



CABINET AS TRUSTEES OF BLACKWOOD MINERS INSTITUTE – 18TH JANUARY 2017

**SUBJECT: BLACKWOOD MINERS' INSTITUTE ANNUAL REPORT AND
STATEMENT OF ACCOUNTS 2014/2015 AND 2015/2016**

REPORT BY: CORPORATE DIRECTOR COMMUNITIES

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 years ending 31st March 2015 and 31st March 2016.

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 13th 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 27th 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 the 2014/2015 and 2015/2016 financial years are included as appendices 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 15th 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 13th 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 2014/2015 and 2015/2016 financial years are appended 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 Reports and Statement of Accounts will be submitted to the Charity Commission as part of the annual return.
- 4.7 The Annual Report for 2015/2016 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 Reports also provide detail of the pricing policies operated and a financial review in support of the detailed Statements of Accounts. As noted in the Annual Reports and detailed in the Statements of Accounts, Caerphilly County Borough Council provides an annual financial subsidy to the Blackwood Miners' Institute which has been reducing in recent years from £365,279 in 2013/2014, to £329,844 in 2014/2015 and £295,030 in 2015/2016. It is anticipated that there could be further future reductions in subsidy as part of the Council's MTFP (Medium Term Financial Plan). The Council's Improving Services Programme includes a project (ISP5) which aims to evaluate options to reduce the deficit at Blackwood Miners Institute, including a review of the operating model for Blackwood Miners Institute. There will be a further report on the findings and recommendations of the project (ISP 5) which will be presented to the Trustee upon completion.

- 4.9 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 2015-16 was £249,767 (an increase of 25% on the previous year). The Bar which only operates when there are events in the building also generated a profit of just over £4,300 towards the aims of the charity and to improve financial viability.
- 4.10 Finally the Annual Reports outline plans for the future, including the inclusion of the BMI in the Arts Council Wales Arts Portfolio Wales (APW) which has resulted in additional Arts Council grant funding to programme additional events, increase marketing and technical capacity, develop more off-site artistic programmes to increase audience participation, develop a new website and box office ticketing system, programme more accessible performances and increase the number of BSL/audio described/captioned/relaxed performances and join the Wales Millennium Centre's joint apprenticeship scheme.

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 2014/2015 and 2015/2016 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 years 2014/2015 and 2015/2016.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 In order for the local authority to account and report on the charity in accordance with the requirements of the Charity Act 2011.

11. STATUTORY POWER

- 11.1 Charities Act 2011 and Local Government Act 1972

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E – Mail eedyp@caerphilly.gov.uk

Consultees: Cllr Ken James, Cabinet Member Regeneration, Planning & Sustainable Development
Christina Harry Corporate Director, Communities
Steve Harris, Interim Head of Corporate Finance
Gail Williams, Interim Head of Legal Services
Sharon Casey, Theatre & Arts Service Manager
Dave Whetter, Project Manager
Paul Hudson, Destination and Events Manager
Andrew Southcombe, Finance Manager Corporate Services
Veronica Simmonds, Finance Technician

Background Papers and Links to other Documents:

Report by Corporate Director of Communities -

Cabinet as Trustees of Blackwood Miners' Institute 27th July 2016 - Charitable Status of Blackwood Miners' Institute

Appendices:

- Appendix 1a Blackwood Miners' Annual Report and Statement of Accounts for the year ending 31st March 2016
- Appendix 1b Blackwood Miners' Annual Report and Statement of Accounts for the year ending 31st March 2015

BLACKWOOD ARTS CENTRE

(Also known as Blackwood Miners' Institute)

Report and Financial Statements

Year ending 31 March 2016

Charity Number 1000905

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

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CHARITY AND ADMINISTRATIVE INFORMATION

Name of Charity	Blackwood Arts Centre
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	Sharon Casey
Independent Examiners	<i>{To Be Inserted}</i>

TRUSTEE'S REPORT FOR THE YEAR ENDING 31 MARCH 2016

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 2016. 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 FRS102

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.

In 2015/16 we saw many great achievements at the Arts Centre; winning a theatre of the year award, becoming the first accredited Dementia Friendly Theatre in Wales, and being successfully included in the list of 67 organisations in the new portfolio of revenue funded organisations that Arts Council Wales will fund from April 2016 onwards (and one of only four new organisations to do so).

In 2015/16 we also saw a record number of attendances for our live events programme, with 14,600 visitors attending our pantomime over the Christmas period alone. Our focus on programming exciting and high quality events for children, young people and families continues to develop, demonstrating that we are a leading venue in this field.

