



The Civic Group
Trustees Annual Report
(TAR 2023)
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 2023

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 2023

Trustees

Matthew Green – Resigned 6th February 2023

Rebekah Fielding – Resigned 20th January 2023

Christian Davies – Resigned 15th February 2023

Jo Anne Stevens

Alexander Forty – Appointed 28th July 2022/ Resigned 15^h February 2023

Cheryl Skidmore – Appointed 14th February 2023

Tim Schmeising-Barnes – Appointed 14th February 2023

Rob Pritchard - Appointed 14th February 2023

Sarah Taylor-Robinson – Appointed 27th April 2023

Jamie Turvey – Appointed 27th April 2023

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 Examiner

Mr Geoff Boswell

Solicitors

Painters Solicitors
29 Church Street
Kidderminster
Worcestershire
DY10 2AU

Fodens Solicitors
Fodens Business Centre
M54 Junction 6
Telford
Shropshire
TF3 5HL

Chairs Statement

for the year ended 30th June 2023

Dear All,

I write this after what has been an extremely turbulent time for the Charity.

I was appointed as a Trustee in February of this year following a big turnaround in the existing trustees with work commitments and health concerns resulting in several resignations. Tim Schmeisling Barnes and Rob Pritchard were appointed at the same time with Tim taking on the responsibilities of the Chair. Further appointments were made in April when Sarah Taylor Robinson and Jamie Turvey were appointed to the board and together with existing Trustee Jo Anne Stevens they completed our current board of six trustees. In May for personal reasons Tim had to step down as Chair and I was asked to step in to the role.

The uncertainty following Covid still hangs over us with people leaving it until the very last minute to book tickets and in some cases still being reluctant to book at all but we do feel that things are improving and that normality is starting to return.

There continues to be a very varied and interesting programme at The Civic catering to all our areas of our community. We are busy organising community events for the town carnival, a MacMillan coffee morning and a Dementia Quiz amongst all of the other regular shows and booking that we have. Our regular events include Sunday afternoon teas with entertainment, Murder Mystery Evenings, fun bingo nights which are extremely popular as well as tribute shows, in house productions and concerts and shows from other local societies. We have the annual pantomime and twice a year we have dance festivals attracting visitors from all over the country. On top of all this the venue is hired for blood transfusion services, carpet bowls, sequence dancing and private parties and events.

We are building relationships with the local high school to produce joint events to give their pupils and our youth group the chance to perform together and this is something we are very excited about.

In October we are hoping to launch our Friends of the Foyer scheme to encourage local people to come and socialise during the day in our foyer for chatting, crafts, games or whatever they would like to see happening.

Of course, all of these things could not happen without our dedicated and passionate Management Team and without our wonderful volunteers. Numbers had dropped off but recently we have welcomed some new volunteers which we are extremely happy about.

Since the last report the Town Council decided to take back the running of the Lickhill Community Centre.

Due to severe restraints on our finances and also the postal strikes the brochure campaign was halted. We are lucky to have a Trustee who is very experienced in marketing and he is going to help the Business Manager do more specific marketing to different areas. In the meantime, we have produced a flyer highlighting our events and this has been well received.

I'd also like to thank retiring Trustees, Matt, Bex, Christian and Alex, for their work in the first part of the year and Jo Anne for staying with us.

We still have challenges ahead, but we feel confident that we are in a position to move The Civic forward. We have recently had to take on a short-term loan to assist with cash flow issues and after lengthy discussions are sure that this was the correct course of action to take at this time.

We continue to work with the Town Council to draw up a mutually acceptable Lease and look forward to working with them in the future to maintain a building that they and the people of Stourport on Severn can be proud of.

Cheryl Skidmore

Chair of Trustees

Trustees Report

for the year ended 30th June 2023

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 of 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 staff.

The day-to-day management of the Charity and its venue is completed by Staff and members of the Charity.

- **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:

- To secure a new lease on The Civic Hall

Objectives and Activities

- **Policies and Objectives**

The purpose (or objects) of the Charity is:

- 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 2021-28.

