

Public Document Pack

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



www.caerphilly.gov.uk
www.caerffili.gov.uk

For all enquiries relating to this agenda please contact Madia Afzal
(Tel: 07738 263933 Email: afzalm@caerphilly.gov.uk)

Date: 8th June 2022

To Whom It May Concern,

A multi-locational meeting of the **Cabinet as Trustees of Blackwood Miners Institute** will be held in Penallta House and via Microsoft Teams on **Wednesday, 15th June, 2022 at 3.00 pm** (or immediately following the meeting of Cabinet) to consider the matters contained in the following agenda. Members of the Public or Press may attend in person or at Penallta House or may view the meeting live via the following link: <https://civico.net/caerphilly>. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided on request.

This meeting will be live streamed and a recording made available to view via the Council's website, except for discussions involving confidential or exempt items. Therefore the images/audio of those individuals present and/or speaking at Cabinet will be publicly available to all via the recording on the Council website at www.caerphilly.gov.uk

Yours faithfully,

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

Christina Harrhy
CHIEF EXECUTIVE

AGENDA

Pages

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

A greener place Man gwyrdach



Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat

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.

To approve and sign the following minutes:-

- | | | |
|---|-------------------------------------------------------------------------------|--------|
| 3 | Cabinet as Trustees of Blackwood Miners' Institute held on 26th January 2022. | 1 - 4 |
| 4 | Blackwood Miners' Institute Update Report. | 5 - 10 |

Circulation:

Councillors C. Andrews, S. Cook, Miss E. Forehead, N. George, Ms P. Leonard, C. Morgan, S. Morgan, J. Pritchard, J. Simmonds and Mrs E. Stenner

And Appropriate Officers

HOW WE WILL USE YOUR INFORMATION

Those individuals that attend committee meetings to speak/give evidence will be named in the minutes of that meeting, sometimes this will include their place of employment or business and opinions expressed. Minutes of Meetings including details of speakers will be publicly available to all via the Council website at www.caerphilly.gov.uk. except for discussions involving confidential or exempt items.

You have a number of rights in relation to your information, including the rights of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please view the [Full Committee Meetings Privacy Notice](#) on our website or contact Legal Services by email griffd2@caerphilly.gov.uk or telephone 01443 863028.



CABINET AS TRUSTEES OF BLACKWOOD MINERS' INSTITUTE

MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS ON WEDNESDAY, 26TH JANUARY 2022 AT 11:50AM

PRESENT

Councillor P. Marsden – Chair

Councillors:

S. Cook (Social Care and Housing), N. George (Waste, Public Protection and Street Scene), C. Gordon (Corporate Services), J. Pritchard (Infrastructure and Property), A. Whitcombe (Sustainability, Planning and Fleet) and R. Whiting (Learning and Leisure).

Together with:

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

Also in attendance:

R. Tranter (Head of Legal Services and Monitoring Officer), S. Harris (Head of Financial Services & S151 Officer), A. Bolter (Visitor Economy and Destinations Manager), R. Kyte (Head of Regeneration and Planning), M. Harris (Committee Services Support Officer/Chauffer), M. Afzal (Committee Services Officer) and E. Sullivan (Senior Committee Services Officer).

RECORDING AND VOTING ARRANGEMENTS

The Leader reminded those present that the meeting was being filmed but would not be live streamed, however a recording would be available following the meeting via the Council's website – [Click Here To View](#). She advised that decisions would be made by Microsoft Forms.

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Mrs E. Stenner.

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 - 27TH OCTOBER 2021.

RESOLVED that the minutes of the meeting held on 27th October 2021 be approved and signed as a correct record.

4. BLACKWOOD MINERS' INSTITUTE ANNUAL REPORT AND STATEMENT OF ACCOUNTS 2020/2021.

Consideration was given to the report which provided an update on the operational activities and financial position of Blackwood Miners' Institute for the financial year ending 31st March 2021.

The Cabinet Member for Learning and Leisure introduced the report. It was stated that the local authority, acting as sole corporate trustee were required to operate the charity in accordance with the governing document, and that it was legally obliged to account for the charity's finances in accordance with the Charity Act 2011. Cabinet as Trustees of Blackwood Miners' Institute were called on 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.

It was stated that due to COVID 19 restrictions in relation to entertainment venues, the Institute had been closed for some time and this had negatively affected the artistic output and financial income. The Cabinet Member for Learning and Leisure provided clarification on the matter of concern that was raised by Audit Wales in their Independent Examiners report to the 2020-21 Financial Statements. The Cabinet Member confirmed that the matter pertained to the treatment of the Cash and Cash Equivalent figures reported in the balance sheet. Members were referred to paragraphs 9.5 and 9.6 of the report for further details.