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 Cabinet Member for Regeneration & Planning, CHAIR}

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 Manger (employee), and her team which is overseen by the Interim 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.

Achievements and Performance

In October 2015 Blackwood Miners' Institute was awarded THEATRE OF THE YEAR at the V Awards, as voted by readers of Voice Magazine. The award shows that BMI is recognised for its high quality and varied programme, with something for everyone, and a commitment to raising the profile of the arts and creativity in the region.

In March 2016, Blackwood Miners' Institute became the first accredited Dementia Friendly Theatre in Wales. The accreditation was awarded following several months of close partnership working with the Alzheimer's Society to ensure that the theatre complies with the high standards required to receive such prestigious status.

In 2015 Arts Council of Wales (ACW) carried out an investment review of its revenue funded organisations. In September it was announced that Blackwood Miners' Institute was successful in its application, and will be included in the list of 67 organisations included in the ARTS PORTFOLIO WALES (APW) which will receive revenue funding from ACW from April 2016 onwards.

Following the completion of the refurbishment of BMI new branding was developed to refresh the image of the 'Stute in line with the improved facilities and increasing our profile. Following a short consultation period, our new logo was selected and launched in January 2016.

We were awarded £11,000 by Arts Council of Wales to carry out an 'Our Space' research project to investigate the barriers to attendance by family audiences from deprived areas. The project allowed us to carry out research and focus groups with families engaged in the Family First programmes in Caerphilly and Rhondda Cynon Taff. The results of the research will enable us to look at making our theatre and programmes more accessible to families in the future.

The Arts Programme

We presented 194 live performances, and sold 31,545 tickets, an increase of 3% on the previous year.

We presented a high quality and varied programme, with a broad range of art forms and something for everyone. We were successful in obtaining a £30k grant from Arts Council Wales to support and subsidise the artistic programme.

The professional live programme in 2015/16 included many highlights including award-winning drama created in Wales such as TO KILL A MACHINE by Scriptography Productions, GRAV by the Torch Theatre Company, THE GLASS MENAGERIE by Theatr Pena. It also included A MIDSUMMER NIGHT'S DREAM by Pontardawe Arts Centre, WINDSONGS OF THE BLESSED BAY by Theatr Cadair and Taliesin Arts Centre, and MEET FRED by Hijinx.

Dance highlights included Ballet Cymru's CINDERELLA and CHALK ABOUT by Scottish Company Curious SEED, both productions aimed at families and younger people.

We were over the moon to be able to programme opera again after a hiatus, with Heritage Opera's MADAM BUTTERFLY receiving positive reaction from our audience. Classical music was programmed with Cardiff Philharmonic Orchestra's A CHRISTMAS NIGHT AT THE MOVIES.

Other professional productions programmed for school children, young people and their families included UNIVERSARAMA! by Squashbox Theatre, THE FALCON'S MALTESER by New Old Friends, THE UGLY DUCKLING by Thingamujig, THE PRINCESS AND THE PEA by Sherman Cymru, SHINY – a

production created for babies aged 18 months and over by Turned on its Head, and the TIDDLY PROM.

Welsh language productions included DACW MAM YN DWAD by Cwmni Martyn Geraint and MELLTITH Y BRENIN LLUDD by Cwmni Mega.

In December 14,600 people attended the pantomime, SNOW WHITE AND THE SEVEN DWARFS, our largest ever audience for panto. We also launched relaxed performances during the panto, designed to welcome children and young children who would benefit from a more relaxed performance environment, including people with autism, learning disabilities, and sensory and communication disorders, and their families. We also offered a BSL interpretation of the pantomime. This was followed by another relaxed performance of the TAP DANCING MERMAID, a family show programmed during February half term, and THE FOREST, a sensory production specifically created for adults and young people with profound and multiple learning disabilities (PMLD).

We hosted several high profile or sold-out events, including the Classical Number One artist RHYDIAN, a Youth Show 'Chwarae Cuddio' which was part of the URDD EISTEDDFOD 2015 held at Llancaiach Fawr, and a live broadcast for the BRYN TERFEL SCHOLARSHIP on S4C.

In conjunction with the TOMMY COOPER SHOW programmed in June 2015, the Tommy Cooper Society in Caerphilly raised funds to purchase a defibrillator for the Arts Centre as part of their 'Tommy's Ticker' campaign, which gave the Institute some excellent press coverage.

In September 2015 we supported the organisers to grow the VELVET COALMINE FESTIVAL, now in its second year. This multi-arts multi-venue event allows local artists to perform alongside more established stars. Blackwood Miners' Institute was the focal point for the festival hosting all the headline events.

