Report and Statement of Accounts 2017/2018.                   | 3 - 28  |
| 5 | Cabinet Sitting as Trustee of the Nine Mile Scholarship Fund and the John Edwards Memorial Fund. | 29 - 32 |

**Circulation:**

Councillors C.J. Cuss, N. George, C.J. Gordon, Mrs B. A. Jones, P.A. Marsden, S. Morgan, L. Phipps, D.V. Poole and Mrs E. Stenner.

And Appropriate Officers.

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# Agenda Item 3



## CABINET SITTING AS TRUSTEES OF BLACKWOOD MINERS' INSTITUTE

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY 17TH OCTOBER 2018 AT 11.05 A.M.

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#### PRESENT

Councillor D.V. Poole – Chair

#### Councillors:

C. Cuss (Social Care and Wellbeing), N. George (Neighbourhood Services), C. Gordon (Corporate Services), B. A. Jones (Finance, Performance and Governance), P. Marsden (Education and Achievement), S. Morgan (Economy, Infrastructure and Sustainability), L. Phipps (Homes and Places) and E. Stenner (Environment and Public Protection).

#### Together with:

C. Harry (Interim Chief Executive), R. Edmunds (Corporate Director - Education and Corporate Services), M. S. Williams (Interim Corporate Director - Communities), D. Street (Corporate Director – Social Services and Housing).

#### Also in attendance:

P. Hudson (Marketing and Events Manager), TG. Ballisat (Theatre and Arts Service Manager) and A. Dredge (Committee Services Officer).

#### 1. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the commencement or during the course of the meeting.

#### 3. CABINET AS TRUSTEES OF BLACKWOOD MINERS' INSTITUTE MINUTES – 11TH JULY 2018.

RESOLVED that the minutes of the meeting held on 11th July 2018 (minute nos. 1 - 5) be approved and signed as a correct record.

#### 4. BLACKWOOD MINERS' INSTITUTE PROGRESS REPORT

The report advised Cabinet as Trustees of the Blackwood Miners' Institute (BMI) on the progress of the operational activities for the financial year 2018/2019. Blackwood Miners' Institute was conveyed as a charitable trust to Islwyn Borough Council, (and subsequently to Caerphilly County Borough Council) and was registered as a charity on 13th November 1990. The local authority,

acting as sole corporate trustee has a legal duty to operate the charity in accordance with the governing document and has a legal obligation to account for the charity's finances in accordance with the Charity Act 2011.

At its meeting held on the 11th July 2018, Cabinet as Trustees agreed that the frequency of meetings would be increased and held on a quarterly basis. This will allow an opportunity for Officers to update the Trustees on a number of operational activities and proposals intended to improve the sustainability of Blackwood Miners Institute as a venue. The report provided details in relation to the points raised at the last meeting.

Cabinet were advised that as part of the Council's ongoing Medium Term Financial Plan (MTFP) there is pressure to continue to reduce the annual subsidy that the Authority provides to BMI and staff are working towards identifying how this can be achieved. The Arts Council of Wales has included BMI as part of its Portfolio of Revenue Funded Organisations since 2016/17. This provides an annual grant of £129,375 to allow the development of an artistic programme in areas of challenge such as 'drama, dance and non-commercial music' and to support local artist opportunities through co-production work.

Officers provided an update in respect of the new ticket system which is due to be launched in January 2019. Online ticket sales form a low percentage in terms of BMI's overall ticket sales and the upgrade is necessary in order to increase the percentage of bookings undertaken online. This will allow the potential for efficiency savings from the current box office arrangements. The IT Department are currently updating the website that will incorporate the new ticketing system. In terms of the bar area, the Officer advised that a meeting was recently held with the Conservation Officer, the Development Control Manager and the Building Control Team Leader to consider a number of options in relation to improving the customer experience in and around the bar area. This also included improving signage at the front of the building and the internal improvements that were agreed and are set out in paragraph 4.4. in the report.

Members were advised that the Development Control Manager is considering the advertising and promotion options suggested at the last meeting of the BMI. Some of which require advertisement consent and a licence from the highway authority and the setting of the listed building would have to be considered. Advertisement on hoardings around new housing development to be erected adjacent to BMI is being investigated with the developers.

Officers provided an overview of the forthcoming events being held at Blackwood Miners' Institute that include live boxing, 'Public Service Broadcasting' (sold out), the 'Dreamboys', 'Cosi fan Tutte', 'Classic Rock Show' and a number of shows that aim to maximise the secondary spend from near capacity audiences. It was noted that consideration is being given to 2020 and the bi-Centenary of Blackwood's formation as a town and what part BMI can play in any future celebrations.

The Chair thanked the Officers for the report and advised that this would be the Theatre and Arts Service Manager's last meeting, as he is leaving the Authority and wished him every success in his future endeavours.

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report, Cabinet as Trustees of Blackwood Miners' Institute noted the information set out in the report.

The meeting closed at 11.20 am.

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CHAIR



## **CABINET AS TRUSTEES OF BLACKWOOD MINERS INSTITUTE – 16<sup>TH</sup> JANUARY 2019**

**SUBJECT: BLACKWOOD MINERS' INSTITUTE ANNUAL REPORT AND  
STATEMENT OF ACCOUNTS 2017/2018**

**REPORT BY: INTERIM CORPORATE DIRECTOR COMMUNITIES**

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### **1. PURPOSE OF REPORT**

- 1.1 To advise Cabinet as Trustees of the Blackwood Miners' Institute of the operational activities and financial position of Blackwood Miners' Institute for the financial year ending 31<sup>st</sup> March 2018.

