



## **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 31<sup>st</sup> 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.

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CHAIR