- To be an accessible resource for the community, and the primary cultural facility for the Wyre Forest Area.
- To promote an inclusive and wide range of cultural, artistic and leisure activities for the benefit of the community.
- Identifying ways of enabling our community to come through the door and feel a sense of ownership.
- To be self-sufficient and operate in a sustainable manner to ensure the venue continues its activities for years to come.
- To establish, advance, and nurture partnerships with local stakeholders, regional partners, and national bodies

Each of these Aims has four objectives which we will seek to achieve over the period of the plan, monitored via a series of measurable outcomes.

• REVIEW OF THE YEAR

The year has been one of much upheaval and stress for the organisation on several fronts and this has taken its toll on Staff, Volunteers and Trustees. There was significant impact on our end users and audiences through the second quarter of the year which created more pressures elsewhere.

Some of these continued into the second part of the year, and there are a handful which continue to require attention at the time of this report.

However, there have also been highlights to the year that offset some of these negative impacts.

The Lease on The Civic Hall

Discussions regarding a new lease on The Civic Hall had started in February 2022. The lease on The Civic Hall was put out for Expressions of Interest in October and following a competitive process the new lease was to be 'granted to The Civic Group for a term of 5 years subject to the Civic Group trustees agreeing to new terms and conditions'.

Since that time a number of meetings between the new Trustees and the Town Council have been held and it is believed a new spirit of joint working and common goals has been established and steady progress is being made towards a new agreement.

Stourport Community Centre

We reported last year that Wyre Forest District Council had divested itself of assets across the district through the mechanism of "Localism". One such asset was the Community Centre on the Memorial Park at Lickhill which transferred into the ownership of Stourport Town Council

After some discussions an agreement was made, and The Civic took over the management of the venue.

On the 13th February 2023 we received notice that the Town Council were terminating the management agreement and were taking over the management of the venue themselves.

The abortive lease (as it was described by our solicitors) cost the Charity a total of £960.

Brochure Delivery – “Going Postal”

As was described in the previous Annual Reports, The Civic had launched its largest marketing campaign to date, delivering our events programme, via a printed brochure, to every residential property in Stourport.

This had proven to be an overwhelming success with gains in engagement and participation, along with increases in revenue, hire enquiries, and volunteer sign-ups.

The campaign ran successfully during the first quarter of the reporting period and showed signs of even greater increases as it was delivered to new areas within the Area of Benefit.

The second quarter brochure did not work as well as previous versions due to the uncertainty surrounding the lease and was further compounded by industrial action taken by postal workers on the days that the delivery was scheduled for. We found that people were not receiving the brochure in their post until AFTER Christmas.

Due to continued uncertainty about strikes, and the cost of running a campaign that might be scuppered before it even launched – due to a four-week lead into delivery (1 week to print and a required three-week handover period for Royal Mail) it was decided that the Q3 campaign would be handled via a digital only delivery using our mailing lists, social media and paid content adverts. We had a small print run made for copies to be on hand in the venue.

The Q4 campaign launched in June as a double sided A5 flyer which would be supported by a digital brochure.

We will continue to explore funding sources to help accelerate this campaign to cover the entire Area of Benefit.

Our work with Nexus Creative on the brochure has been valuable and we will be looking to extend this relationship with more work in the coming period.

Tables

We purchased new lightweight tables for The Civic which lessened the impact on the volunteers, took up less space in the venue, and meant that setting up became easier for people to do.

The support of the Public

As mentioned above the submission of the Expression of Interest was accompanied by over 100 letters of support from users, audiences, performers, similar venues we had assisted and the MP, there was a petition which received over 500 signatories.

There were hundreds of messages on various Social Media pages decrying the decision and offering support.

This level of support was amazing, and overwhelming at the same time, allowing us to not only use this as a reason for us to continue, but actually underpin our entire existence – it emphatically answered the question “How has The Civic’s existence benefitted you or your group?”

That level of support is organic, and cannot be purchased like a Social Media Algorithm, and could not come from an Chatbot AI. It was raw and natural; it meant the world to all of us at The Civic to see that level of support, and we wish to thank all those who supported us through that time, and have continued to support us since.

