



CABINET AS TRUSTEES OF BLACKWOOD MINERS INSTITUTE 11TH JULY 2018

SUBJECT: **BLACKWOOD MINERS' INSTITUTE PROGRESS REPORT AND
UPDATE ON 2018/2019 BUDGET**

REPORT BY: **INTERIM CORPORATE DIRECTOR COMMUNITIES**

1. PURPOSE OF REPORT

- 1.1. To advise Cabinet as Trustees of the Blackwood Miners' Institute on progress of the operational activities and budget provision for the financial year ahead 2018/2019.

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 The annual report and statement of accounts for the year ended 31 March 2017 were presented in a report to Cabinet as Trustees of Blackwood Miners' Institute on 13 December 2017.
- 2.4 The purpose of this report is to update the Cabinet as Trustees of Blackwood Miners Institute on the budget provision for the financial year 2018/2019 and to update on operational activities currently under way and planned for the current financial period.

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 and Arts are key elements in the Council's Draft Regeneration Strategy in Regenerating Communities and Raising Aspirations and contribute to key Objectives / Goals of the Well Being of the Future Generations (Wales) Act.
- 3.4 Increasing visitor numbers to the County Borough contributes to the Council's Well Being and Corporate Plans.

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 objectives of the charity are set out in the Trust Deed dated 15th October 1990.
- 4.2 The purpose of the charity is set out in the Trust Deed and includes 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 with 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 2016/2017 were appended to the report that was approved by Cabinet as Trustees on 13 December 2017.
- 4.7 Caerphilly County Borough Council provides an annual financial subsidy to the Blackwood Miners' Institute as a revenue budget, which has been reducing in recent years from £365,279 in 2013/2014 to £324,362 for the current period 2018/2019. 4.8 An abbreviated breakdown of income and expenditure for the budget ahead is provided in Appendix 1. The authority's current subsidy represents 42% of the associated running costs taking account of admissions, room hire, trading accounts and grant income. Blackwood Miners Institute employs 9.3 FTE staff with an employee budget of £345,244.
- 4.8 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 and staff are working towards identifying how this can be achieved. The authority's Business Improvement Programme Board (BIP board) are due to consider an initial report on the tourism, events and destinations review at its next meeting. This report will concentrate on the 3 highest subsidy destinations within the County Borough which includes the Blackwood Miner's Institute. A further report on the findings will be presented to the Trustee in due course.
- 4.9 The Arts Council of Wales included Blackwood Miners' Institute as part of its Portfolio of Revenue Funded Organisations in 2016/2017, providing 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.

- 4.10 The Arts Council of Wales monitor their Portfolio clients and they have identified potential reductions in local authority support as a risk.
- 4.11 The annual programme staged at Blackwood Miners' Institute consists of approximately 200 shows and events. Over the financial year 2017/2018 a total of 31,325 people attended shows over the course of the programme, a decrease of 5.6% over the previous year (33,209).
- 4.12 Staff at Blackwood Miners' Institute are continuing to work hard to increase income by attracting new audiences and increasing seating occupancy that can attract secondary spend on bar and confectionary sales. Progress is being made on the procurement of a new ticketing system for the venue. The current BMI ticketing system needs updating and with an increasing number of venues pushing online sales, the BMI system does not allow customers to select their own seats so discourages potential online bookers. The launch of the new ticketing system will run alongside the launch of a much needed revamped Blackwood Miners' Institute website.
- 4.13 The recently appointed Theatre and Arts Services Manager is exploring ways of increasing income especially following the publication of the Arts Council Wales Resilience Report.

Feedback from work on the recommendations presented to the Cabinet as Trustees on 13 December 2017 is as follows:

- 4.13.1 Bar area: The Principal Conservation and Design Officer was consulted on the proposed removal of an internal wall between the first floor landing and the enclosed bar area behind the main auditorium to open up the bar to make it more appealing. She has expressed her concerns over the proposed loss of an original internal wall with decorative plasterwork that is specifically mentioned in Cadw's List Description and of particular interest. Two sets of half-glazed double hardwood timber doors also currently divide the space between the bar area and the first floor landing. This is a form and arrangement that is typical of many other Miners' Institutes in Wales and her concern is that the partial loss of this front wall would be something that would detrimentally alter the space on the landing and affect its special architectural and historic character. She has also consulted with Cadw on these proposals and they have confirmed that the works would be unlikely to receive listed building consent. Alternative options to opening up the bar area and making it more appealing without removing the wall were suggested.
- 4.13.2 External signage: Following a number of consultations, the Principal Conservation and Design Officer has advised that an illuminated sign advertising the building would be unacceptable since it would be detrimental to the special architectural and historic interest of the building. The building is Grade II* which means that it is considered by CADW to be a 'Particularly important building of more than special interest'. However, alternative and more sensitive solutions to the ones proposed and examples of non-illuminated external signage appropriate for this building were provided, such as those that already exist at the New Theatre, Cardiff.

The lack of a dedicated car park has prevented BMI from installing white on brown tourism signs to direct visitors to the Institute.

- 4.13.3 The Arts Council of Wales has raised the issue of the role of the Trustees and asked that the Council consider the possibility of setting up an Advisory Panel or Working Group which could be made up of a mix of existing Trustees along with a selection of independent advisors who would be able to bring their own knowledge and experience to the organisation, which would be similar to the way that Trustees of other organisations operate. Cabinet as Trustees currently meet twice yearly and have little operational input to the running and programming content of the venue.

Events overview

4.13.4 Blackwood Miners' Institute is once again co-producing with BlackRAT Productions (www.blackratproductions.co.uk) and will be putting out a tour of *Loot* by Joe Orton. The play has been cast, a tour of 17 venues across Wales has been booked, an e-trailer will be filmed next month along with the building of the set.

The venue has had considerable involvement in Dementia Friendly activity. It supported the Alzheimer's Society at the Blackwood Christmas Market as well as running a session for Rhiannon Passmore AM. We also hosted the Dementia Strategy Launch and will host the Dementia Friendly Community Caerphilly working group.

The venue continues to support local groups by offering reduced hire rates. Groups that utilise our space include Blackwood Musical Theatre Society, Caerphilly Male Voice Choir, Markham Band, Mynyddiswyn Male Voice Choir and Risca Male Voice Choir.

Working with the Arts Development team, this is the third consecutive year that the venue has supported a joint project called The Forte Project (www.forteproject.co.uk) that mentors and supports up and coming young musicians in South Wales. The project promotes them through gigs at venues and festivals, radio airplay and online play. They are given mentors and training in how to market and develop themselves both locally and internationally. Creative artists from Caerphilly include Alex Stacey who has recently signed for One Republic Records.

The Blackwood Miners' Institute worked in partnership with Arts Development and Chainworks Productions from Porth (www.chainworksproductions.co.uk) resulting in an R & D show of *Rainbow Chaser*, with a key component being the engagement of local people in a community choir that became a core element of the performances.

Blackwood Miners' Institute supported Arts Development and *Its My Shout* films (www.itsmyshout.co.uk) in the setting up and recruitment of young people for making short films for BBC2 Wales. Roles include acting, runners, sound, lighting and production and shooting will begin in August near St Cenydd.

Blackwood Miners' Institute gave support to the Welsh International Documentary Festival (www.widf.info) who networked with International Film and TV agencies and delivered training within the building. One element was a partnership with Atlantic College International Students filming in and around the building and creating their own short film.

Blackwood Miners' Institute supported the County Youth Theatre who gave ten performances of a drugs awareness play called *Wings to Fly* on the stage of the Blackwood Miners' Institute. It played to over 3000 Year 6 pupils from across Caerphilly County plus some schools from Blaenau Gwent. Additionally they performed hard hitting production *Blackout* which is a project with the National Theatre and then performed at the Sherman Theatre afterwards.