The Head of Financial Services & S151 Officer was called on to provide further clarification on the cash and cash equivalent figures reported in the balance sheet. The Officer explained that financial transactions for Blackwood Miners' Institute were processed in-line with other Council transactions, through the Council's General Ledger. However, the Blackwood Miners' Institute would be listed as a separate entity moving forward, and it was hoped that this would address the concern. The Officer confirmed that Audit Wales had been consulted and that they were happy for the Authority to proceed with this approach.

Discussions centred around the Advisory Group and the recruitment of Independent Members. The Cabinet Member for Social Care and Housing sought clarification on the recruitment process for Independent Members and asked what would happen if the team were unable to recruit volunteers. The Officer felt that as arrangements hadn't been put in place for the recruitment process the level of response could not be anticipated at this time. The Officer advised Members that though the recruitment of volunteers was challenging, success could be achieved through individuals who were willing to offer their time, and it was hoped that a marketing campaign would attract new volunteers.

The Officer provided an update on the Institute's current financial situation as well as what they were hoping to achieve going forward. The Officer was pleased to confirm that the Institute was on target to achieve the level of income it had enjoyed in 2019 and the Team were commended for their efforts.

The Officer updated Members on staffing and confirmed that the vacant Manager post had been successfully recruited to and the Candidate would take up post in February 2022. The Institute would also welcome a new Marketing Officer as the post had been vacant since September 2021. The Officer confirmed that the Institute had plans in place to welcome two young people as part of the Kick Start scheme. The young people would take up posts for a period of six months and would assist the Institute with its online marketing. This was seen as an exciting opportunity for both the individuals and for the Blackwood Miners Institute. Cabinet Members were pleased to note the opportunity for young people via the Kick Start programme and thanked the Officer for all the work being done by the Blackwood Miners Institute Team in bringing this valuable community resource

back into the forefront. Cabinet acknowledged that there may still be some public reservation about returning to entertainment venues but were confident that the exciting new appointments and programme plans would have a positive impact and result in increasing visitor numbers.

Following consideration and discussion, it was moved and seconded that, the recommendation in the report be approved. By way of electronic voting this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report: -

1. The contents of the Annual Report and audited Statement of Accounts for Blackwood Miners' Institute, for the financial year 2020/2021 be considered, noted, and endorsed.
2. The establishment of an Advisory Group be approved.

The meeting closed at 12.05pm.

CHAIR

This page is intentionally left blank



CABINET AS TRUSTEES OF BLACKWOOD MINERS' INSTITUTE – 15TH JUNE 2022

SUBJECT: BLACKWOOD MINERS' INSTITUTE UPDATE REPORT

REPORT BY: CORPORATE DIRECTOR FOR ECONOMY AND ENVIRONMENT

1. PURPOSE OF REPORT

- 1.1 To provide Cabinet as Trustees a progress report on the artistic and operational activity at Blackwood Miners' Institute, and to update the Trustees regarding the Advisory Board process.

2. SUMMARY

- 2.1 Blackwood Miners' Institute (BMI) reopened in February 2022 following a long period of closure during the Covid-19 pandemic. As a result, BMI's income and artistic output has been impacted and it is still in a recovery phase. Covid-19 restrictions have now been lifted but it is not clear as yet whether audience and participant numbers will recover or how people feel about returning to the theatre.
- 2.2 The recruitment for an Advisory Group has been advertised and the deadline for expressions of interest was 3rd June 2022.

3. RECOMMENDATIONS

- 3.1 It is recommended that Cabinet as Trustees consider, note, and endorse the contents of this report.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 This report is intended to keep Cabinet as Trustees aware of artistic activity and operations at Blackwood Miners' Institute.

5. THE REPORT

Recovery Period following Covid-19

- 5.1 Blackwood Miners' Institute reopened to the public in February 2022 with family theatre show *The Girl Who Couldn't Pretend*. Since then, BMI have held 23 performances, ranging from live music to community showcases. Generally, audience numbers have been higher than expected with an average of 60% capacity per performance. Attendance is not yet at pre-pandemic levels, but is gradually rebuilding.
- 5.2 Classes and other engagement work have also restarted. BMI experienced a significant decline in the number of participants following the pandemic and officers are dedicating time, energy, and resources to promoting the classes programme in order to boost numbers and connect with new people.
- 5.3 Now that BMI is open, staff are working mostly from the building, but are continuing to follow social distancing and hygiene advice to prevent the spread of Covid-19. Staff are advised to work from home and test if they show any symptoms.
- 5.4 Despite restrictions being lifted, BMI continues to implement the following measures to keep the public safe:
- A one-way system around the building.
 - Increased cleaning regime.
 - Hand sanitiser provided throughout the building.
 - Staff testing regularly and advised to stay home if they show symptoms.