- **PROGRAMMING AND EVENTS**

Our ability to offer a varied and attractive arts programme which is accessible to all remains one of our priorities.

We do not seek to maximise our income at all costs; our belief, as a charity, is to generate an income through a varied arts programme which is accessible to all, whilst offering a facility for those who wish to use it.

Some of our offerings deliver large numbers of patrons, and even a few welcome sell-outs, but equally important are the niche performances, or appearances by developing artists - sometimes only a handful of patrons may attend those performances but we accept this as a price we pay for offering variety.

Likewise, our Private Hire offering is as diverse as we can make it, and we try to provide for everyone from the well-established to the newly started.

In House and Collaborations:

ENCORE Youth: "Teechers" by John Goodber and a Showcase

Ballroom – Monthly Ballroom and Sequence Dancing night with **Brian's Super sounds**

Wrestling – Family friendly event each quarter with **HCW Wrestling**

Touring Productions/Events:

The Lynne and Barry Steele Story

Fleetwood Machine

Bingo Revolution – Multiple bookings

The Jaguars – 60's Covers band

The Elvis Experience

Maltloaf – a Tribute to Meatloaf

Divorced, Beheaded, Died: An Audience with King Henry VIII

The 39 Steps – Don't Go Into The Cellar

The Test Pilots – Cover band

A Musical Afternoon Tea

Murder at The Manor – A Murder Mystery Dining Event

Forever Sabbath

The Dead of The Night

Sinderella – An Adult Pantomime

Lady Dc and Paradise Kitty – Rock Tribute

Rock of Eighties – Rock Tribute

BTUK: Beauty and The Beast: Touring Ballet

Who Killed Father Christmas – A Murder Mystery Dining Experience

The Rock and Roll Christmas Special – Buddy Holly and Roy Orbison Tribute

Santa Saves Christmas – Family Show

NYE: Abba Alike

Hoagy! – A Rural Touring production of Jazz music

The Little Mermaid – Adult Pantomime

Neil Coley Big Band

My Mountain Life – Simon Yates

Marleys Ghost – A Murder Mystery Dining Event

Jive Talkin – Bee Gees Tribute

Francis Rossi – Tunes & Chat

Despite Everything Price Still Includes Biscuits – A Rural touring production

West End Showstoppers

The 80's Experience

Paul Play's Motown Live

Las Vegas: Rat Pack and Friends – Afternoon tea

The Bengo Blues Band

Diary of a Nobody – Don't Go Into the Cellar

Private Hires:

87 private hires in total ranging from Blood Donations Sessions, and returning performances by Stourport Choral, Stourport Brass Band, Monday Night Group, Fusion and Talking Props.

These bookings used **137 of the 321 days** the venue was available for (or **42%**).

Community Event and Free uses:

Stourport Carnival

Carnival Disco Night

Three Kings Parade

Stourport Town Council Meetings and Events

Carnival Queen Choosing

Exhibitions

Rob Pritchard – Local Artist Paintings

Christmas Tree Exhibition – Featuring Trees designed and decorated by local organisations and businesses

Festivals

Fusion 4 – Music Without Boundaries returned to The Civic Hall with an even bigger and better festival than before.

People from all over the country had travelled to Stourport for this weekend.

There were Scots, Irish, Cornish, Welsh, Londoners, North West, North East and Home Counties, all nattering away about a subject and the music they love.

Then there were those from Europe; France, Germany, Belgium, The Netherlands and Italy were represented. And there was a contingent of Americans on top of that.

And that was just the audience - the bands came from similar origins.

Wyre Forest Dance Festival – Long Established Annual Dance Festival which welcomes over 1,500 competitors

Limelight's Summer Dance Festival – A recent addition to the calendar building on the success of the Wyre Forest Dance Festival

SustFest: An event promoting sustainability and green living which utilised the Civic Hall and the Riverside Green Space.

Tickets

The ticketing data is taken from 1st July to 30th June inclusive.

These numbers do not include sales from Monday Night Group Pantomime, Limelight, Fusion Festival, Talking Props Performing Arts School, the Limelight Summer Dance Festival, or the Wyre Forest Dance Festival as they manage their own ticket sales and admissions.