### **2. SUMMARY**

- 2.1 Blackwood Miners' Institute was conveyed as a charitable trust to Islwyn Borough Council, (and subsequently to Caerphilly County Borough Council), and was registered as a charity on 13<sup>th</sup> November 1990.
- 2.2 The local authority, acting as sole corporate trustee has a legal duty to operate the charity in accordance with the governing document, and has a legal obligation to account for the charity's finances in accordance with the Charity Act 2011.
- 2.3 A report to Cabinet as Trustees of Blackwood Miners' Institute was considered on the 27<sup>th</sup> July 2016 advising Members of the statutory requirements relating to the charitable status of Blackwood Miners' Institute, including a set of recommendations to ensure compliance with charity law in relation to the submission of annual reports and financial statements, the ongoing management of the Blackwood Miners' Institute and the Council's and Cabinet's responsibilities as Trustees.
- 2.4 The annual report and audited statement of accounts for 2017/2018 are included as an appendix to this report.
- 2.5 Cabinet as Trustees of Blackwood Miners' Institute are required to consider the accounts prior to the annual report and accounts being submitted to the Charity Commission as part of the annual return, in compliance with the requirements of the Charity Act 2011.

### **3. LINKS TO STRATEGY**

- 3.1 The purpose of this report is to act as Trustee of the Blackwood Miners' Institute and in that capacity to consider all matters in connection with the management, use and development of the Institute in accordance with the provisions of the Trust Deed.
- 3.2 Arts Council for Wales' vision is a creative Wales where the Arts are central to the life of a nation.

- 3.3 Culture, Leisure and the Arts are key elements in the Regeneration Strategy in Regenerating Communities and Raising Aspirations.
- 3.4 Increasing visitor numbers in the County Borough is an objective in the Council's Single Integrated Plan's vision for a Prosperous Caerphilly.

#### **4. THE REPORT**

- 4.1 Blackwood Miners' Institute was conveyed as a charitable trust to Islwyn Borough Council, and (subsequently to Caerphilly County Borough Council) in 1990. The objects of the charity are set out in the Trust Deed dated 15<sup>th</sup> October 1990.
- 4.2 The purposes of the charity set out in the Trust Deed include the following:
- To promote, improve, develop, maintain and advance public awareness and participation in, and encourage an appreciation of the art and science of, music, dance, drama, literature and the visual arts.
  - To promote, through appropriate activities, the education and training, mental and spiritual capacities of people who are unemployed, young people and pre-school children.
  - To educate the public in the geography, history and architecture of the area and sets out the Institute's responsibility in safeguarding against drug and alcohol abuse.
- 4.3 Blackwood Miners' Institute was registered as a charity with the Charity Commission (registered as Blackwood Arts Centre) on 13<sup>th</sup> November 1990.
- 4.4 Local authorities are empowered by Section 139 of the Local Government Act 1972 to receive and hold gifts on charitable trusts. The local authority is currently the sole corporate trustee for this charity.
- 4.5 The Council as sole trustee has a legal duty to operate the charity in accordance with the charity's Trust Deed and strictly in furtherance of its stated objects. The Council as trustee also has a legal obligation to account for and report on the charity separately and in accordance of the Charities Act 2011. All charities must produce annual statements of accounts under charity law.
- 4.6 The Annual report and Statement of Accounts for Blackwood Miners' Institute for 2017/2018 financial year is an appendix to this report. These accounts have been prepared in accordance with the Charities SORP (Statement of Recommended Practice – Accounting and Reporting by Charities). The Annual Report and Statement of Accounts will be submitted to the Charity Commission as part of the annual return.
- 4.7 The Annual Report for 2017/2018 provides information in relation to the Blackwood Miners' Institute Governance & Management arrangements, statement of purpose, aims and activities, public benefit, achievements & performance for the year, the extensive arts programme delivered during the year, productions and touring activities, the educational programmes delivered, community and amateur events held and audience development initiatives.
- 4.8 The Annual Report also provides detail of the pricing policies operated and a financial review in support of the detailed Statements of Accounts. As noted in the Annual Report and detailed in the Statement of Accounts, Caerphilly County Borough Council provides an annual financial subsidy to the Blackwood Miners' Institute which was £313,414 for the financial year 2017/2018 this subsidy has reduced in recent years from £365,279 in 2013/2014 despite inflationary cost pressures in relation to pay and operating costs. It is anticipated that there could be further future reductions in subsidy as part of the Council's MTFP (Medium Term Financial Plan).

- 4.9 Cabinet as Trustees of Blackwood Miners' Institute will be aware that the Councils Improving Service Programme (ISP) includes a project which aims to evaluate options to reduce the deficit at Blackwood Miners Institute, including a review of the operating model for Blackwood Miners Institute within a climate of declining public subsidy.
- 4.10 As noted in the Annual Report, in response to the ongoing reductions in Council subsidy, Blackwood Miners' Institute is working hard to increase the income from shows by changing the way it agrees profit sharing, and also by bringing in new acts to attract new audiences. Income generated from shows in 2017-18 was £302,315 which continues to increase from £249,768 in 2015/2016 and £275,119 in 2016/2017 (an increase of 21% £52.6k in two years). Bar and vending services which only operate when there are events in the building also generated combined profit of £13,449 towards the aims of the charity and to improve financial viability.
- 4.11 The Annual Report also makes reference to the Arts Council Wales Arts Portfolio Wales (APW) grant of £129,376 provided to BMI which provides additional funding for programme support – which will help with programming a full programme including offsite performances and an increased number of accessible performances – increase marketing and technical capacity, allow BMI to continue co-producing and increase participation in the arts.