The BMI based Arts and Education Network has secured £200,000 of future funding to work in schools within Gwent and it has so far engaged nearly 50% of schools in projects or teacher training.

A full Annual Report for 2017/2018 along with the audited financial statements for 2017/2018 will be submitted to Cabinet as Trustees later in the year and will provide more detail on the events and activities of BMI.

5. WELL-BEING OF FUTURE GENERATIONS

This report is being considered by Cabinet acting as corporate trustee and not in its capacity as Local Authority.

6. EQUALITIES IMPLICATIONS

- 6.1 This report is for information purposes, so the Council's EqIA process does not need to be applied.

7. FINANCIAL IMPLICATIONS

- 7.1 The current level of financial subsidy provision from the Council of £324,362 has been set in line with the agreed Council provision for wage and consumer inflation. The ongoing MTFP will identify further savings targets for Blackwood Miners Institute as part of the ongoing review of BMI as part of the Council's Improving Services Programme review of tourism, events and the destination. The findings and recommendations of this review will be presented to Cabinet as Trustee upon completion.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications from this report.

9. CONSULTATIONS

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

10. RECOMMENDATIONS

- 10.1 That Cabinet as Trustees of Blackwood Miners' Institute note the information set out in the report.

11. REASONS FOR THE RECOMMENDATIONS

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

12. STATUTORY POWER

- 12.1 Charities Act 2011 and Local Government Act 1972

Author: Giles Ballisat, Theatre and Arts Service Manager

Consultees:	Cllr S Morgan	Cabinet Member – Economy, Infrastructure, Sustainability and Wellbeing and Future Generations Champion
	Mark S Williams	Interim Corporate Director Communities
	Rhian Kyte	Head of Regeneration & Planning
	Nicole Scammell	Head of Corporate Finance and S151 Officer
	Steve Harris	Deputy Section 151 Officer
	Lisa Lane	Interim Monitoring Officer
	Paul Hudson	Destination & Events Manager
	Mike Eedy	Finance Manager

Appendices:

Appendix 1 Blackwood Miners' Institute 2018/2019 Budget Summary

	£
<u>Total Employee Related</u>	345,244
<u>Premises Related Expenses</u>	
Water	1,800
Electricity	10,228
Gas	4,255
CCTV	1,142
Refuse collection	4,114
Cleaning Contract	29,494
Window Cleaning Contract	155
Premises Cleaning (Rentals)	3,511
Cleaning Materials	300
Insurance (Recharge)	1,919
Total Premises Expenses	56,918
<u>Transport Related Expenses</u>	
Car Allowances / Mileage	1,220
Total Transport Related	1,220
<u>Supplies & Services</u>	
Equipment/Furniture/Materials	2,500
Box Office	4,194
Technical Budget	2,500
Computer Costs - Databox & Software	2,000
Clothing / Uniforms	300
General Office Expenses	500
Printing	1,544
Telephones (Inc alarm lines)	4,670
Postage	6,011
Advertising & Promotions	37,090
Licenses	6,220
Courses	1,000
Beverages	8,415
Other Provisions	1,243
Vending Supplies	9,893
Workshops	17,000
Membership fees	1,500
Audit Fee	3,000
Touring show	85,275
Performance costs	171,000
Total Supplies & Services	365,855
Total Expenditure	769,237

Income

ACW grant - Touring	62,275
ACW grant - shows	43,100
ACW grant - Workshops	10,000
ACW Grant - Bar staff	4,000
ACW grant - Additional hours	10,000
Course Fees	8,000
Hire of Premises & Other	36,000
Bar	20,300
Vending	20,000
Touring income	23,000
Shows	200,000
Booking Fees	8,200
Total Income	444,875

Net Expenditure **324,362**