Over 27% of the tickets sold were to visitors from outside the Wyre Forest area (versus 21% 2019/20) with 17% of total sales made to outside the county of Worcestershire (versus 19% 2019/20).

The remainder of the tickets (approx 77%) were purchased by people living within the Wyre Forest area (the area of benefit), with the majority from residents in Stourport (45% of the total - 56% of those within the area of benefit).

The "normal" reach of the Civic extends to Ludlow in the west, Tewkesbury to the south, Redditch to the east, and Telford and Cannock in the North. The "extended reach" has seen tickets sold in London Boroughs, Devon, North Wales and Manchester.

78% of the total number of tickets were sold online (versus 81% 2021/22)

- **Stakeholders**

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.

- **Volunteers**

Of course, all the things detailed here are only possible because of our amazing band of volunteers. You all know who you are, and we are grateful to you whether you offer your services once a quarter for an hour or two, or whether sometimes it feels that you are here so often you might as well have a bed in the dressing room upstairs!

We could not run without you!

Please consider yourselves thanked wholeheartedly for everything you do.

We are grateful for the assistance, both personally and professionally, that you have been able to provide during this last year.

- **Staffing**

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

The Charity also employed two part time cleaners.

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

Staff salaries equated to 19% of the charity's overall costs (vs 23% in 2021/22)

Financial Review.

The results of the year and financial position of the Charity are shown in the financial statements that follow.

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 by the Business Manager and the subcommittee headed by the Finance Trustee. The remaining Trustees are updated as part of their regular meetings.

The Charity is in the process of taking out an unsecured loan for cash-flow purposes.

- **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 regarding rent payments and their obligations to the visitors and staff who visit the building.

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.

Trustees understand the need for reserves and will take steps to ensure that

these are rebuilt as a priority and have set aspirational targets as part of the budget for the coming year.

This has not been fully realised this year as the result of the disruption during the second quarter putting pressure on operational budgets.

- **Operational Communications**

The Charity is trialling a new meeting structure for volunteers and stakeholders.

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 during the pandemic to enable communication to improve and enable our arts groups to meet and rehearse. The licence is still in place and forms part of our future communication strategy.

- **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. However, it does not include event costs, marketing, or front of house services.

These costs equated to 34% of our total expenditure during the reporting period.

- **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**

Any payments made to Trustees, or their connected persons are in line with Organisational Policies.

- **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.

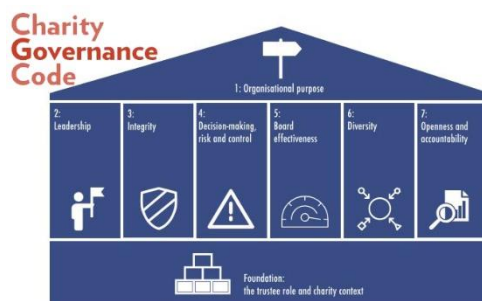
Good Governance Code

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.

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 Business Manager 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*".
- Trustees prepared and agreed the business plan for the current period, and it was launched in June 2021. Progress towards its aims and objectives is monitored by the Business Manager and reported back to Trustees with Delegated responsibilities.
- 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 and discussions are 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 believe that they contribute (what they feel is) 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 2023

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 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, and the Community Centre at Lickhill whilst it was under our management.

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.

We aimed to make the Community Centre available as often as possible throughout the year, for the benefits of residents. We did not use the Community Centre for ticketed events.

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.

We had to take the step to increase hire prices by an average of 30% in January 2023 as a result of a number of increased costs.

Public Benefit: Ticket Prices

The ticket price average is calculated using published ticket prices for any event, at The Civic Hall, at which the Public can attend, including Private Hires.

The average ticket price rose to **£12.56 – an increase of 7.6%**

This increase was in part down to increased costs from the professional programme, a minimum ticket price of £13 set by Live&Local, and the Francis Rossi event which had three ticket prices of £33, £45, and £88! (without the Francis Rossi tickets the average price rose by **5%**)

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 to some events.

