



The Civic Group
Trustees Annual Report
(TAR 2021)
and Impact Report

Report of the Trustees
and Financial Statements for
The Civic (Stourport)

Registered Charity and Company Limited by guarantee
for the year ended June 2021

The Civic Hall,
Martins Way
Stourport-on-Severn
Worcestershire
DY13 8UJ

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Reference and Administrative Details of the Charity

for the year ended 30th June 2021

Trustees

Roman Bublik - Chair

Jessica Bishop

John Caldwell

Rebekah Fielding

Matthew Green

Christian Davies (co-opted 9th April 2021)

Management Committee

Caroline Caldwell - Chair

Richard Belshaw

Jo Dillistone

Mary Sinclair

Sue Topley

Barbara Goode

Michael Neri

Jo Taylor

Peter Dillistone

Katherine Conway

Charity Registration Number

1150208

Company Registration Number

8057037

Registered Office

The Civic Hall

Martins Way

Stourport-on-Severn

Worcestershire

DY13 8UJ

Company Secretary

John Caldwell

Independent Auditor

SJE Hector AFA

Solicitors

Painters Solicitors

29 Church Street

Kidderminster

Worcestershire

DY10 2AU

Chairs Statement

for the year ended 30th June 2021

Dear All

Here we are a year on from the last annual report and the picture could not be more different. This time last July we were three months into a 14-month closure, and we were all wondering what the future would bring.

It's worth taking not those feelings of worry, stress and anxiety predominated – these were finally replaced by relief, stress, and anxiety (those last two may sound the same but they were of a slightly lower intensity) and also a small dose of confusion as government guidelines and support continued to evolve, culminating with moving goalposts around re-opening timelines. As an example, briefly we re-opened for certain hirers during September and October before new restrictions came in.

I believe we all understood where the government were coming from in terms of our overall welfare, but from our point of view (and the arts in general) it was still a frustrating and worrying time. Following one event in October (Nosferatu), Lockdown 2 came along and closed us throughout November.

Nevertheless, thanks to John and Caroline's hard work, we have come out with a number of positives:

- New partnerships
- Increased visibility – especially at the national level
- An opportunity to evaluate spending
- A fabulous demonstration of the resilience of our management team
- The not-to-be-missed Santa Stories event

The Cultural Recovery Fund as announced in June of last year threw us a lifeline, so keeping our fingers crossed John applied for funding. To accomplish the application, John had to provide evidence we were "culturally significant" either locally or nationally – we were able to do both!

As a result, the application was announced as successful in October and 90% of the funds were paid to us in November. The remainder was due in March of this year but delayed due to ongoing Covid closures.

We also had a successful and enjoyable summer fundraiser, supported by artists and performers, some local, some who had played at the Civic before and others who will in the future. A grand total of £5000 pounds was raised this way. It's worth pointing out that almost all our income this year has been through Government administered grants or support via Furlough payments, closure grants, and the Cultural Recovery Fund.

Not only did it save us, but also aided in improvements to the bar, backstage tech (sound desk), and remodelling the tech room to Covid-safe standards. More is planned and I look forward to hearing about the upcoming developments in the future.

Highlight of the year for me so far was seeing all the purple (not blue) shirts at our volunteer meeting. Plus, welcoming new volunteers to our family.

I am due to step down as chair at the AGM due to the usual rotation and it has been a tremendously rewarding two years in the Chair of Trustees role. I do want to just highlight a few people for contributions above and beyond – so if you'll indulge me:

- John and Caroline – the lifeblood and core of our family, especially for seeing us through this unique past year.
- Marc – for doing some amazing work on the bar, tech, reception area, and producing the hand wash dispensing stands scattered around the building.
- "Little" Matt – for showing just what the Civic is for in terms of tech, assisting recent events and all in preparation for going to college in Birmingham this September.
- Bex, Jess, Matt, and our newest trustee Christian – for being there to bounce ideas off each other and helping their implementation.

It has been a privilege.



Roman Publik
Chair of Trustees
On behalf of The Trustees

Trustees Report

for the year ended 30th June 2020

The Trustees (who are also directors of the Charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of The Civic (Stourport) Limited (the charity) for the ended 31 July 2016.

The Trustees confirm that the Annual Report and financial statements of the charity and group comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP).

The Charity is a charitable company limited by guarantee and was established by a Memorandum and Articles of Association, in December of 2011, and formerly registered as a charity with the Charities Commission in England and Wales on the 17th December 2012.

None of the Trustees have a financial interest in the company.

The Trustees are members of the company and agree to contribute £10 in the event of winding up.

- **Method of Appointment or Election of Trustees**

Each year at the Annual General Meeting, a third of the Trustees in rotation, stand down. They may stand for election, and if agreed by the members, be re-elected. If the charity does not fill the vacancy created by his or her resignation, he or she shall, if willing to act, be deemed to have been re-elected.

If a vacancy occurs during the year, the members and remaining Trustees may discuss inviting new Trustees with specific skills or recommendation to join the board.

- **Policies adopted for the Induction of Trustees**

On appointment, new Trustees are offered an induction process including the provision of extensive background literature, including Charity Commission guidelines for Trustees, the Charities Governance Code, and a range of documents concerning the management and history of the Charity.

New Trustees are invited to discuss the role, in advance, with the existing Trustees so they are aware of the commitment and background of the Charity.