Productions and Touring

Blackwood Miners' Institute successfully applied to Arts Council of Wales for £30,000 funding towards a co-production with Black RAT Productions and RCT Theatres, and to take the production on a national tour of Wales. THE 39 STEPS, our fifth co-production together, was a comedy spoof version of Hitchcock's thriller, which opened at Blackwood Miners' Institute before touring to 16 other theatres to a total audience of 3,375, which was 11% up on the previous year.

We were also awarded over £11,000 from Arts Council Wales for two new research and development theatre projects; a family-friendly adaptation of Jason & Argonauts adapted by Mark Williams, and Kiss Me Like You Mean It, a play written by Broadchurch and Torchwood writer, Chris Chibnall. Both pieces were developed in early 2016 and culminated in two small work-in-progress sharings in front of an invited audience. The pieces will be fully developed in 2016/17 with an aim to presenting them at BMI followed by touring across Wales.

The Educational Programme

We continued to directly deliver regular weekly workshops and classes for a wide range of participants, including youth drama for ages 5 to 14, youth dance for ages 4 to 16, weekly tea dances aimed at older people. We also hosted the Caerphilly Youth Theatre's weekly rehearsals, as well as hosting local ballet schools and ballroom dancing schools.

We held 385 workshops, with 3,296 participants engaged.

Community and Amateur Events

Our focus is on supporting community and amateur arts organisations, and providing opportunities for them to meet, rehearse and perform in a professional but comfortable environment.

Community events supported in the year included a weeklong run of ME AND MY GIRL by Blackwood Musical Theatre Society, musical concerts by Caerphilly Male Voice Choir, Cefn Hengoed Ladies Choir, Markham Band, Mynyddislwyn Male Choir, and Risca Male Choir.

The annual Community Dance Festival in July gave thousands of people the opportunity to showcase their dance skills on a professional stage, including the CCSA Got To Dance Finals arranged by Sport Caerphilly, Janet Stephens Theatre Dance Showcase which ran for three performances, and the Caerphilly Community Dance Showcase which allowed all community dance groups and organisations from the borough to perform across three nights.

We were also pleased to host Caerphilly Youth Theatre's annual production, this year they chose the popular musical THE ADAMS FAMILY which was well attended and had great audience feedback. Caerphilly Youth Theatre also took part in the National Theatre's CONNECTIONS, a nationwide youth theatre festival. Each year the festival offers a unique opportunity for youth theatres and school theatre groups to stage new plays written for young people by some of theatre's most exciting playwrights, and to perform in leading theatres across the UK.

A Primary Arts Festival held in June 2015 was aimed at showcasing the accomplishments by local primary school children.

WINGS TO FLY, the annual drug awareness project, was also performed by Caerphilly Youth Theatre to all pupils in year 6 in the County for the 21st consecutive year in partnership with the Community Safety Team.

Audience Development

All our marketing, box office and front of house staff undertook family friendly training to support the aims of becoming a leading venue that programmes high quality events and which warmly welcomes families.

We were closely involved in Creu Cymru's Culture Segments programme, which included staff participating in several workshops to learn how to implement the principles of this customer segmentation tool, with a view to engage audience based on their deep-rooted attitudes and

expectations of culture and arts. Culture segments also gave us a focus to develop wrap-around activity to add value and help develop audiences for specific events, such as running craft workshops at our family shows, or the Gwent Wildlife Trust display stand at Iolo Williams' event.

New programming strands such as opera, and new partnerships such as Gwent Wildlife Trust helped us with our efforts to develop new audiences.

Financial Review

In a climate of increasing budget pressures, Caerphilly County Borough Council is continuing to support the work of the Arts Centre by providing a subsidy that covers any operating deficit in the Centre's accounts. As a result, our Financial Accounts show a nil net movement for 2015-16 as we are not expected to carry any overspend into 2016-17.

The management at Blackwood Miners' Institute have been 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 2015-16 was £249,767 (an increase of 25% on the previous year). This was supported by Lottery grants received from Arts Council Wales, totalling £80,102, which went towards supporting the artistic programme, our annual co-production with Black RAT Productions, the OUR SPACE Family Access research project, and two new R&D theatre projects.

The Bar is only operated when there are events in the building and in 2015-16 generated a profit of £4,342 towards the aims of the charity.

The management are also working pro-actively with workshop providers to improve and maintain the viability of classes, to ensure that offer to the community is in line with the aims of the Trust.

Reserves Policy

In 2015-16, Blackwood Arts Centre 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 2015/16 was £7.18.