The Civic is aware, and mindful of, hidden costs to attending events at the venue such as the changes to parking fees and hours, lack of public transport through the evening, and the cost of local Taxi's services (which was increased in April 2022).

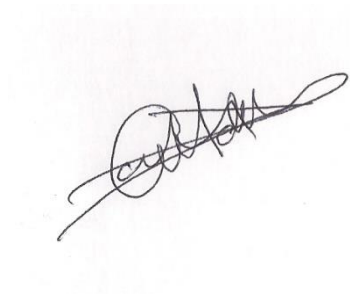
Disclosure of Information to Auditor

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 Trustees have taken all the steps that ought to have been taken 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 1th October 2023 and signed on their behalf by:

A handwritten signature in black ink, appearing to be 'C. J. Smith', written over a faint rectangular stamp.

Company Secretary/Business Manager

**Independent Examiners Report to The Members of
The Civic (Stourport) Limited**

**EXAMINERS' REPORT TO THE DIRECTORS ON THE UNAUDITED
ACCOUNTS**

FOR THE YEAR ENDED 30 JUNE 2023

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Geoff Boswell
Independent Examiner
2 Tuckingmill Cottages
Canworthy Water
Launceston
PL15 8UW

Financial Statements

For the year ending 30th June 2023

The Civic, Stourport

Profit and Loss

July 2022 - June 2023

	Total	
	Jul 2022 - Jun 2023	Jul 2021 - Jun 2022 (PY)
<u>Income</u>		
Total Community Centre - Lickhill - Income	£8,783.84	7,307.20
Total Contributed Income	£6,008.11	£15,237.92
Total Events - INC	£132,075.94	£92,732.49
Total Front Of House Income	£62,989.44	£49,044.98
Total Funds	£0.00	£40.00
Total INCOME Business Plan	£0.00	£545.00
Total Income	£209,857.33	£164,907.59
<u>Expenses</u>		
Total Business Costs	£24,261.04	£38,909.77
Total Community Centre- Lickhill - Expenses	£8,720.24	£4,972.53
Total Event - EXP	£90,497.27	£48,805.48
Total EXPENSE Business Plan	£1,737.16	£4,859.57
Total Front Of House	£34,098.40	£30,746.17
Total Internal Finance	£2,015.00	£1,083.50
Total Marketing	£15,684.56	£12,009.23
Total Staff Costs	£44,382.86	£45,353.27
Total Expenses	£221,396.53	£186,739.52
Net Income	-£11,539.20	-£21,831.93

Statement of Financial Activities For the year ending 30th June 2023

Charity Balance Sheet as of 30th June

	2022-23	2021-22
Fixed Assets		
Equipment and Fixtures	£25,609.07	£29,933.62
Bar Stock	£3,715.14	£1,962.31
Cash Assets		
Bar Reserve	£350.00	£350.00
Petty Cash	£50.00	£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	£0.92	£11,130.83
Cash in HSBC Community A/C	£4,280.82	£10,717.50
Cash in CAFCash A/C	£118.23	£332.23
Cash in CAFGold A/C	£87.00	£878.85
Cash in Unity Current A/C	£29.79	£2,896.67
Cash in Unity Savings A/C	£0.69	£82.61
Total Net Current Assets	£4,517.45	£26,524.24
Total Net Assets	£34,321.66	£58,420.17

Notes to the Financial Statements For the year ending 30th June 2023

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: **£25,609.07**

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, as well as audit and accountancy fees, and payments related to Volunteers (Uniforms etc).

3. Events

ENCORE Productions

Income from our in-house drama groups.

Encore Drama Senior	£	0.00
Encore Music	£	0.00
Encore Youth	£	521.98
ENCORE Income	£	521.98

Expenditure for these activities:

Encore Drama (Senior)	£	463.19
Encore Music	£	0.00
Encore Youth	£	261.88
ENCORE Expenditure	£	725.07

* ENCORE Youth do not pay for the use of the Community Centre, so expenditure is for shows and activities only. 2023 Show cancelled.

** The ENCORE Drama production is in July 2023 so expenditure falls this year, whereas income will come in 2023/24 accounts. There was no 2022 production.