- **Organisation Structure and Decision Making**

The compliance and strategy of the Charity are managed by the Trustees, with assistance from members.

The day-to-day management of the Charity and its venue is completed by members of the Charity with a Management Committee in place for decision making.

- **Risk Management**

The Trustees have assessed the major risks to which The Civic is exposed, and are satisfied that systems, policies, and procedures are in place to mitigate exposure to these risks. These are monitored throughout the year.

Plans for the Future Period

Plans for the coming reporting period include:

- A restart of all activity at the venue, and a return to full operations,
- The deployment of our new Business Plan covering 2021-2027

Objectives and Activities

- **Policies and Objectives**

The purpose (or objects) of the Charity are:

- To advance education in and promote appreciation of the performing, creative and visual arts for the public benefit.
- To promote such other purposes as are charitable according to the laws of England and Wales for the benefit of the public as may from time to time be determined.

- **Mission Statement**

In order to implement the purposes of the Charity, The Civic has created the following mission statement:

The Civic Hall, Stourport is a unique space.
It aims to be the most important community venue in the area and an inspirational model for community participation in cultural, artistic and leisure activities.

- **Core Beliefs**

To help us implement the purposes of the Charity and achieve the Mission Statement we operate under the following core beliefs:

1. We operate a Community Hall for the whole community to use and enjoy.
2. We encourage participation in a varied programme of cultural, artistic and leisure activities.
3. We seek as wide an audience for our events as possible.
4. Our diverse programme is our cornerstone, but we are also a place of creation, development, and learning, as well as performance.
5. We should never forget that the community is our reason for existence.

- **Aims and Objectives**

The Civic, Stourport has five core aims for the period 2017- 2021.

1. To continue to be an accessible resource for the community and the primary cultural facility for the Wyre Forest Area
2. To promote an inclusive and wide range of cultural, artistic and leisure activities for the benefit of the community.
3. To understand how the venue could have social and economic benefits to the community, whilst supporting and enhancing other events within the community.
4. To be self-sufficient and operate in a sustainable manner to ensure the venue continues its activities for years to come.

The Civic will fulfil these aims by:

- Ensuring that we promote the use of the venue for a range of activities and that any charges for hire are fair and affordable.
- Producing programmes of events at the Theatre Hall which will Engage, Educate and Entertain participants across a wide range of art forms and leisure activities. Implement programmes that encourage participation across a range of demographics.
- Assess and monitor the impact that The Civic has on local businesses, social groups and our wider community.
- Operating in a self-sufficient, sustainable manner to ensure the venue continues its activities for years to come.

2021/22 will see The Civic launch a new business plan combining the above aims and objectives with new developmental ambitions. This launch was delayed by one year as a result of the Coronavirus Pandemic.

• REVIEW OF THE YEAR

The entirety of this reporting period was severely hampered by the worldwide Coronavirus Pandemic. We were limited in what we were able to achieve throughout the year.

This was partly due to closure restrictions, staff being placed on furlough, or a cautious approach to the utilisation of financial resources.

The work that that staff undertook at the beginning of the pandemic meant that the second and third phases of the Pandemic were able to be managed more easily. This was further enhanced by the successful application to the Cultural Recovery Fund.

Trustees feel that the Pandemic may continue to have an impact beyond this coming reporting period and anticipate that the recovery may continue beyond 2021/22 into 2022/23.

Initiatives

Due to being closed for much of the past 12 months none of the planned initiatives have been progressed.

However, as a result of having to implement Social Distancing measures and Covid Safe standards we advanced some work that was planned for the future.

Backstage Development:

Updated our stage manager position to be Covid-Safe. This also meant an overhaul of the management of the storage of technical equipment.

We were also able to purchase a new sound desk, as the former model would not have withstood the methods of cleaning required for SD measures.

Some work was also undertaken in the technical room at the rear of the venue to enable a single person to operate both light and sound equipment more easily so that social distancing can take place if required.

The Bar

We have often talked about modifying the bar servery to enable faster, more efficient serving/use. This has always been difficult to plan due to the amount of time the building is in use. However, with the extended closure in place we were able to undertake the work. Our volunteer Marc Bullock spent hours reconfiguring the bar area to accommodate shelving, new hand pulls, additional taps, a new fridge, and other equipment. No small task, but one that was achieved to a high standard and within budget.

This means that the bar area is now able to serve from two areas, whilst maintaining social distancing standards for our audiences/community, but also our staff.

Creating a Display/Exhibition Space in the Foyer

During the year we combined the need to create a Covid Secure, one-way system of travelling around the venue, with a desire to utilise the space in the foyer for displays and exhibitions.

This was done through the construction, in-house, of four mobile, triangular prism shaped display stands (think of a Toblerone Packet on its end, on wheels). These stands allow for multiple pieces of work to be displayed and visible from a number of approaches, and at least one third of the artwork on display can be seen from outside of the venue at any time.

Their secondary function allows us to use them as area/pathway dividers to create a desired flow of footfall around the venue in line with our one-way system.

Since their construction they have hosted two displays by Stourport Photographic Society, and there are plans to create a rolling programme of displaying work from local organisations and the potential for hosting of small national tours.

Brochure Delivery – “Going Postal”

In September 2019 we launched a trial marketing campaign which would be rolled out in phases across the residential areas of Stourport. There are three planned phases.

We were due to launch our third and final phase of the initial deployment in March 2020. Due to the pandemic this did not happen.

A second attempt to implement this phase fell again due to the last-minute implementation of Tier three restrictions, on the day that the campaign launched.

We finally executed this step on the 10th of May 2021, delivering over 12,000 brochures to every residential property with a DY13 postcode sector.

We were not sure what the response would be due to a number of factors, but we decided to proceed, and the Arts Council Cultural Recovery Funding was deployed to cover this expense.

The reaction was overwhelmingly positive and saw an increased and sustained spike in activity through all our sales and social media channels, enquiries at the venue, volunteer sign ups (10 and counting), and more.

The sales activity continued for a number of weeks and surpassed pre covid sales levels for the same period over comparative years. This only declined when the Prime Minister made a beach side admission that Roadmap Step 3 restrictions may continue for two more weeks, before formally announcing the continuance the following Monday. That actually stopped all sales for a period of approx. 10 days.

The data collected from these sales show higher engagement in the DY13 9 area than previously seen, but engagement in the DY13 0 has declined in percentage terms. DY13 8 continues to be an area of very high engagement.

The campaign will run again in August 2021 covering September to November and will focus on a repeat of the same deployment. If this is deemed a success then there are plans to expand the December-February '22 campaign to include a new Postcode sector outside Stourport (DY13).

Business Plan Launch 2021-27

The delayed launch of the new Business Plan was finally held at the end of June 2021. The presentation of the plan was made to Volunteers and will begin to be rolled out from the beginning of the new reporting/fiscal year.

It builds on the previous plan, our strengths as an organisation, and develops the venue we operate from.

- **PROGRAMMING AND EVENTS**

Following the enforced closure of the venue in March 2020, we postponed almost all the planned events on a rolling basis through into 2021, and even into 2022. Whilst we have not had a lot to show for the last twelve months, we will be making up for it over the coming 12-18 months.

We were able to run some activity in the limited windows of opportunity that we were presented with, up until the 17th of May.

Following the decision by Government to progress to stage 3 of their Covid Roadmap we were able to reopen from the 17th of May, with specific restrictions in place for performances and public activities. These restrictions had an impact on our capacity and the way that we operated.

This Roadmap stage was extended for two weeks prior to the end of the reporting period moving a full reopening date back to the 19th of July. This announcement was handled poorly by the Government, and resulted in a dramatic decrease in audience confidence, and activity on our website and through our sales channels.

In House and Collaborations:

Storytime with Santa: A Christmas themed family event with four “shows” over 2 days. The event featured Father Christmas reading two stories, leading a recital of a known poem, and answering Children’s questions before Children were invited on stage for a present and a socially distanced photograph.

The event sold out all “shows” and was very well received. The event was proceeded and followed by surveys which enabled us to identify potential issues.

Last of The Summer Wine

The first community activity following the May 17th reopening was the in-house ENCORE Senior production of Last of The Summer Wine. This was a production with a small cast which enabled them to rehearse and perform under Covid-Safe Standards.

Rehearsals began on Zoom, progressed to a public Park, through a back garden, into a car park, and then finally the Civic Hall itself. All Covid rules were followed, and daily testing of performers and crew, took place during the run.

The production featured a couple of new faces and another first-time actor taking to the boards. They were complimented by an excellent set designed by Ian Bradley and built by Ian, Jo Rush, and Matt Green. Lighting and Sound were run by our fantastic in-house team. This was supported with individual, head worn microphones supplied by Limelight, so that they actors did not have to project too much, and therefore potentially spread Covid droplets.

The show was well received and generated a surplus.

However, more importantly was this was the first “large scale” production since the reopening and allowed us to show our community that we were able to do all that as needed to produce a show and keep them safe in our venue.

Touring Productions/Events:

Green Mathews presents "*Nosferatu – A Symphony of Horrors*" – A live screening of the 1922 film with a new score written and performed live by Chris Green.

Don't Go Into the Cellar Theatre Company presented a number of productions after the 17th of May, as our programme restarted. As they are usually attended by a smaller audience than other events they allowed us to give our Covid Secure procedures a trial run, and make any adjustments prior to larger attendance events making a return.

Following the lifting of restrictions they presented *Truly, Jack The Ripper*, a performance featuring primary source material; *The Time Machine* an adaptation of the H G Wells story; *Tea With Oscar Wilde*, a "chat show format" performance featuring Oscar Wilde and a guest, which in this case was an actor performing as poet William McGonagall; *Jekyll and Hyde*, a one man performance of the classic tale; and *Conan Doyle By Candlelight* a reflection of Non-Sherlock works by Sir Arthur Conan Doyle.

How The Koala Learned to Hug

A stage adaptation of the best selling book by Steven Lee, accompanied by a meet and greet with the author.

Mark Green's Elvis Experience

Mark and The Dixie Band performed with us in 2019 and were incredibly popular. They had been booked in before Covid struck and so this was a rescheduled date. Mark also performed for us during our online Summer Fundraiser programme in 2020.

Forever Queen

A Queen Tribute act

The Lynne and Barry Steele Story: Forever Steele

Barry Steele is one of the most well-known Roy Orbison tribute acts in the country. He was due to perform his full show, but due to ongoing restrictions they adapted their performance to include excerpts from their new book alongside some songs. He will return later in the year with his full show.

Private Hires:

41 private hires in total. These hires were allowed through the limited summer roadmap enabled reopening. This was predominantly a dance school, a choir, a local church (for streaming of services), and Blood Donor sessions.

Community Event and Free uses:

None

Festivals

None

Tickets

With such a small number of shows it is not appropriate to make a comparison of data on a year-on-year basis.

This is also the first time that we have held several new styles of events (such as the live accompanied cinema, storytelling, and mixed media performances) so an event-to-event comparison is not possible.

- **Stakeholders**

The Charity received support funding from HM Government in the form of Local Restriction (Closure) Grants which were administered by Wyre Forest District Council.

We received money from HM Government's Cultural Recovery Fund which was administered by The Arts Council England.

We received monies by engaging in the Government's Coronavirus Job Retention Scheme to furlough our two paid members. We ceased using the facility in October following the award of the Cultural Recovery Fund.

The Charity receives some support from Stourport Town Council in their capacity as landlords.

We receive benefit in kind from Wyre Forest District Council in relation to Business Rate Relief.

The Charity held funds on behalf of West Mercia Police in regard to an Anti-Social Behaviour programme.

The Charity received funds from the Good Things Foundation for its work as a Census 2021 Support Centre.

The private donations collected during this time, and especially throughout the summer fundraising activity, were used to ensure that we had resources to reopen, and to prepare the venue for reopening.

We want to thank you, our community, our supporters, and our friends for all the help and hope you have given us over the last year.

Whether you donated to our fundraiser, dropped us a supportive message, hired the hall when you could, donated a refund, accepted the numerous date changes to events being postponed, or any number of supportive words and actions - thank you.

- **Partners**

The Charity has formed a partnership with the local Safer Neighbourhood team from West Mercia Police, and other agencies to deliver a programme of activities to help reduce Anti-Social Behaviour in the local area. Due to the Pandemic no activity took place using these funds during the reporting period, however activity is due to begin in July and run through the school holidays.

- **Volunteers**

The Civic is supported by small but highly dedicated team of volunteers from across the area. It has been a challenging year for many of them, and not being able to see them as often during the last twelve months has been hard.

We are grateful for the assistance that they have been able to provide during this last year, when they have been permitted, but especially for the words of support they have offered throughout.

- **Staffing**

During the period, the Charity employed two members of paid staff at the venue: a Hall Manager, and a Business Manager.

No members of staff receive more than £60,000 in salaries and benefits.

Staff salaries equated to 47% of the charity's overall costs.

This figure would have been closer to the figure of last year had we not reduced our costs due to the Coronavirus Pandemic.

Financial Review.

The results of the year and financial position of the Charity are shown in the financial statements that follow. This was not a normal year, and the figures below reflect this.

No income was received from or spent outside of the UK.

Restricted and Designated funds are illustrated below.

During the year financial performance is carefully monitored against a pre-agreed budget. The budget is reviewed monthly by the Business Manager and the subcommittee headed by the Finance Trustee. The remaining Trustees are updated as part of their regular meetings.

- **Reserves Policy**

The Charity's reserves policy was established during 2016 and was established to maintain sufficient reserves to fund their obligations to their landlord in regard to rent payments and their obligations to the visitors and staff who visit the building.

The Trustees having considered this set a target of £5,000 for the financial year ending June 2020.

The ultimate aim of the Trustees is to acquire reserves equivalent to at least one year's core costs of maintaining and managing the Civic Hall, Stourport along with the costs of administering the Charity.

Following the collapse of our income streams in 2020 and into 2021 as a result of the Coronavirus Pandemic, what reserves we had have been used, and exhausted.

However, following the successful application to the Cultural Recovery Fund we were able to include a reflation of our reserves and moved £6,600 into the **Restricted Reserves** fund from that award.

Following the receipt of additional funds from WFDC, in respect of Local Restriction (Closure) Grants, on behalf of HM Government Trustees agreed to move an additional £11,000 into the Reserves Fund on a **Designated** basis so that this can be used to fill any project needs in the near future.

Trustees will examine the need for a separate Designated Reserves Account during the coming period.

Trustees understand the need for reserves and will take steps to ensure that these are rebuilt as a priority.

- **Operational Communications**

The Civic holds usually holds monthly Management Committee meetings, bi-monthly Volunteers meetings, and Trustees meet every two months.

Trustees are invited to Management Committee and Volunteer meetings.

Trustees also visit the venue during working days, and often volunteer in setting up for and working during events.

In addition to the day to day communications between team members there are monthly newsletters distributed in the hall for team members.

Communications between volunteers is often through face to face discussion or via social media messaging systems.

Trustees also use a variety of online tools for meetings and formal decisions.

Trustees invested in a Zoom Video conference licence towards the end of the financial year to enable communication to improve and enable our arts groups to meet and rehearse.

- **Governance Costs**

Costs associated with the Governance of the Charity related to payments to the Independent Examiner for our accounts, and a small sum for generating Impact Assessment data and represented less than 1% of expenditure.

- **Cost of Fundraising**

The Civic counts the cost of running the Civic Hall as part of its costs of fundraising as activities that take place in the account for all our income. These costs include the cost of running the venue and staffing it. It does not include event costs, marketing, or front of house services.

These costs equated to 29% of our expenditure during the reporting period.

This figure has been distorted as a result of the Coronavirus Pandemic.

- **Material Investments Policy**

The Charity's governing document gives the charity the power to invest monies not immediately required. The Charity does not currently have any investments.

- **Related Parties**

One of the Trustees is employed at the venue as Business Manager. This appointment was approved by the Charity Commission in August 2019.

Any payments made to Trustees are in line with the expenses policy.

Any connection between any Trustee and any production company, service or supplying contractor, contracted actor, or performer of any sort must be disclosed to the board and committee in line with the conflict-of-interest policy.

- **Trustees Responsibilities Statement**

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the group, and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgments and accounting 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 group will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company and the group's transactions and disclose with reasonable accuracy at any time the financial position of the charitable group and enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

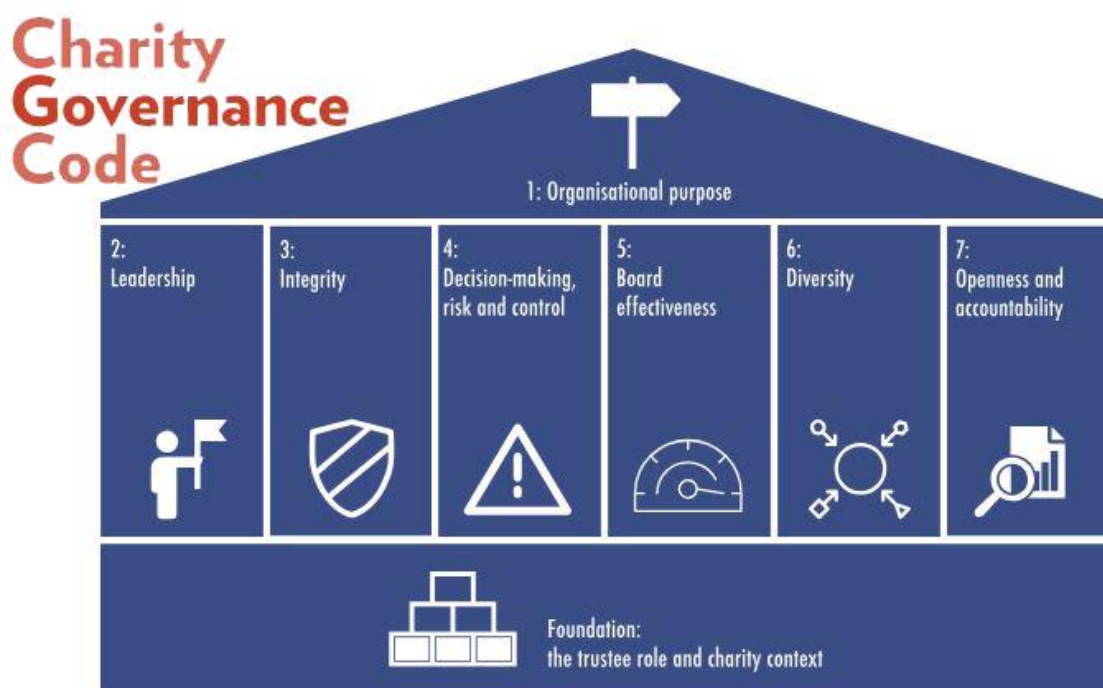
Good Governance Code

The board of Trustees understands that Good Governance enables and supports the growth of the Charity, whilst enabling and supporting the charity's compliance with the law and relevant regulations.

Trustees have implemented a process to meet the principles laid out in the newly revised *Charity Governance Code*. We have used the principles to develop a range of indicators to help us achieve a standard of Governance that is appropriate to our organisation.

We are currently able to Apply or Explain our progress towards all relevant indicators and principles for smaller charities. We have a longer-term aspiration of being able to meet many of the requirements for larger charities.

Areas of development within these indicators include improving our Impact Assessment, as highlighted above



Foundation: The Trustee Role and Charity Context

Trustees undergo a full induction process which highlights their role and what is required of them in the role. Trustees are predominantly recruited from supporters of the Charity and its work, or local community members who understand the local area or who have worked with local organisations.

There is a Trustee role specifically designated to Governance.

1. Organisational Purpose

- Trustees consider the purpose of the Charity and its operation at all meetings. This includes reviews of our Public Benefit Statement and how it applies to our aims and objectives.
- When Trustees meet, they consider the question of whether "*the Charity is achieving its charitable purpose and is progressing towards its stated aims and objectives?*".
- The Trustees consider a wide range of information to measure its effectiveness and progress towards its purpose and aims. The Trustees communicate the progress towards these aims and objectives to other board members, key staff, stakeholders and members.
- The Trustees have monthly updates from the Treasurer and this information is reviewed against the budgets, monitoring income and expenditure against trend data, predicted spending, and identifying unexpected costs or increases.
- The Charity has a specific objective of being able to "*be self-sufficient and operate in a sustainable manner to ensure the venue continues its activities for years to come*".
- The current Business Plan is due to conclude in 2021. Trustees have already prepared and agreed the business plan for the next period and were due to launch and adopt it from October 2020. However, as a result of the pandemic this has been delayed and the plan will be launched in 2021
- The Trustees monitor changes in the local area, and community which may impact on the work that the Charity undertakes.

2. Leadership

- All the Trustees understand and accept collective responsibility for the decisions made by the board, and the direction of the Charity.
- Trustees adhere to the seven Principles of Public Life (Nolan Principles).
- All decisions are taken on the basis that the Charity **must** come first.
- Trustees' meetings are structured and consistent, designed to prompt discussion and involvement from the full board.

3. Integrity

- The Trustees have adopted the Seven Principles of Public Life to help drive the culture of the board. Trustees operate in a fair and balanced manner with everyone, with no preferential treatment to anyone person or organisation.
- This has caused some uneasiness amongst some of our direct users who believe that, because they contribute significant amounts of income to our operation through their hiring of the venue, they should receive preferential treatment or rates. We have stated from the outset that this is not the case, and we will treat everyone equally, regardless of size or frequency of use.

We believe this to be the fairest, clearest, and most consistent approach to our operation, and meets with the aims and objectives of the Charity.

- The Trustees take the reputation and public perception of the Charity especially serious and take all steps to ensure that we are seen to be working within the expectations that the community around us would have of a Charity.
- All conflicts are dealt with in accordance with the Charities Conflict of Interest Policy, which includes the register of gifts and hospitality.

4. Decision Making, Risk, and Control

- Trustees are clear that their focus is the Charity and its performance and progression towards its stated aims and purpose.
- Trustees have a fully itemised Risk Management Monitor in place to identify, record, assess, and evaluate potential risks to the Charity.
- Trustees review policies and procedures throughout the year, with policies reviewed each month on a scheduled basis or when major updates are required because of changes in legislation.
- The Trustees use a range of data sources to benchmark the operation of the venue and charity against similar local organisations, using the results to identify best practice and discover potential new ways of operation.
- The Trustees are responsible for appointing the external, independent examiner.

5. Board Effectiveness

- Trustees have adapted to ensure that they can be effective in their roles. This includes using digital messaging platforms, online meeting/collaboration tools, and data sharing platforms to keep up to date with developments and decision making. Whilst the digital environment has not diminished the role of "face to face" meetings it has enabled meetings to go ahead when inevitable clashes with work/family come to the fore.
- Where conflicting opinions are formed between members of the board, time is given over so that the subject can be debated thoroughly, and the challenges resolved.
- Trustees are open about their motivations and expectations from their work with the board. It also helps the others understand their point of view and their experience.
- Trustees ensure that they receive advice from expert or professional sources where possible and the board do not have the

knowledge or experience themselves.

- Trustees are recruited and appointed in line with the Governing document of the Charity.
- Trustees are elected to post by the wider membership of the Charity.

6. Diversity

- Trustees understand that there are a range of characteristics that diversity applies to, and they understand that the most basic level of diversity means having as wide a range of knowledge, experience, and skill at Trustee level as possible. This ensures that various viewpoints and experiences are accessible to the decision-making process and means that the board can be more effective.

7. Openness and Accountability

- Trustees have highlighted that measuring and assessing the impact that the work of the Charity is having in the local community is of a high priority.
- As noted above the Trustees treat all direct users (i.e. hirers) in the same way regardless of contribution to its income or size/frequency of their hire. This we believe demonstrates, in one way, our commitment to our values and ethics.
- Trustees also take great care with the reputation and public perception of the Charity.
- We communicate in a clear and open manner with our stakeholders, partners, and members and are improving our communication with our direct and indirect users.
- The Charity has a public and internal complaints procedure which includes a detailed process for how a complaint is received, processed, and (hopefully) resolved.

Statement of Public Benefit

for the year ended 30th June 2018

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit "Charities and Public Benefit".

Definition of the term

We define the term 'public' as "Public in General", as described in the Charities Commission guidance PB1, meaning that all of the public can benefit from the purpose, and the benefit is not limited to people with a particular need or who have to satisfy some other criteria.

Area of Benefit

The defined area of benefit as per our *Articles of Association* is the Wyre Forest District and surrounding areas.

Statement of Public Benefit derived from the activities of the charity.

In setting our objectives and planning our activities, the Trustees have considered the Charity Commission's general guidance on public benefit and, in particular, its supplementary guidance on advancing education and on fee-charging.

The Civic is committed to enabling as many people as possible to benefit from activities at The Civic Hall.

To this end we aim to produce programmes of events at the Hall which will Engage, Educate and Entertain participants across a wide range of art forms and leisure activities, appealing to as wide an audience as possible, with no one art form taking precedence.

We seek to be an accessible resource for the community and the primary cultural facility in the Wyre Forest District Area. To this end we also hire out the space for other performing arts groups, leisure groups, and community organisations to use.

By diversifying our programming and hiring use we can ensure that the venue is here for future generations of our community.

Public Benefit: Venue Hire Fees

We ensure that we promote the use of the venue for a range of activities and that any charges for hire are fair and affordable for all.

Our prices for hire are amongst the cheapest in the area for similar sized venues, and in some cases, we are cheaper than smaller venues.

Public Benefit: Ticket Prices

The ticket price average is calculated using published ticket prices for any event in which the Public are able to attend, including Private Hires.

Even with Private Hirers included, the average ticket price has not risen above £10 per ticket in the last three years, despite having a number of events this year over £20 per ticket.

In addition to offering standard ticket prices, we also offer group tickets for Family performance events, as well as offering discounted tickets for larger groups.