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

- Senior Citizens
- Registered Unemployed
- Children
- Students
- 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

Plans for the Future

In 2016/17 our plans are to:

- To join the Arts Council Wales Arts Portfolio Wales (APW) and to use the additional investment received through revenue funding to:
 - programme additional events as part of a high quality artistic programme
 - increase marketing and technical capacity to support the additional programme
 - continue with the annual co-production each year and to support more artists and companies to develop and create suitable work for our arts programme
 - programme off-site artistic programmes to engage more audiences throughout the borough
 - increase our participation offer – more workshops offered in a wider range of activities
 - develop project for social outcomes – with residencies in the community, working with specialist groups such as victims of domestic abuse, young offenders etc.
- Support Velvet Coalmine to grow and develop in to its third year, and supporting Wales International Documentary Film (WIDF) Festival launch its first annual event.
- To plan a programme of events to mark several notable events; BBC's Get Creative weekend, the anniversary of the Aberfan Disaster, and Dementia Friendly performances for Alzheimer's awareness week.
- Development of a new website & migration to a new box office ticketing system

- Programme more accessible performances and increase the number of BSL / audio described / captioned / relaxed performances.
- Join the Wales Millennium Centre's joint apprenticeship scheme to host one technical apprentice on a 12-month placement.

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).

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 Cabinet Member for Regeneration & Planning}

.....

..... **(Date)**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BLACKWOOD ARTS CENTRE FOR THE YEAR ENDING 31 MARCH 2016

I report on the accounts of Blackwood Arts Centre for the year ended 31 March 2016, which are set out on pages 17 to 24.

This report is made solely to the charity's trustees, as a body, in accordance with the regulations made under section 154 of the Charities Act 2011 (the Act) and any directions given by the Charity Commission under subsection 145(5)(b) of the Act. 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, or for the opinions I have formed.

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 Act and that an independent examination is needed. The charity's gross income exceeded £250,000 in the year and I am qualified to undertake the examination for the purpose of section 145 (1) (a) of the Charities Act 2011 as I am independent of Blackwood Arts Centre and a member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

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

Basis of independent examiner's report

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 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 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.

John Golding ACA

Grant Thornton UK LLP
Chartered Accountants
[**Date**]

STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2016

BLACKWOOD ARTS CENTRE

STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDING 31 MARCH 2016

			Total Funds 2014-15 £	Total Funds 2015-16 £
<u>Income from</u>				
	Other trading activities	A1	44,179.42	49,857.45
	Operation of theatre and arts centre	B2	619,618.40	675,751.29
TOTAL INCOME			663,797.82	725,608.74
<u>Expenditure on</u>				
	Other trading activities	A2	29,241.14	33,060.50
	Operation of theatre and arts centre	C3	625,558.18	683,370.32
	Expenditure on Charitable Activities (Governance Costs)	C3	8,998.50	9,177.92
TOTAL EXPENDITURE			663,797.82	725,608.74
NET MOVEMENTS IN YEAR			0	0

BLACKWOOD ARTS CENTRE**CONSOLIDATED BALANCE SHEET AS AT 31 MARCH 2016**

				Total Funds 2014-15 £	Total Funds 2015-16 £
<i>FIXED ASSETS</i>					
	Tangible assets			2,730,004.00	2,736,000.00
<i>CURRENT ASSETS</i>					
	Stock		H	2,535.71	3,518.76
	Debtors	ACW grant	I	2,500.00	3,265.63
		Income	I	6,125.29	8,357.59
	Total Current Assets			11,161.00	15,141.98
<i>LIABILITIES</i>					
	Creditors falling due within one year		J	-44,802.50	-48,617.07
<i>NET CURRENT ASSETS</i>				-33,641.50	-33,475.09
<i>TOTAL ASSETS LESS CURRENT LIABILITIES</i>				2,696,362.50	2,702,524.91
<i>CREDITORS FALLING DUE AFTER 1 YEAR</i>				0	0
NET ASSETS				2,696,362.50	2,702,524.91
<i>FUNDS OF THE CHARITY</i>					
Unrestricted funds					
	Designated property assets funds			2,730,004.00	2,736,000.00
	Designated stocks			2,535.71	3,518.76
	General fund			-36,177.21	-36,993.85
TOTAL CHARITY FUNDS				2,696,362.50	2,702,524.91
<i>Analysis of Movement in Fixed Assets</i>				Freehold land and Buildings 2014-15 £	Freehold land and Buildings 2015-16 £
	Balance brought forward April			2,581,000.00	2,730,004.00
	Depreciation			0	0
	Net Revaluation		K	149,004.00	5,996.00
	Balance carried forward March			2,730,004.00	2,736,000.00