These measures are reviewed monthly or on the announcement of updated guidance from Welsh government. There have been very few reported instances of Covid-19 in the building.

Financial Impact of Covid-19

- 5.5 Table 1 compares the actual income for 2021-22 with the original budget forecast at the start of the financial year.

Table 1: income 2021-22

	Original budget forecast (£)	Out-turn for 2021-22 (£)	Difference (£)
Income (ticket sales)	213,200	202,393	-10,806.56
Income (bar sales)	33,000	5,709.65	-27,290.35
Income (hires)	37,000	17,667.88	-18,782.12
Income (vending)	18,500	14,483.17	- 4,016.83

The restrictions throughout 2021/22 clearly had a significant impact on BMI's ability to generate income through ticket sales, bar sales and hire charges.

- 5.6 BMI have continued to receive support from Arts Council Wales during this period but have not benefitted from any NNDR or loss of income grants this financial year. Ticket sales and secondary spend income is likely to increase now that BMI is fully open and delivering activity, but it will take time to recover financially. Officers are keen to diversify BMI's income streams and identify other sources of funding.

Staffing changes

- 5.7 Eloise Tong, the new Theatre and Arts Service Manager started on 1st February 2022 to replace Marina Newth who left in October 2021. Eloise has confirmed the artistic programme for 2022 and has settled in well.
- 5.8 Craig Clark joined Blackwood Miners' Institute on 1st March 2022 as the new Marketing Officer having transferred from another Caerphilly Council team. Craig has already begun to implement a new marketing strategy for BMI and is also providing some marketing support to the other destinations, namely Llancaiach Fawr, Coffi Vista and Cwmcarn Forest. Craig is managing Lacey Read who joined BMI as part of the Kickstart Scheme to provide digital marketing support.
- 5.9 BMI are currently recruiting a third Technician and maternity cover for the Arts Development Officer who is going on maternity leave from July 2022.

Local members

- 5.10 Blackwood Town Council have recently started meeting again following the pandemic. The Theatre and Arts Service Manager has reached out to the Clerk to arrange a meeting so that BMI and the Town Council can resume their collaborative and positive working relationship.
- 5.11 The Theatre and Arts Service Manager will also arrange a meeting with Blackwood Miners' Institute's 3 local Councillors: Cllr Nigel Dix, Cllr Kevin Etheridge and Cllr Andrew Farina-Childs now that the local elections are complete.

Artistic Activity and Programme

- 5.12 BMI has continued to deliver high quality performances, projects and support to artists and companies during this challenging period as follows:
- **Autumn 2021 Season** – the Autumn 2021 season was cut short due to Covid-19, but 11 events from Cardiff Philharmonic Orchestra to the annual pantomime were delivered.
 - **Spring 2022 Season** – BMI reopened in February 2022 and 31 performances are planned for this season including Ed Byrne, Lipstick on your Collar and the annual CCBC Dance Showcase. So far, attendance figures have been higher than anticipated.
 - **The Invisible Man** – an adaptation of HG Wells' sci-fi horror and co-produced by BMI and Black Rat Productions, BMI supported a residency in February 2022 and a sharing to an invited audience. The feedback received was outstanding. The performance is due to premiere at BMI in October 2022 and will then tour to 16 locations across Wales.
 - **Trwbwl Mawr yn Tremyglyd** – following a successful first phase R&D, BMI is supporting a second phase R&D in September 2022 which will culminate in a sharing to an invited audience. This is an original Welsh language script written by Chris Harris with original music from Mari Mathias.
 - **Lasso the Moon** – BMI are supporting the development of a family theatre show by Leeway Productions told in Welsh, BSL and English. The second phase R&D will take place in October 2022.
 - **Summer 2022** – BMI is delivering 2 outdoor performances in August 2022. The Rascally Diner at Llancaiach Fawr and Great Insect Games at Cwmcarn Forest. Outdoor workshops and live music are also planned.
 - **Autumn 2022** – there are 27 performances planned for Autumn 2022 ranging from family theatre to classical music. The BMI comedy nights are also to be

relaunched once a month in the lower bar. The full programme will launch in July 2022.

- **Classes** – in partnership with Arts Development, BMI have relaunched the classes programme to provide dance and drama classes for all ages plus Tea Dance and Dance for Parkinson's.
- **Workshops** – as part of the Autumn 2022 season BMI are offering one-off workshops led by professional artists, sharings and Q&As.