Disclosure of Information to Auditor

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable group's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable group's auditors in connection with preparing their report and to establish that the charitable group's auditors are aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 4th August 2021 and signed on their behalf by:



Roman Publik
Chair of Trustees

Independent Auditors Report to The Members of The Civic (Stourport) Limited

In my opinion the financial statements give a true and fair view of the state of the charity's affairs as at 30th June 2021 and of its incoming resources and application of resources for the year then ended.

SJE Hector AFA
31st March 2022
[Membership No: 244828]

Fairway Accountants Limited
Old Anglo House
Mitton Street
Stourport on Severn
Worcestershire
DY13 9AQ
31ST March 2022

Financial Statements

For the year ending 30th June 2021

Receipts	2020-21	2019-20
Internal Transfers	£ -	£0.00
Internal Transfers & Non-Trading		
Bank Receipts	£ 4,991.84	£6,001.50
Staffing (Uniforms)	£ -	30
Events	£ 14,000.08	£51,659.96
Productions	£ 424.00	£1,857.00
Fundraising	£ 101,290.71	£41,830.13
FoH Services	£ 1,399.21	£33,006.31
Marketing	£ -	£182.67
Charges & Repayments	£ 197.00	£8,942.13
Other Payments	£ -	£
Bank Receipts Total	<u>£122,302.84</u>	<u>£143,509.70</u>
Less Internal Transfers & Non-Trading Receipts	-£ 4,991.84	-£6,001.50
Total Trading Receipts	£117,311.00	£137,508.20
Payments		
Internal Transfers	£ 22,453.58	£1,100.00
Non-Trading Payments	£0.00	£5,500.00
Staff Costs	£ 42,241.14	£37,151.79
Events	£ 4,260.33	£22,165.86
Productions	£ 200.66	£606.00
FoH Services	£ 4,402.40	£21,230.24
Marketing	£ 6,716.68	£4,980.99
Business Costs	£ 18,041.93	£15,940.41
Capital Assets	£ -	£3,765.52
Departmental Budgets	£ 8,260.72	£2,357.44
Trustees	£ 815.69	£461.30
Charity Reserves	£ -	£
Charges & Repayments	£ 1,915.10	£7,573.37
Other Payments	£ 1,920.00	£8,371.20
Bank & PC Payments Total	<u>£111,228.23</u>	<u>£131,204.12</u>
Less Internal Transfers & Non-Trading Payments	-£ 22,433.58	-£6,600.00
Total Trading Payments	£88,794.65	£124,604.12
Surplus for the year	<u>£28,516.35</u>	<u>£12,904.08</u>

Statement of Financial Activities For the year ending 30th June 2021

Charity Balance Sheet as of 30th June

Balance Sheet as of 30th June
2020

	2020-21	2019-20
Fixed Assets		
Equipment and Fixtures at cost	£31,430.33	£30,340.35
Bar Stock	£1,494.06	£1,720.94
Cash Assets		
Bar Reserve	£350.00	£350.00
Petty Cash	£55.55	£55.55
Box Office Reserve	£30.00	£30.00
Ice Cream Float	£30.00	£30.00
Raffle Float	£20.00	£20.00
Cash in HSBC BMM A/C	£17,600.49	£0.00
Cash in HSBC Community A/C	£37,437.41	£26,720.93
Cash in CAFCash A/C	£327.78	-£10.08
Cash in CAF Gold A/C	£2,691.77	£2,751.50
Total Net Current Assets	£58,543.00	£29,947.90
Total Net Assets	£91,467.39	£62,009.19
Represented by:-		
Total Net Assets as at 1st July 2019	£ 62,009.19	£46,113.77
Surplus for 2019-20	£ 28,516.35	-£ 7,691.90
Fixed Assets revaluation	£ 1,089.98	£12,400.45
	-£	
Bar Stock revaluation	226.88	-£ 540.68
Change in Bar Reserve	£ -	£ -
Change in Petty Cash	£ -	-£ 102.18
Change in BO Reserve	£ -	-£ 70.00
Change in Ice Cream Float	£ -	£ -
Change in Raffle Float	£ -	£ 20.00
Expenses not paid out	£ -	£ -
Total Net Assets as at 30th June 2021	£ 91,388.64	£50,129.46

Notes to the Financial Statements For the year ending 30th June 2018

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 Company status

The charity is a company limited by guarantee. The members of the company are the Trustees named on page 4. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. There was one designated fund active during this period.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

There is one restricted fund at this time.

1. ACCOUNTING POLICIES (continued)

1.4 Incoming resources

Voluntary income including donations, gifts and legacies and grants that provide core funding, are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement

Income from rentals is recognised in the period to which they relate.

Investment income is recognised on a receivable basis.

Income from theatre admission tickets is included in the period in which the income is received and is shown in Receipts.

1.5 Fundraising

The Civic is compliant with the recognised standards of fundraising as set out in the Code of Fundraising Practice.

The Civic has policies and procedures in place regarding our fundraising activities.

The Civic has not used any professional or commercial participators to raise funds on our behalf.

1.6 Resources expended

Where expenditure is directly attributable to specific activities it has been included in those cost categories. Non recoverable VAT has been included with the relevant expenditure.