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

			2014-15	2015-16
			£	£
Turnover	Bar	1	21,749.31	26,073.69
			-18,114.90	-21,731.73
Cost of sales	Bar	2	3,634.41	4,341.96
Net Profit	Bar			
			22,430.11	23,783.76
Turnover	Vending	1	-11,126.24	-11,328.77
Cost of sales	Vending	2	11,303.87	12,454.99
Net Profit	Vending			
			14,938.28	16,796.95
Total funds generated for charity				
			1,729.01	3,518.76
Current assets (Stock)	Bar	3	806.7	0
	Vending	3	2,535.71	3,518.76

B. INCOME FROM CHARITABLE ACTIVITIES

			£	£
Gross Income	Shows, Concerts		198,956.92	249,767.98
	Workshops		9,655.80	9,199.50
	Room Hires		46,593.76	41,651.96
	<i>Subtotal: Admission charges and programmes</i>		255,206.48	300,619.44
	Programme Support grant, Arts Council		34,567.50	80,101.63
	Subsidy from Local Authority		329,844.42	295,030.22
			364,411.92	375,131.85
Total income from Charitable Activities		2	619,618.40	675,751.29

C. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Performances	Performances
	£	£
Artistes fees	168,214.95	259,014.05
Production expenses	87,985.80	111,551.42
Box Office & Front of House	56,144.90	37,914.60
Promotion and marketing	62,721.30	67,340.52
Central premises costs	111,915.76	67,072.94
Support Costs	136,732.97	136,318.32
Education (Workshops)	10,841.00	13,336.39
	634,556.68	692,548.24

3

D. ANALYSIS OF SUPPORT COSTS

	£	£
Manager Operations	35,991.06	36,711.67
Manager Governance	8,998.50	9,177.92
Deputy Manager	35,839.67	38,427.85
Duty Managers	30,911.49	26,398.23
Admin Officer	22,666.17	24,206.17
Travel	2,323.08	1,396.48
	136,732.97	136,318.32

E. RELATED PARTY TRANSACTIONS

	£	£
Caerphilly County Borough Council	329,844.42	295,030.22
Arts Council for Wales	34,567.50	80,101.63
	364,411.92	375,131.85

All the above funding was received to enable the charity to carry out its charitable objectives and have been included in the financial statements under incoming resources from charitable activities.

F. ANALYSIS OF STAFF COSTS

Salaries & wages
Social Security costs
Pension costs
Redundancy costs

	2014-15	2015-16
	£	£
	256,946.92	243,952.74
	15,478.61	14,550.90
	44,775.20	40,427.19
	18,755.34	
	335,956.07	298,930.83

G. STAFF NUMBERS

Average number of full time equivalent employees, including part-time staff,
as at 31st March 2016. In addition there are casual staff employed as ushers and bar staff
ONLY when the centre has concerts/performances.

Concerts & stage performances
Governance

	8.04	8.04
	0.2	0.2
	8.24	8.24

H. STOCKS

Current assets (Stock)

Bar
Vending

	£	£
	1,729.01	3,518.76
	806.7	0
	2,535.71	3,518.76

I. DEBTORS

Arts Council programme grant, final payment
Other debtors
Wings to fly late income
Orchard Pretty Vicious late income

	£	£
	2,500.00	3,265.63
	5,037.29	8,357.59
	572.00	
	516.00	
	8,625.29	11,623.22

J. CREDITOR AMOUNTS FALLING DUE WITHIN ONE YEAR

	£	£
Salary arrears	-1,815.12	-3,591.61
Arts Council clawback	-9,900.00	-2,918.34
Receipts in advance	-5,071.66	-13,709.98
Water bill	-827.00	-515.00
Gas bill	-652.00	-424.00
Electric bills		-11,319.00
PRS Licences	-3678.05	-951.00
Other creditors	-22,738.67	-14,446.39
Bar purchases	-120.00	-741.75
	-44,802.50	-48,617.07

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

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

(Interim) Head of Corporate Finance

.....

.....

(Date)

BLACKWOOD ARTS CENTRE

(Also known as Blackwood Miners' Institute)

**Report and Financial Statements
Year ending 31 March 2015**

Charity Number 1000905

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

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CHARITY AND ADMINISTRATIVE INFORMATION

Name of Charity Blackwood Arts Centre
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 Sharon Casey

Independent Examiners Grant Thornton

TRUSTEE'S REPORT FOR THE YEAR ENDING 31 MARCH 2015

Introduction

On behalf of the trustee I am pleased to present our annual report together with the annual financial statement for the charity for the year ending 31 March 2015. 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 (SORP 2005).

Culture and the arts are important elements of vibrant and viable communities. They provide people with opportunities to learn, to relax, to innovate, to exercise, and to enjoy themselves. They are vital in creating a sense of community, in attracting new people and families, and in providing jobs and opportunities for enterprise. They also encourage people to look at their locality in a different way, raise aspirations and improve the life experiences of local people. They also have the potential for engaging children and young people, releasing creativity and innovation, and creating positive role models for communities.

Our goal is to be the focal point of the arts and creativity in Caerphilly County Borough and Blackwood in particular, to create more opportunities for more people, individually and as communities, to attend and participate in the arts. We have much to be proud of, and despite the most challenging time for both the arts and arts funding, we continue to make a great impact, continually demonstrating that the arts can contribute significantly to the health and wellbeing of citizens, and help the regeneration of towns and communities.

In 2014 we saw the completion of the last phase of our major refurbishment programme, with the improved facilities already having a positive impact, and a significant increase in community usage was seen during this year.

We also saw a record number of attendances for our live events programme over the year, with 12,500 visitors attending our pantomime over the Christmas period alone. Our focus on programming exciting and high quality events for children, young people and families continues to develop, demonstrating that we are a leading venue in this field.

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 Cabinet Member for Regeneration & Planning}

on behalf of Cabinet as Trustees

Governance and Management

Caerphilly County Borough Council is the sole corporate trustee for the charity. Implementation of the organisations' aims and objectives and the day to day administration is undertaken by the Theatre Manger (employee), and her team which is overseen by the Interim Head of Regeneration and Planning.

Our purpose and activities

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 set out the 'Stute's responsibility in safeguarding against drug and alcohol abuse.

Our current mission is to:

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 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.

Achievements and Performance

The Professional Live Programme included many highlights including ADVENTURES IN THE SKIN TRADE by Theatr Iolo as part of the Dylan Thomas Centenary, PITS AND PERVERTS by Sole Purpose Productions and UNITED WE STAND by Townsend Productions – both in conjunction with the anniversary of the Miners' Strikes, Welsh productions THE ROYAL BED by Theatr Pena and GRAV by The Torch Theatre Company. Dance highlights included Ballet Cymru's BEAUTY AND THE BEAST and the FIRST TIME MACHINE by Run Ragged Productions, both aimed at families and included a workshop for young people as part of their outreach.

Cwmni Martyn Geraint toured his WELSH IS MAGIC show for Key stage 1 Welsh learners, into infant and primary schools for a week to coincide with the Urdd Eisteddfod and Saint David's Day. Other professional productions programmed for school children and young people included THE GRUFFALO, PENBLWYDD POENUS PETE by Theatr Iolo, THE EXPERIMENTRIX by Science Made Simple, and the TIDDLY PROM.

We also programmed Library Live, a series of free professional performances programmed into library sites with a view to promoting shows as part of BMI's outreach, and to develop audiences in areas where BMI's marketing penetration was not particularly high.

We also launched the new Gallery Space at BMI, allowing us to support the visual arts for the first time. Monthly exhibitions a mix of amateur and professional work, highlights included David Barnes' Valleys photographic exhibition, and a Holocaust memorial exhibition, which included an exhibition of drawings, sculpture and poetry by pupils of Newbridge Comprehensive and Lewis School.

We presented 189 live performances, and sold 30,558 tickets, which was up 20% on the previous year.

The Educational Programme

We continued to directly deliver regular weekly workshops and classes for a wide range of participants, including youth drama for ages 5 to 14, youth dance for ages 4 to 16, weekly tea dances aimed at older people, and parent and toddler dance classes. We also hosted the Caerphilly Youth Theatre's weekly rehearsals, as well as hosting local ballet schools and ballroom dancing schools.

We held 331 workshops, with 3,366 participants engaged.

Community and Amateur Events

Our focus is on supporting community and amateur arts organisations, and providing opportunities for them to meet, rehearse and perform in a professional but comfortable environment.

Community events in the year included a weeklong run of OLIVER by Blackwood Musical Theatre Society, STARLIGHT EXPRESS by students at the Performing Arts Course at Coleg Gwent, and musical concerts by Caerphilly Children's Choir, Cefn Hengoed Ladies Choir, Markham Band, Mynyddislwyn Male Choir, and Risca Male Choir.

The annual Community Dance Festival in July gave thousands of people the opportunity to showcase their dance skills on a professional stage, including the CCSA Got To Dance Finals arranged by Sport Caerphilly, Janet Stephens Theatre Dance Showcase which ran for four performances, and the Caerphilly Community Dance Showcase which this year increased from two nights to three nights due to demand.

We were also pleased to host Caerphilly Youth Theatre's annual production, this year they chose the popular musical LITTLE SHOP OF HORRORS which was well attended and had great audience feedback. We also hosted a production to mark the WW1 centenary called YESTERDAY NEVER RETURNS, a partnership between Lewis School, Chainworks Productions and Caerphilly Arts Development.

Wings to Fly, the annual drug awareness project was performed by Caerphilly Youth Theatre to all pupils in year 6 in the County, and a public evening performance was programmed in addition to the schools performances, as we celebrated 20 years since the play was commissioned.

Audience Development

This year we joined a national access scheme, Hynt, which aims to work with theatres and arts centres in Wales to make sure there is a consistent offer available for visitors with impairment or specific access requirements, and their Carers or Personal Assistants.

We also ensured Family Friendly training for our marketing, box office and front of house staff, to support the aims of becoming a leading venue that programmes high quality events and warmly welcomes families.

Financial Review

In a climate of increasing budget pressures, Caerphilly County Borough Council is continuing to support the work of the Arts Centre by providing a subsidy that covers any operating deficit in the Centre's accounts. As a result, our Financial Accounts show a nil net movement for 2014-15 as we are not expected to carry any overspend into 2015-16.

The charity underwent a staffing restructure in 2014 to ensure that it was fit-for-purpose and viable in the medium term, and in doing so identified efficiency savings through job and resource realignment. This staffing restructure, and the resulting redundancy payments, resulted in a further call on Caerphilly County Borough's support for an additional £23,000 as a short term measure. This had been flagged up earlier in the financial year and was expected by the Trustee. However, the charity continues its efforts to generate more income from customers and reduce costs, as the subsidy from Caerphilly County Borough Council has been reduced by £10,000 for 2015-16. The charity expects that reductions in subsidy will continue for the foreseeable future.

The Council has also shown its commitment to the Centre's continuing development by providing approximately £1.2m in capital funding over the last four years to maintain the structural integrity of the building, expand the opportunities for community use and improve the experience for all our customers. This means that the Charity is in possession of an asset now valued at over £2.7m, as shown in our Balance Sheet.

The management at Blackwood Miners's Institute have been 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 from shows, £198,956 in 14-15, was supported by a grant of £34,568 from the Arts Council Wales.

The Bar is only operated when there are events in the building and in 2014-15 generated a profit of just under £3,634 towards the aims of the charity. This area of the building has benefitted from capital investment in the final phase of the refurbishment, which makes it more attractive to visitors and also more cost effective to run.

The management are also working pro-actively with workshop providers to improve and maintain the viability of classes, to ensure that offer to the community is in line with the aims of the Trust.

Reserve Policy

In 2014-15, Blackwood Arts Centre 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 2014/15 was £8.39.

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

- Senior Citizens
- Registered Unemployed
- Children
- Students
- 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 is there to attend the theatre, thus breaking down barriers associated with theatre going

Plans for the Future

In 2015/16 our plans are to:

Apply to Arts Council Wales as part of its Investment Review to become a revenue funded organisation.

Support Velvet Coalmine to grow and develop in its second year, and support Blackwood Documentary Film Festival to launch its first event.

Launch a new performing arts school, with a summer school and regular weekly workshops, to increase the opportunities for young people to attend affordable and high quality classes in all disciplines of the performing arts.

Implement new branding and website and ticketing system

Programme more accessible performances and increase the number of BSL / audio described / captioned / relaxed performances.

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 the 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).

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.

{Leader or Cabinet Member for Regeneration & Planning}

On behalf of the Trustee

.....

.....Date

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDING 31 MARCH 2015

{Insert Independent Examiner's Report }

STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2015

BLACKWOOD ARTS CENTRE

STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDING 31 MARCH 2015

		Total Funds 2014-15 £
<u>Incoming Resources</u>		
Activities for generating funds	A1	44,179.42
Operation of theatre and arts centre	B2	619,618.40
TOTAL INCOMING RESOURCES		663,797.82
<u>Resources expended</u>		
Activities for generating funds	A2	29,241.14
Operation of theatre and arts centre	C3	625,558.18
Governance costs	D4	8,998.50
TOTAL RESOURCES EXPENDED		663,797.82
NET MOVEMENTS IN YEAR		0.00

BLACKWOOD ARTS CENTRE

CONSOLIDATED BALANCE SHEET AS AT 31 MARCH 2015

		£
<i>FIXED ASSETS</i>		
Tangible assets		2,730,004.00
<i>CURRENT ASSETS</i>		
Stock	H	2,535.71
Debtors	I	2,500.00
	I	6,125.29
		<hr/>
Total Current Assets		11,161.00
<i>LIABILITIES</i>		
Creditors falling due within one year	J	-44,802.50
<i>NET CURRENT ASSETS</i>		
		-33,641.50
<i>TOTAL ASSETS LESS CURRENT LIABILITIES</i>		2,696,362.50
<i>CREDITORS FALLING DUE AFTER 1 YEAR</i>		0.00
<hr/> NET ASSETS		<hr/> 2,696,362.50 <hr/>
<i>FUNDS OF THE CHARITY</i>		
Unrestricted funds		
Designated property assets funds		2,730,004.00
Designated stocks		2,535.71
General fund		-36,177.21
<hr/> TOTAL CHARITY FUNDS		<hr/> 2,696,362.50 <hr/>

Analysis of Movement in Fixed Assets		Freehold land and Buildings £
Balance brought forward March 14		2,581,000.00
Depreciation		0.00
Net Revaluation	K	149,004.00
Balance carried forward March 15		2,730,004.00

A. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS				
The Bar and Vending activities are only operable when charitable activities are taking place in Blackwood Arts Centre				
SUMMARY TRADING ACCOUNTS				2014-15
				£
Turnover	Bar	1		21,749.31
Cost of sales	Bar	2		-18,114.90
Net Profit	Bar			3,634.41
Turnover	Vending	1		22,430.11
Cost of sales	Vending	2		-11,126.24
Net Profit	Vending			11,303.87
Total funds generated for charity				14,938.28
Current assets (Stock)	Bar	3		1,729.01
	Vending	3		806.70
				2,535.71
B. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES				
				£
Gross Income	Shows, Concerts			198,956.92
	Workshops			9,655.80
	Room Hires			46,593.76
<i>Subtotal: Admission charges and programmes</i>				255,206.48
	Programme Support grant, Arts Council			34,567.50
	Subsidy from Local Authority			329,844.42
				364,411.92
Total income from Charitable Activities			2	619,618.40
C. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES				
			Performances	Education
			£	£
	Artistes fees		168,214.95	
	Production expenses		87,985.80	
	Workshops			10,841.00
	Box Office & Front of House		56,144.90	
	Promotion and marketing		62,721.30	
	Central premises costs		111,915.76	
	Support Costs		127,734.47	
		3	614,717.18	10,841.00

D. ANALYSIS OF GOVERNANCE & SUPPORT COSTS				
		Operations	Governance	
	£	£	£	
Manager	44,989.56	35,991.06	8,998.50	80/20 split
Deputy Manager	35,839.67	35,839.67		
Duty Managers	30,911.49	30,911.49		
Admin Officer	22,666.17	22,666.17		
Travel	2,326.08	2,326.08		
	136,732.97	127,734.47	8,998.50	
E. RELATED PARTY TRANSACTIONS				
		£		
Caerphilly County Borough Council		329,844.42		
Arts Council for Wales		34,567.50		
		364,411.92		
All the above funding was received to enable the charity to carry out its charitable objectives and have been included in the financial statements under incoming resources from charitable activities				
F. ANALYSIS OF STAFF COSTS				
	£			
Salaries & wages	256,946.92			
Social Security costs	15,478.61			
Pension costs	44,775.20			
Redundancy costs	18,755.34			
	335,956.07			
G. STAFF NUMBERS				
Average number of full time equivalent employees, including part-time staff, as at 31st March 2015. In addition there are casual staff employed as ushers and bar staff ONLY when the centre has concerts/performances.				
Concerts & stage performances	8.04			
Governance	0.20			
	8.24			
In year 1.46 FTE posts were made redundant as part of an on-going restructure to maintain the charity's long term viability				

H. STOCKS		
		£
Current assets (Stock)	Bar	1,729.01
	Vending	806.70
		2,535.71

I. DEBTORS		
		£
Arts Council programme grant, final payment		2,500.00
Wings to Fly late income		572.00
Other debtors		5,037.29
Orchard Pretty Vicious late income		516.00
		8,625.29
J. CREDITOR AMOUNTS FALLING DUE WITHIN ONE YEAR		
		£
Salary arrears		-1,815.12
Arts Council Connect grant in advance		-9,900.00
Receipts in advance		-5,071.66
Water bill		-827.00
Gas bill		-652.00
PRS Licences		-3,678.05
Other creditors		-22,738.67
Neath Music		-120.00
		-44,802.50

K. REVALUATION OF FIXED ASSETS

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

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

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 educational service it is deferred until the charity is entitled to that income

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

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

On behalf of the Trustee

Interim Head of Corporate Finance

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..... (Date)