## **5. EQUALITIES IMPLICATIONS**

- 5.1 An EIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential for unlawful discrimination and/or low level or minor negative impact has been identified; therefore a full EIA has not been carried out

## **6. FINANCIAL IMPLICATIONS**

- 6.1 There may be financial implications if the Trustee fails to meet the legal requirement to submit compliant accounts, and the Charity Commission may take further action in particular regarding the preparation of an annual statement of accounts and to report on the charity's finances.
- 6.2 There will be a fee payable for the independent examiners report in relation to the 2017/2018 annual report and statement of accounts of the BMI and this will be financed by the BMI revenue account.
- 6.3 Other financial implications are covered in the body of the report including the present level of Council subsidy, possible requirement to reduce the level of subsidy in future years in support of the Councils MTFP and the ongoing review of BMI as part of the Councils Improving Services Programme.

## **7. PERSONNEL IMPLICATIONS**

- 7.1 There are no personnel implications from this report.

## **8. CONSULTATIONS**

- 8.1 The comments from consultees have been included in this report.

## **9. RECOMMENDATIONS**

9.1 It is recommended that:

9.1.1 Cabinet as Trustees of Blackwood Miners' Institute consider, note and endorse the contents of the Annual Report and audited Statement of Accounts for Blackwood Miners' Institute for financial year 2017/2018.

## 10. REASONS FOR THE RECOMMENDATIONS

10.1.1 Consider, note and endorse the contents of the Annual Report and audited Statement of Accounts for Blackwood Miners' Institute for financial year 2017/2018.

## 11. STATUTORY POWER

11.1 Charities Act 2011 and Local Government Act 1972

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E – Mail [eedyp@caerphilly.gov.uk](mailto:eedyp@caerphilly.gov.uk)

Consultees: Cllr Sean Morgan, Deputy Leader and Cabinet Member Economy, Infrastructure, Sustainability and Well Being and Future Generations  
Mark S Williams Interim Corporate Director of Communities  
Nicole Scammell Head of Corporate Finance  
Marina Newth, Deputy Theatre & Arts Service Manager  
Rhian Kyte, Head of Regeneration and Planning  
Paul Hudson, Destination and Events Manager  
Andrew Southcombe, Finance Manager Corporate Services

### Appendices:

Appendix 1 Blackwood Miners' Annual Report and Statement of Accounts for the year ending 31<sup>st</sup> March 2018

### Background Papers and Links to other Documents:

Report by Corporate Director of Communities -

Cabinet as Trustees of Blackwood Miners Blackwood Miners' Institute 27<sup>th</sup> July 2016 - Charitable Status of Blackwood Miners' Institute

**BLACKWOOD ARTS CENTRE**

**(Also known as Blackwood Miners' Institute)**

**Report and Financial Statements**

**Year ending 31 March 2018**

**Charity Number 1000905**

## REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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## CHARITY AND ADMINISTRATIVE INFORMATION

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<b>Name of Charity</b>	<b>Blackwood Arts Centre</b>
Working Name	Blackwood Miners' Institute
Charity Registration Number	1000905
Registered Office And Business Address	Blackwood Miners' Institute High Street Blackwood NP12 1BB
Trustee	Caerphilly County Borough Council Penallta House Tredomen Park Ystrad Mynach Hengoed CF82 7PG
Theatre Manager	Giles Ballisat
Independent Examiners	Grant Thornton UK LLP Chartered Accountants Cardiff

## TRUSTEE'S REPORT FOR THE YEAR ENDING 31 MARCH 2018

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### Introduction

On behalf of the trustees I am pleased to present our annual report together with the annual financial statement for the charity for the year ending 31 March 2018. The financial statements comply with the Charities Act 2011, the Objects of The Charitable Trust, and the statement of recommended practice – accounting and reporting by Charities FRS 102.

Blackwood Miners' Institute continues to present a programme of professional arts and entertainment, and be a resource for community and amateur organisations to create and present their own productions. The theatre also continues to provide a wide range of opportunities for people from all sectors of the community to take part in creative activities of their choice.

We acknowledge that we currently face challenging times; where local and regional engagement with the arts is traditionally low; the region has higher than average levels of deprivation, and all this against a backdrop of ever decreasing public funding. But despite this, our efforts to continue engaging audiences, developing new and innovative programme stands, and by working collaboratively and in partnership, prove that we have a very valuable role to play in the creative community.

I would like to thank our audiences and participants for your continued support and engagement, to our staff for their continued hard work and dedication, and to our partners and funders for their confidence and recognition of a quality arts programme.

Leader OR Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability and Wellbeing of Future Generations

on behalf of Cabinet as Trustees

## **Governance and Management**

Caerphilly County Borough Council is the sole corporate trustee for the charity.

Implementation of the organisation's aims and objectives and the day to day administration is undertaken by the Theatre Manager (employee), and the team which is overseen by the Head of Regeneration and Planning. Caerphilly utilises the greater London Provincial Job Evaluation process, and uses the nationally negotiated pay spine referred to as the National Joint Council for Local Government Services to determine the pay and remuneration of the charity's key management personnel.

## **Our Purpose and Activities**

Blackwood Arts Centre, also known as Blackwood Miners' Institute, formerly a miners' welfare institute paid for by the salaries of local miners, was refurbished as a community arts and entertainment venue in the early 1990's thanks to funding from the Welsh Office and Islwyn Borough Council. Today, Blackwood Miners' Institute (BMI) is a vibrant and professional theatre venue and registered charity, and one of the busiest in the South Wales Valleys. We present a programme of high quality professional, community and amateur art and entertainment for a wide range of audiences. We also provide a wide range of opportunities for people from all sectors of the community to take part in creative activities of their choice.

The purposes of the charity are set out in the building's binding objects in the charitable trust deed (October 1990). These are to:

- Promote, improve, develop, maintain and advance public awareness and participation in, and encourage an appreciation of the art and science of, music, dance, drama, literature and the visual arts.
- Promote, through appropriate activities, the education and training, mental and spiritual capacities of people who are unemployed, young people and pre-school children.
- Educate the public in the geography, history and architecture of the area and sets out the 'Stute's responsibility in safeguarding against drug and alcohol abuse.

Our current mission is:

To be the leading theatre within the South East Valleys, creating and presenting the highest quality professional and community arts, creating enriching, cultural experiences for a diverse range of audiences and participants.

Our current aims are:

- To contribute to the economic, cultural, and social regeneration of the region, and to help make Caerphilly County Borough a better place to live, visit, and work.

- To promote the arts in a positive and accessible way, to create a relaxed, friendly and welcoming atmosphere where audiences and participants can feel comfortable in attending the arts, and will want to attend more regularly.
- To ensure equality of provision by providing a diverse range of arts activity for a wide range of audiences and participants, ensuring that everybody has easy access to arts and culture.
- To work collaboratively and in partnership to ensure value for money and to find sustainable ways to improve the level of service offered to members of our local communities.

The strategies employed to achieve the charity's aims include:

- Presenting and producing a range of arts and entertainment events including drama, dance, comedy, and live music.
- Programming a balance of professional and amateur events; populist and commercial work which underpins the viability of the theatre and a cultural programme which is mostly supported by external grant funding from Arts Council Wales.
- Delivering a wide range of community workshops and classes, with a particular focus on children and young people, to provide opportunities for them to take part in the activity of their choice.

## **Public Benefit**

In shaping our aims and planning our activities for the year, we considered the Charity Commission's guidance on public benefit, including guidance on public benefit and fee charging. The Objects of the charity define the area of benefit as the inhabitants of the District of Islwyn and the surrounding districts (now Caerphilly County Borough).

The theatre relies on subsidy from Caerphilly County Borough Council and the income from fees and charges to cover its operating costs. In setting the level of fees and charges and concessions, we give careful consideration to the accessibility of the theatre to those on low incomes. We recognise that local and regional engagement with the arts is low; and the region has higher than average levels of deprivation. Our programme is carefully considered to ensure that everything is programmed with our community and audiences in mind.

## **The Arts Programme**

We presented 177 live performances and sold 34,924 tickets, compared to the previous year of 182 performances/33,816 tickets, being in increase in ticket sales of 3.3% on the previous year, following the previous year's increase of 7%.

This was the second year that we benefitted from Arts Council of Wales funding through its Arts Portfolio Wales funding grant. The funding allows us to programme high quality, engaging and entertaining work which helps to attract new audiences.

We continue to develop new drama audiences and we presented a number of high quality productions including Black RAT's ONE MAN, TWO GUVNORS, a co-production of JASON AND THE ARGONAUTS, a return visit of Rhodri Wyn Miles in BURTON, a powerful one-man play vividly presenting the life of the great Welsh actor Richard Burton in his own words. Award-winning theatre company New Old Friends presented CRIMES UNDER THE SUN, a four-handed comedy thriller with each actor playing multiple characters. Fio Theatre Company brought THE MOUNTAINTOP (Best New Play, Olivier Awards 2010) originally produced at The Other Room, Cardiff. A Taliesin Arts Centre and Theatre Pena Co-Production of WOMAN OF FLOWERS proved to be one of the highlights of the drama offer.

We presented our second site-specific production in the form of a sci-fi treasure hunt called PROJECT: OGGBOTS. This production, aimed at children aged 7+, combined immersive street theatre, interactive gaming and the basics of electronic engineering. The treasure hunt led the children around the streets of Blackwood solving clues and meeting mysterious characters which resulted in them being able to build their own Oggbot.

Family work continues to be popular at Blackwood and such productions have included THE TIGER WHO CAME TO TEA, POGGLE, A STRANGE NEW SPACE, POP! A MAGICAL COMEDY SHOW and LEAF BY NIGGLE. Ipdid Theatre presented A HEAD IN THE CLOUDS which was a tactile, interactive performance specially created for the youngest children and their grown-ups.

Heritage Opera returned with THE MAGIC FLUTE and we were once again pleased to be able to showcase local musical talent INTO THE ARK.

During 2017/18 we offered relaxed performances for POGGLE by Barrowland Theatre, TIDDLY PROM by Arts Active, TALES FROM THE TREES by Squashbox, A STRANGE NEW SPACE by Tessa Bide and JACK AND THE BEANSTALK. We continue to receive positive feedback regarding the relaxed performances.

During Dementia Awareness Week we worked with the Alzheimer's Society and presented a Dementia Friendly performance of ROSS LEADBEATER'S GREAT BRITISH SONGBOOK.

Welsh Language performances included Y CROCHAN UWD HUD by Theatr Sherman Cymru and CULHWCH AC OLWEN by Cwmni Mega Company.

For the second year running, we supported the WELSH INTERNATIONAL DOCUMENTARY FILM FESTIVAL by hosting three days of workshops, talks and seminars as well as gala screening of the shortlisted documentaries. Over the three days the festival - which was hosted in conjunction with the Maxime Cinema – over 550 people visited the festival.

Our Christmas pantomime, JACK AND THE BEANSTALK from Rainbow Productions, starring Owen Money, grossed over £155,000 being the highest gross box office income for any pantomime at Blackwood with ticket sales at 15,630.

BMI continued to present the ever-popular 'STUTE COMEDY NIGHTS which take place on the first Friday of most months in the Lower Bar. Three up-and-coming comedians provide two hours of comedy with an audience capacity of a hundred in a cabaret-style setting.

## **Co-Productions and Touring**

We continued our co-producing relationship with RCT Theatres. In spring 2017 we co-produced a brand new version of the classic legend JASON AND THE ARGONAUTS with RCT Theatres which, as well as playing Blackwood, toured to ten other venues across Wales.

We also continued our long-running successful co-producing relationship with Black RAT productions presenting Richard Bean's fast-paced and riotous farce, ONE MAN, TWO GUVNORS. After rehearsing and opening at Blackwood, it then went on tour, playing fourteen venues across Wales. Audience numbers were excellent across the whole tour and the production was well received by the press.

We once again supported 10 MINUTE MUSICALS which is a project that allows audiences an opportunity to see new musicals in development, written by aspiring musical theatre creators and run in association with Leeway Productions, who also ran a taster workshop for all artists, whether it be an hopeful writer, musician or composer.

BMI continued to develop KISS ME LIKE YOU MEAN IT by Chris Chibnall with a view to touring in 2019.

## **The Educational Programme**

Blackwood Miners' continues to deliver Blackwood Youth Dance, which consists of four contemporary dance groups between the ages of 5 and 14, as well as youth drama for ages 4 to 16. We also offer an adult drama group on a Monday evening. Performances included A GRAND DANCE FOR THE GRAND APPEAL which raised money for Wallace and Gromit's Grand Appeal.

The BMI Community Theatre Group goes from strength to strength catering from 5-year-olds to 14-year-olds who then have the opportunity to progress to the Caerphilly Youth Theatre as well as Caerphilly Youth Theatre's Welsh Language group.

## **Community and Amateur Events**

The BMI continues to support and encourage community and amateur groups. Blackwood Musical Theatre Society presented THE MAGIC OF THE MUSICALS where we are able to provide them with a professional venue in which to perform as well a welcoming and comfortable place to meet and rehearse. We also presented and supported performances from Mynyddislwyn Male Choir and Risca Male Choir.

CCBC Community Dance Festival 2017, which took place in July, was a success once again with over 200 young people from 8 dance schools in the Borough taking part across three nights. At the same time we also supported Janet Stephens Theatre Dance to present her annual dance school showcase. Both events are a fantastic opportunity for young people to perform – often for the first time – in a professional venue.

WINGS TO FLY, the annual drug awareness project promoted by Gwent Police and Caerphilly Crime Prevention Panel, was once again performed by Caerphilly Youth Theatre to all pupils in Year 6 in the County for the 23rd consecutive year playing to over 3370 children.

## **Financial Review**

We continue to work hard to increase our income generation especially during rising budget pressures. Caerphilly County Borough Council continues to support the Arts Service with subsidy that includes covering any operating deficit in BMI's accounts. No overspend or underspend is carried over from 2017/18.

Management at BMI has worked hard to increase ticket income through audience development, programme development and careful negotiation with the companies that are programmed. Ticket income was £302,315 for 2017/18 (a 9.9% increase on the previous year and 19.9% increase in the past two years).

It was our second year as part of the Arts Council's revenue funded portfolio. We received a grant of £129,376 that contributed to subsidising the artistic programme, funding our touring and co-productions, and assisting with the additional marketing and technical support that is required for our increased activity.

Secondary sources of income included bar and confectionary sales which contributed £13,449 net profit towards earned revenue. The management continues to work hard to ensure that sales on the bar and in confectionary are maximised.

Blackwood Miners' Institute has a number of rooms that are available to hire to commercial clients as well as community groups. In 2017/18 room hire contributed £41,937 to the income. This is an area that we will be trying to maximise in the future.

## **Reserves Policy**

In 2017-18, Blackwood Arts Centre (Blackwood Miners Institute) did not have a reserves policy, as any operational deficit is covered by the subsidy from Caerphilly County Borough.

## **Our Pricing Policy**

In setting our pricing policy we attempt to promote the arts in a positive and accessible way, and ensure equality of provision by providing a diverse range of arts activity for a wide range of audiences and participants. We aim to keep ticket prices as low as possible to ensure that everybody has easy access to arts and culture. This is balanced against the need to maximise income to ensure the charity's viability, where earned income makes up approximately 45% of the charity's turnover.

The average ticket yield in 2017/18 was **£8.67**

We offer concession prices on most of our live performances. Concessions are offered to the following:

- Senior Citizens
- Registered Unemployed
- Children
- Students
- School Children
- ICIS card holders
- Disabled People (with their Companions or Personal Assistants attending for free if required, under the Hynt Scheme)

Family discounts are also offered on all of our family productions.

We also offer workshop / ticket offers with any outreach work associated with incoming productions, so that young people attending a workshop receive a ticket for the performance, as an incentive to attend the theatre, thus breaking down barriers associated with theatre going.

## **Risk management**

The Charity has reviewed the major risks to the organisation and has systems and procedures in place to manage these risks. The charity analyses, manages and monitors risk in the following way:

1. Identify risk
2. Assess what impact risk would have on activity, outcome or objective
3. Score the risk according to likelihood and severity
4. Identify controls that need to be in place to avoid or minimise impact
5. Quarterly review of risk, assessing progress made and revising score if necessary

## **Trustee responsibilities**

The charity's trustee is responsible for preparing a trustee's annual report and financial statement in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102, the financial reporting standard applicable in the UK and Republic of Ireland.

Charity law requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**On behalf of the Trustee**

Leader OR Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability and Wellbeing of Future Generations

.....

..... (Date)

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BLACKWOOD ARTS CENTRE FOR THE YEAR ENDING 31 MARCH 2018**

### [Independent examiner's report to the trustees of Blackwood Arts Centre](#)

I report on the accounts of Blackwood Arts Centre for the year ended 31 March 2018, which are set out on pages 14 to 20.

Your attention is drawn to the fact that the charity's trustees have prepared the charity's accounts in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)' in preference to the Statement of Recommended Practice 'Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005)' issued in April 2005 which is referred to in the Charities (Accounts and Reports) Regulations 2008 but has been withdrawn. I understand that the charity's trustees have done this in order for the charity's accounts to give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

This report is made solely to the charity's trustees, as a body, in accordance with the Charities (Accounts and Reports) Regulations 2008 made under section 154 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed. The charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of Chartered Institute of Public Finance Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011; and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a comparison of the accounts with the accounting records kept by the charity. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no other matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 2011 Act;have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Barrie Morris  
Grant Thornton UK LLP  
Chartered Accountants  
9-11 Penhill Road  
Cardiff  
CF11 9UP  
Date:

## STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2018

### BLACKWOOD ARTS CENTRE

#### STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDING 31 MARCH 2018

			Total Funds 2016-17 £	Total Funds 2017-18 £
<u>Income from</u>				
	Other trading activities	A1	50,236.88	49,287.68
	Operation of theatre and arts centre	B2	758,311.60	792,457.94
<b>TOTAL INCOME</b>			<b>808,548.48</b>	<b>841,745.62</b>
<u>Expenditure on</u>				
	Other trading activities	A2	35,837.78	35,838.20
	Operation of theatre and arts centre	C3	758,401.07	800,810.51
	Expenditure on Charitable Activities (Governance Costs)	D	14,309.63	5,096.91
<b>TOTAL EXPENDITURE</b>			<b>808,548.48</b>	<b>841,745.62</b>
NET MOVEMENTS IN YEAR			0	0

**BLACKWOOD ARTS CENTRE****CONSOLIDATED BALANCE SHEET AS AT 31 MARCH 2018**

				Total Funds 2016-17 £	Total Funds 2017-18 £
<i>FIXED ASSETS</i>					
	Tangible assets		K	2,646,206.90	2,559,510.11
<i>CURRENT ASSETS</i>					
	Stock		H	2,658.30	4,656.85
	Debtors	ACW grant	I	0	0
		Other	I	13,670.11	2,912.03
	Total Current Assets			<b>16,328.41</b>	<b>7,568.88</b>
<i>LIABILITIES</i>					
	Creditors falling due within one year		J	<b>-91,088.73</b>	<b>-68,443.41</b>
<i>NET CURRENT LIABILITIES</i>					
				<b>-74,760.32</b>	<b>-60,874.53</b>
<i>TOTAL ASSETS LESS CURRENT LIABILITIES</i>				<b>2,571,446.58</b>	<b>2,498,635.58</b>
<i>CREDITORS FALLING DUE AFTER 1 YEAR</i>				<b>0</b>	<b>0</b>
<b>NET ASSETS</b>				<b>2,571,446.58</b>	<b>2,498,635.58</b>
<i>FUNDS OF THE CHARITY</i>					
Unrestricted funds					
	Designated property assets funds			2,646,206.90	2,559,510.11
	Designated stocks			2,658.30	4,656.85
	General fund			<b>-77,418.62</b>	<b>-65,531.38</b>
<b>TOTAL CHARITY FUNDS</b>				<b>2,571,446.58</b>	<b>2,498,635.58</b>

Cabinet on behalf of  
the Trustees

Signature

Date

<b>Statement of Cash flows</b>	<b>2016-17</b>	<b>2017-18</b>
	<b>£0</b>	<b>£0</b>
Net Cash Provided by Operating Activities	0	0
Net Cash Provided by Investing Activities	0	0
Net Cash Provided by Financing Activities	0	0
	<hr/>	<hr/>
Change in Cash and Cash Equivalents in the reporting period	0	0
Cash And Cash equivalents at the beginning of the reporting period	0	0
	<hr/>	<hr/>
<b>Cash And Cash equivalents at the end of the reporting period</b>	<b>0</b>	<b>0</b>

**A. INCOME FROM OTHER TRADING ACTIVITIES**

The Bar and Vending activities are only operable when charitable activities are taking place in Blackwood Arts Centre

SUMMARY TRADING ACCOUNTS

				<b>2016-17</b>	<b>2017-18</b>
				<b>£</b>	<b>£</b>
<b>Turnover</b>	Bar	1		24,222.34	22,601.06
<b>Cost of Sales</b>	Bar	2		-28,168.59	-27,084.31
<b>Net Profit/Loss</b>				<b>-3,946.25</b>	<b>-4,483.25</b>
<b>Turnover</b>	Vending	1		26,014.54	26,686.62
<b>Cost of Sales</b>	Vending	2		-7,669.19	-8,753.89
<b>Net Profit</b>				<b>18,345.35</b>	<b>17,932.73</b>
<b>Total funds generated for charity</b>				<b>14,399.10</b>	<b>13,449.48</b>
<b>Current assets (Stock)</b>	Bar	3		2,658.30	4,656.85
	Vending	3		0	0
				<b>2,658.30</b>	<b>4,656.85</b>
<b>B. INCOME FROM CHARITABLE ACTIVITIES</b>					
				<b>£</b>	<b>£</b>
Gross Income	Shows, Concerts			275,118.61	302,315.36
	Workshops			9,059.35	8,741.00
	Room Hires			48,862.99	41,937.01
	<i>Subtotal: Admission charges and programmes</i>			<b>333,040.95</b>	<b>352,993.37</b>
	Programme Support grant, Arts Council			125,000.00	129,376.00
	Subsidy from Local Authority			300,270.65	310,088.57
	Subtotal			<b>425,270.65</b>	<b>439,464.57</b>
<b>Total income from Charitable Activities</b>		2		<b>758,311.60</b>	<b>792,457.94</b>

**C. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>2016-17</b>	<b>2017-18</b>
	<b>£</b>	<b>£</b>
Artists fees	286,666.87	290,340.13
Production expenses	143,511.88	121,619.30
Box Office & Front of House	30,408.92	36,879.66
Promotion and marketing	89,174.26	86,011.32
Central Premises costs	69,011.08	155,135.25
Support Costs	128,473.06	99,560.59
Education (Workshops)	11,155.00	11,264.26
	<b>758,401.07</b>	<b>800,810.51</b>

3

**D. ANALYSIS OF SUPPORT COSTS**

	<b>2016-17</b>	<b>2017-18</b>
	<b>£</b>	<b>£</b>
Manager Operations	35,238.54	8,387.63
Manager Governance	8,809.63	2,096.91
Deputy Manager	40,951.99	45,064.92
Duty Managers	26,146.99	24,633.85
Admin Officer	24,500.55	21,135.72
Travel	1,634.99	338.47
Examination Fee	5,500.00	3,000.00
	<b>142,782.69</b>	<b>104,657.50</b>

**E. RELATED PARTY TRANSACTIONS**

	<b>2016-17</b>	<b>2017-18</b>
	<b>£</b>	<b>£</b>
Caerphilly County	300,270.65	310,088.57
Borough Council	125,000.00	129,376.00
Arts Council for Wales	<b>425,270.65</b>	<b>439,464.57</b>

All the above funding was received to enable the charity to carry out its charitable objectives and have been included in the



**J. CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2016-17</b>	<b>2017-18</b>
	<b>£</b>	<b>£</b>
Salary arrears	-5,980.31	-204.14
Arts Council clawback	0	0
Receipts in advance	-23,838.09	-16,057.41
Water bill	-700.00	-700.00
Gas bill	-700.00	-1,270.14
Electric bills	-1,250.00	-2,134.46
PRS Licences	-1,200.00	-1,200.00
Other creditors	-56,779.25	-46,877.26
Bar purchases	-641.08	0
	<b>-91,088.73</b>	<b>-68,443.41</b>

**K. Analysis of Movement in Fixed Assets**

	<b>Freehold land and Buildings 2016-17</b>	<b>Freehold land and Buildings 2017-18</b>
	<b>£</b>	<b>£</b>
Balance brought forward April	2,736,000.00	2,646,206.90
<i>Depreciation</i>	89,793.10	86,696.79
Net Revaluation	0	0
Balance carried forward March	2,646,206.90	2,559,510.11

K

## **K. REVALUATION OF FIXED ASSETS**

Valuations are undertaken mainly by CCBC's Corporate Property Department.

The staff are members of the Royal Institute of Chartered Surveyors (RICS) The valuations are carried out over a five year rolling programme.

Depreciation is charged on a straight line basis over a designated useful economic life. No depreciation is charged in the year of revaluation.

## **L. ACCOUNTING POLICIES APPLIED TO THESE ACCOUNTS**

The accounts for Blackwood Arts Centre are drawn up under the accounting policies of Caerphilly County Borough Council.

**i.** All incoming resources are accounted for when the charity has entitlement to the funds, certainty of receipt, and the amount is measurable.

Where income is received in advance for a performance or other specified service it is deferred until the charity is entitled to that income (Receipts in advance at year end)

**ii.** All resources expended are recognised once there is a legal or constructive obligation to make a payment to a third party.

Cost of generating funds comprise the cost of trading for the bar and vending

Charitable activities include the costs of performances, exhibitions and other educational activities undertaken to further the purposes of the charity

Governance costs represent those costs of the strategic management of the charity and of complying with constitutional and statutory requirements, this includes the independent examination fee.

**iii.** Support costs are those costs which have not been directly allocated to an activity of the charity but nevertheless support those activities, these costs have been allocated between charitable activities and governance costs as per note D.

**iv.** Stock is included at the lower of cost and net realisable value

**v.** Employees of the charity are entitled to join the Local Government Pension Scheme, which is funded by contributions from employee and employer. This is managed in accordance with the Local Government Pension Scheme regulations.

**vi.** The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005, which has since been withdrawn.

**On behalf of the Trustee**

**Head of Corporate Finance**

.....

.....

**(Date)**



## CABINET SITTING AS TRUSTEE OF THE NINE MILE SCHOLARSHIP FUND AND THE JOHN EDWARDS MEMORIAL FUND 16<sup>TH</sup> JANUARY 2018

**SUBJECT: NINE MILE SCHOLARSHIP FUND AND THE JOHN EDWARDS  
MEMORIAL FUND CHARITIES**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE  
SERVICES**

### 1. PURPOSE OF REPORT

- 1.1 To seek a resolution to amend the rules of the Nine Mile Scholarship Fund and the John Edwards Memorial Fund (“the Charities”).

### 2. SUMMARY

- 2.1 Following the closure of the former Oakdale and Pontllanfraith Comprehensive Schools, the objects of the Charities can no longer be applied for their original purposes. The Council by its Cabinet sitting as a corporate trustee is required to pass a resolution altering the objects of the Charities so that the charitable funds may in the future be applied for the benefit of pupils attending the newly opened Islwyn High School, which has replaced the former Oakdale and Pontllanfraith Comprehensive Schools.

### 3. LINKS TO STRATEGY

- 3.1 To act as Trustee for the Charities and, in that capacity, to consider all matters in connection with the objectives of those trusts.