1.7 Basis of consolidation

There are no subsidiaries to consolidate into the accounts

1.8 Tangible fixed assets and depreciation

1. ACCOUNTING POLICIES (continued)

Tangible fixed assets are stated at cost less depreciation where applicable. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold property: Over the life of the remaining lease period

Equipment and fixtures: 16.6% straight line per year for six years, or over length of the lease, whichever is shorter.

Total Asset value now stands at: **£31,430.33**

1.9 Investments

The Civic has no investments.

1.10 Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

1.11 Stocks

The Civic does not own any stocks.

Categories

The Charity has adapted its classifications to bring it in line with similar bodies in the industry.

2. Staff Costs

This includes Salaries, Training, Pensions and Admin costs associated with the employment of paid staff.

3. Events

Combines all "event" activities including Private Hire Income

	Expenditure	Income
External Shows Paid for	£ 4,075.00	£ 5,715.08
External Shows Door splits	£ 0.00	£ 0.00
Internal Shows Paid for	£ 0.00	£ 50.00
Internal Shows Door splits	£ 0.00	£ 0.00
Private Hire Fees	£ 0.00	£ 8,215.00
	£ 4,705.00	£ 14,000.08

3. Productions

Productions reflects all the **income** from the in house produced Comedy Festival, and presentations from our in house drama groups.

Youth Productions	£ 144.81
Senior Production	£ 0.00
	£ 144.81

4. Fundraising including Donations and Similar Income

Donations, gifts, and general core grants were received from the following sources:

	Restricted Funds	Unrestricted Funds	Total
Collection Pots		£ 0.00	£ 0.00
Bums on Seats Fundraising	£ 0.00		£ 0.00
Fundraising Events		£ 655.00	£ 655.00
PayPal Giving/Amazon Smile		£ 12.59	£ 12.59
Donations		£ 4,784.56	£ 4,784.56
HMRC CJRS	£ 8,844.56		£ 8,844.56
Local Restrictions Grants		£ 26,143.00	£ 26,143.00
Donation Cllr Ken Henderson	£ 500.00		£ 500.00
ACE: Cultural Recovery Fund	£ 55,157.00		£ 55,157.00
Good Things Foundation		£ 5,194.00	£ 5,194.00
	£ 64,501.56	£ 36,789.15	£ 101,209.71

5. Front of House Services

This section includes income from the Bar, any catering income, and Ice Cream Sale. It also includes the modifications to the Bar area to meet Covid Standards, and the purchase of PPE equipment (foggers, hand sanitisers etc)

	Income	Expenditure
Bar	£ 1,263.21	£ 3,548.48
Catering	£ 0.00	£ 148.68
Housekeeping	£ -	£ 705.24
Ice Cream	£ 136.00	£ 0.00
	£ 1,399.21	£ 4,402.40

6. Marketing

	Income		Expenditure
Press Adverts	£	£	0.00
Brochures/"Going Postal"	£	£	5,872.64
Publicity Activities	£	£	699.09
Ticketsource Referral	£	£	
Website Design and hosting		£	144.95
Total	£ 0.00	£	6,176.68

7. Charges and Repayments

7.1 Private Hire Ticket Payments

This relates to ticket money collected at the venue on behalf of Private Hire Users who chose to use our box office service. This money was banked in line with financial security policies and paid out at the conclusion of their hire period.

Pep Pereira	£ 70.60
Total	£70.60

7.2 Bank Charges and Ticket Refunds

	Expenditure	
Refunds	£	1,766.50
Bank Charges: CAF Bank	£	78.00
Total	£ 1,844.50	

8. Business Costs

	Expenditure	
Phone and Broadband	£	1,624.42
Insurance	£	942.38
Refuse	£	0.00
Fire Services	£	439.23
Office Costs	£	2,749.52.00
Rent Payments	£	7,7000.00
Premises Licence	£	350.00
PRS/PPL	£	2,080.92
Water Services	£	338.50
Hygiene Services	£	1,746.96
	£	18,041.93

9. Capital Purchases

All items purchased this year have been included in the relevant sections i.e. A new fridge was recorded as part of the Bar figures.

	Value
Total	£ 0

10. Department Budgets

Expenditure which relates to specific management Committee projects

	Expenditure
Building Projects	£ 65.00
Maintenance	£ 1,907.44
Accessibility	£ -
House Keeping	£ 884.31
It/Digital	£ 1,929.97
Stage Technical	£ 3,324.00
Volunteer Projects	£ 0.00
Finance	£ 150.00
	£ 8,260.72

12. Trustees

Training and Subscriptions	£808.49
HR and Staffing	£ 7.20
	£815.69

13. Charity Reserves

£ 17,600 - see notes above in Reserves Policy

14. Other Payments

Artifax Venue Management	£ 1,920.00
	£ 1,920.00

15. Related Party Transactions

During the year the Charity did not make or receive any payments, to or from, any of its members other than authorised expenses.

16. Creditors

There are currently no outstanding creditors

17. Debtors

There are no outstanding debtors

18. Restricted Funds

At this time there are no funds remaining in any Restricted funds having been consumed during the year.

19. Designated Funds

At this time there are the following Designated funds:

Anti-Social Behaviour Project Fund	£ 2,750.00
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Notes on Designated Funds:

Anti-Social Behaviour Fund: Stourport Safer Neighbourhood Team have confirmed that activity will begin on the 15th of July 2021, and the majority of funds will be distributed as a result towards the end of the summer period.