Arts Development Priorities 2022-23

Wellbeing

- 5.13 During Covid-19, Arts Development made connections to the integrated wellbeing networks and have secured Arts Council funding to develop community-led projects that tackle local wellbeing issues in New Tredegar, Bargoed, Risca and Rhymney. Other work includes Dance for Parkinson's, intergenerational work with care homes and moving in nature. In addition, a county-wide Arts & Health network is being developed that will eventually see GP referrals to projects run by Arts Development and organisations around the county borough.

Regeneration

- 5.14 In addition the Arts Development Team have worked with the Aber Valley to secure funding that uses creativity to engage with the community for projects that bring people together and address local issues. This is an 18-month project that looks at both physical and community regeneration. The Team are also supporting work that develops the look and increases the footfall of town centres with an initial focus on Bargoed and possibly Rhymney by working with communities and local business.

Creating opportunities

- 5.15 In partnership with BMI, the Arts Development Team will develop theatre provision across all age ranges and connect the work with Its My Shout films that will give opportunities for people to work in TV. The Team have a drama apprentice who will coordinate this work that has seen several people go on to get paid work within the industry. The Team have created a National Arts & Education Network which is delivering high quality training for teachers in the new curriculum with courses developed according to need. A number of young writers' squads have been set up to create opportunities for talented writers to get support in developing their writing and career possibilities.

Advisory Group

- 5.16 The recruitment for the Advisory Group was advertised in April 2022 and the deadline for applications is 3rd June 2022. Applicants have been asked to submit a short expression of interest outlining their skills and experience and their interest in the position. The next step is an informal conversation with the Theatre and Arts Service Manager to find out more about the candidates followed by a more formal discussion with several members of the team.
- 5.17 BMI are hoping to engage between 8 and 10 Advisory Board members to ensure a diverse range of views is represented.

Conclusion

- 5.18 Despite the severe impact of the pandemic, BMI have continued to deliver high quality projects, performances and support. BMI's recovery will inevitably take time. The Team remain committed to diversifying BMI's income streams to reduce the subsidy.
- 5.19 The introduction of an Advisory Group will help the team tackle some of these key issues and ensure that the BMI becomes a more sustainable and resilient charitable organisation.

6. ASSUMPTIONS

- 6.1 It is assumed that financial pressure as a result of the pandemic, Brexit, the war in Ukraine and the cost-of-living crisis will continue to impact on audiences and participants disposable income as well as local authority budgets. Therefore, BMI will need to focus on increasing income generation and reducing running costs where possible.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 This report is for **Information Only** so a completed IIA is not required.

8. FINANCIAL IMPLICATIONS

- 8.1 The final out-turn for 2021-22 shows an underspend of £51,252.56. However, BMI also saw a reduction in earned income as outlined in table 1 above. This underspend is largely due to reduced running costs with severe staffing shortages and the building being closed for the majority of the financial year. BMI expenditure is therefore likely to increase in 2022-23.

9. PERSONNEL IMPLICATIONS

- 9.1 Apart from the vacant Technician role, there is a full team at Blackwood Miners' Institute that will ensure that it operates smoothly and efficiently.

10. CONSULTATIONS

- 10.1 The comments from consultees are included in this report.

11. STATUTORY POWER

- 11.1 Charities Act 2011, Local Government Act 1972 and the Trustees Act 1925.

Author: Eloise Tong, Theatre and Arts Service Manager, tonge@caerphilly.gov.uk

Consultees:

- Christina Harray, Chief Executive – harrhc@caerphilly.gov.uk
- Mark S Williams, Corporate Director for Economy and Environment - willims@caerphilly.gov.uk
- Cllr Jamie Pritchard, Cabinet Member for Prosperity, Regeneration and Climate Change - jamespritchard@caerphilly.gov.uk
- Stephen Harris, Head of Financial Services & S151 Officer – harrisr@caerphilly.gov.uk
- Rob Tranter, Head of Legal Services & Monitoring Officer – trantrj@caerphilly.gov.uk
- Lynne Donovan, Head of People Services – donoval@caerphilly.gov.uk
- Dave Roberts, Principal Group Accountant – roberda@caerphilly.gov.uk
- Rhian Kyte, Head of Regeneration and Planning – kyter@caerphilly.gov.uk
- Allan Dallimore, Regeneration Services Manager – dallia@caerphilly.gov.uk
- Antony Bolter, Visitor, Economy and Destinations Manager – boltea@caerphilly.gov.uk