### 4. THE REPORT

- 4.1 The John Edwards Memorial Prize Fund was set up in accordance with the wishes of Mrs J Edwards, the widow of the former headmaster of Oakdale Comprehensive School. A sum of £200 was received from Mrs Edwards on the basis that the interest received be utilised in the award of a prize to present annually to a pupil or pupils of Oakdale Comprehensive who have made good academic progress and shown themselves worthy of merit. The current balance of the fund is £1,176.
- 4.2 In 1966 the Monmouthshire Education Committee received a sum of £500 from the Nine Mile Point Lodge of the National Union of Mineworkers for the express purpose of setting up the Nine Mile Point Scholarship. Initially intended for the pupils of Ynysddu County Secondary School it was passed on to Pontllanfraith Comprehensive School as a result of education re-organisation by a decision of the Gwent County Council made in December 1975. In accordance with the wishes of the Nine Mile Point Lodge the income of the Scholarship Fund

was to be utilised for the purchase of books or equipment for those who proceed to further education or who enter into professional or industrial training. The current balance of the Fund is £1,279.

- 4.3 Often, due to the passage of time, charitable objects can fail because their original purpose no longer exists. The John Edwards Memorial Prize Fund and Nine Mile Point Scholarship charities presently exist for the benefit of pupils attending Oakdale and Pontllanfraith Comprehensive Schools, which were closed on 24<sup>th</sup> July 2017. It is the duty of the Council as Trustee to seek to change the governing documents of its Trusts to ensure the continuing effectiveness of those charities.
- 4.4 The objects contained in the governing documents of the Charities will therefore need to be changed to ensure the Charities can continue to operate. Where this is necessary, it is a principle of charitable law that any new charitable objects are as similar as possible to the original purposes of the Charities. Since the new Islwyn High School has been established as a replacement secondary school for those pupils who would have attended either Oakdale or Pontllanfraith schools, it is proposed that the objects of the Charities be amended to apply to Islwyn High School.
- 4.5 How charity trustees achieve changes to their objects depends upon the nature of the change, the size and structure of the charity, the governing document of the charity or the availability of statutory powers. Both the John Edwards Memorial Prize Fund and Nine Mile Point Scholarship are unincorporated charities with incomes of less than £10,000 and do not hold within their assets any 'designated land'. The Charities' objects may therefore be changed if the governing document contains a power of amendment for such purposes. In those circumstances, charity trustees may make a resolution bringing the change to its objects, which comes into effect immediately on the passing of the resolution.
- 4.6 In the event that an unincorporated charity with income of £10,000 or less does not have power to change its purpose in its governing document, charity trustees may then rely upon the statutory power contained in Sections 275 - 280 of the Charities Act 2011. If the statutory power to amend a charity's purpose is relied upon instead, notice of the making of the resolution must be given to the Charity Commission and the resolution does not take effect until a period of 6 months has expired, unless the commission has within that period objected to the resolution.
- 4.7 Following an examination of the Charities' governing documents it would seem that both Charities have wide powers to alter their rules to update the charitable purposes without reliance upon the statutory powers contained in the Charities Act 2011. When making any change to the Charities' Rules, the Trustees must consider whether the original donors' intentions for the charity will be met.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 The Council is a corporate Trustee for the Charities and any decision arising from this report is made in its capacity as a Trustee not as a local authority. Charity Trustees must act in the best interests of the charity in meeting its charitable objectives.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 There are no equalities implications arising from this report.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 Without making a formal resolution to amend the Charities' objects, the Council will be unable to award future funds in accordance with the original donors' wishes.

## **8. PERSONNEL IMPLICATIONS**

8.1 There are no personal implications arising out of this report.

## **9. CONSULTATIONS**

9.1 There are no consultation responses that have not been reflected in this report.

## **10. RECOMMENDATIONS**

10.1 To resolve that the rules of the John Edwards Memorial Prize Fund be amended as follows: -

10.1.1 That the Prize Fund continues to be administered by the Council's Cabinet sitting as corporate trustee.

10.1.2 That the income of this charity be utilised in the award of a prize to a pupil or pupils of Islwyn High School that reside in the catchment area of the former Oakdale Comprehensive School who have shown good academic progress and worthy of merit.

10.1.3 The award of a prize or prizes shall be made by the Chief Education Officer upon the recommendation of the Headteacher.

10.2 To resolve that the rules of the Nine Mile Point Lodge Scholarship be amended as follows: -

10.2.1 That the Scholarship continues to be administered by the Council's Cabinet sitting as corporate trustee.

10.2.2 The income of the Scholarship Fund be utilised annually for the purchase of books or equipment for the pupils of Islwyn High School who reside in the villages of Ynysddu and Cwmfelinfach.

10.2.3 The award of the scholarship or scholarships will be made in September each year by the Chief Education Officer upon the recommendation of the Headteacher.

## **11. REASONS FOR THE RECOMMENDATIONS**

11.1 To ensure that the Charities continue to operate effectively and are applied to the new Islwyn High School.

## **12. STATUTORY POWER**

12.1 Powers to amend the Charities objects are contained in the Trust Documents without recourse to the statutory powers contained in the Charities Act 2011. This power is exercised via the Council's Cabinet sitting as a corporate trustee.

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Richard Edmunds, Corporate Director for Education and Corporate Services  
Keri Cole, Chief Education Officer  
Nicole Scammell, Head of Corporate Finance and S151 Officer  
Robert Tranter, Head of Legal Services and Monitoring Officer

Richard Crane, Senior Solicitor  
Stephen Beale, Financial Development Officer, Corporate Services