4. Contributed Income

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

Contributed Income

Bank Interest Earned	16.88
Donations and legacies	1,521.25
Fundraising events	1,411.86
Gift Aid	1,449.89
Local Authority Grants	189.00
Other Grant Funding	
Raffles and Lotteries	1,419.23
Volunteers	
Total Contributed Income	£ 6,008.11

5. Front of House Services

This section includes income from the Bar, catering, and Ice Creams

Front Of House Income

Bar Income		61,001.81
Catering		1,147.60
Ice Cream INC		840.03
Total Front Of House Income	£	62,989.44

Front Of House Expense

Bar - Exp		30,850.42
Catering		530.57
Cleaning		
Ice Cream		847.61
Repair and maintenance		1,854.89
Stage Costs		14.91
Total Front Of House Expense	£	34,098.40

6. Marketing

Marketing

Brochure/Flyer Printing		14,380.37
Posters/Flyers		438.56
Print Advertising		125.00
Social Media		538.61
Ticketsource Tickets		77.02
Website		125.00
Total Marketing	£	15,684.56

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. This category was moved from Business Costs to Event Fees during this year.

Bingo Revolution	3,236.88
Private Hire Ticket Sales	54.00
Jive Talkin	4,965.11
Stourport Choral	560.68
Stourport Choral	40.00
Bingo Revolution	3,236.22
	£12,092.89

7.2 Bank Charges and Ticket Refunds

		Expenditure
Refunds	£	727.56
Bank Charges (HSBC/CAF)	£	369.48
Total		£ 1,097.04

8. Business Costs

Business Costs

Bank Fees/Charges	369.48
Heat/Water/Light	308.03
Hygiene Supplies	2,985.68
Insurances	1,062.90
IT Services	682.57
Legal and professional fees	3,346.20
Licences	1,060.64
Phone and Internet	1,865.29
Printing/Postage/Stationary	2,785.76
Refunds	727.56
Refuse	1,290.00
Rents	6,890.00
Training/Subscriptions/Admin	886.93
Total Business Costs	£ 24,261.04

9. Capital Purchases

All items purchased this year have been included in the relevant sections

10. Business Plan/Projects

All items purchased this year have been included in the relevant sections.
Business Plan Specific expenditure not related to Capital purchases are:

EXPENSE Business Plan

Aim 1.4 Improved Appearance	59.00
Aim 2.1 Low Engagement	9.68
Aim 3.1 Cultural Democracy	
Aim 3.2 Impact Assessment	7.50
Aim 4.2 Physical Resources	1,660.98
Total EXPENSE Business Plan	£ 1,737.16

11. Lickhill Community Centre

CC - INC Events		
CC - INC - ENCORE Youth		
CC - INC - Private Hire Income		8,783.76
Total CC - INC Events	£	8,783.76
CC - Business Costs		
CC - Heat/Light/Water		2,687.28
CC - Refunds		98.50
CC - Unity Bank Charges		36.00
Total CC - Business Costs	£	2,821.78
CC - Events		
CC - EXP Hire Costs		274.46
Total CC - Events	£	274.46
CC - Staffing		
CC - Salaries		5,624.00
Total CC - Staffing	£	5,624.00
Total Community Centre- Lickhill - Expenses	£	8,720.24

Notes:

- * The costs of public liability insurance are included in the insurance policies based at The Civic Hall.
- * The costs of accountancy and audit are included in the costs at The Civic Hall.
- * Rent will become payable on completion of the lease
- * After the venue returned to the management of the Town Council staff costs were transferred to the main staff costs account.

12. 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.

13. Creditors

There are currently no outstanding creditors

14. Debtors

There are no outstanding debtors

15. Restricted Funds

Currently there are the following Restricted funds.

Defibrillator	£900.00
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Notes on Restricted Funds:

The **Defibrillator** funding was provided by Monday Night Group after one of our members applied on our behalf, for **£600**. This money was received in June 2022.

A second donation of **£300** was received in May 2023

16. Designated Funds

Currently there are no Designated funds: