



**The Civic Group**  
Trustees Annual Report  
(TAR 2025)  
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 2025

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 2025**

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#### **Trustees**

Cheryl Skidmore

Tim Schmeising-Barnes

Rob Pritchard

Sarah Taylor-Robinson

#### **Charity Registration Number**

1150208

#### **Company Registration Number**

8057037

#### **Registered Office**

The Civic Hall

Martins Way

Stourport-on-Severn

Worcestershire

DY13 8UJ

#### **Independent Examiner**

Mr Geoff Boswell

#### **Company Secretary**

John Caldwell

## **Chairs Statement**

### **for the year ended 30th June 2025**

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We have come to the end of another year at The Civic which as usual has been another one full of ups and downs! The year started well with a grant payment of £20000 being received which was given to us to use for general expenses rather than anything specific.

At The Civic we continue to try and provide a wide range of entertainment catering to all areas of the community, but we are finding this harder each year as free entertainment in the town continues to thrive and we are having to fight harder for our share of the market.

Once again, we have had to cancel events due to poor ticket sales, and it is becoming harder to know what the public is looking for. Strangely higher priced events seem to sell better than mid-priced events so maybe that is the area we need to focus on.

Encore Youth made a guest appearance with Stourport Brass Band in December, as well as in the memorial concert we put on in May for our dear friend Barbara. They also performed their own small show in June entitled A Roald Dahl Storybook all of which were very well received. On behalf of the youth group, we applied to the Monday Night Group for some funding to purchase some radio mics – we received a cheque for £200, and we purchased a set of 8 microphones with receivers which are now kept in the tech room. I would like to thank James, Jane and Trudy for their help in running Encore Youth and to the parents for being so supportive.

Our “Friends in the Foyer” scheme is still thriving, and it is great to see Abby who was a student from Cambrian school now take an active part in looking after our guests each week as a volunteer.

We have welcomed a new student from the school over the last year, and we have also welcomed Aaron (AJ) a more mature student from Kidderminster College who has been assisting Caroline with promotional material and has given life to our new Civic mascot ‘Civ’. AJ’s placement was made through a relationship built by Sarah one of our trustees with the college. We have also worked with students from the college on their end of term projects for their media course. Videos and short films were made in different genres, and we can use these or parts of them in our promotional work on social media. Once again this was all down to the hard work of Sarah, and I am very grateful for the time she spent working with these students.

I am eternally grateful to the trustees for their hard work over the last year and for their continued support. At the AGM last year, we were delighted to propose a new Trustee, and we are delighted that Teresa is now on board with her expertise in HR.

In August of last year, we were saddened by the passing of one of our young volunteers Martin. Martin was always cheerful and chatty, and we miss his smiling face. Our thoughts are always with his mum Yvonne who continues to support us in a back-office role.

Later in the year we lost another of our volunteers Richard. Richard spent many hours working at the hall in a maintenance capacity. He had to take a step back following a stroke, but he and his wife Pauline would come to friends in the foyer, and we were all deeply saddened by his passing.

We are continuing to work with the Town Council, and we hope that over the term of the new lease our relationship will continue to grow and that moving forward we may be able to secure a longer-term lease. Sadly, one of the terms of the lease, which we tried hard to fight, was that dogs are no longer allowed on the premises apart from assistance dogs. We were given three months to implement this as it meant that Arya would no longer be allowed to come to work with Caroline.

As always, The Civic would not operate without the commitment and dedication of our Management Team. They continue to provide us with a strong base for our Charity and work extremely hard to keep the building going. The work they do is supported by our team of Duty Managers and our volunteers who are such an important part of The Civic and are fundamental to the running of the venue. Many thanks for all that you do we could not survive without you. A great addition to our Civic family has been our minion who provides great photo opportunities for sharing on social media.

It is with great pride that we report that we have been nominated for the Kings Voluntary Award. The first-round interviews were held, and we passed those, so we now must wait for a decision later in the year. They were particularly interested in the work Caroline does with the students, and I would like to commend her for her efforts in this area.

John has worked hard to get us a new and improved range of beers, together with new dispensers. Already the bar is looking better, and our plan is to undertake a refurbishment of the servery to modernise it and keep it looking fresh!

At the end of June, a team from the BNI group that Caroline attends helped to raise some much-needed funds for The Civic and we are extremely grateful for their support – they virtually cycled from Lands End to John O’Groats (or was it the other way around?) Either way they did an amazing job and finished well ahead of time!

So, we come to the close of the year. We still have many challenges ahead of us which will be dealt with as they arise, and we look forward to the new year with anticipation.

**Cheryl Skidmore**

Chair of Trustees

## **Trustees Report**

### **for the year ended 30th June 2025**

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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 continue to achieve our Business Plan aims and objectives.

## **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 Lease on The Civic Hall**

Since the last Annual Report - the new lease has been agreed and signed. The lease is for a three-year period, as opposed to the five years that was reported in the press, and initially offered.

The progress of the lease was delayed by the solicitors that we had appointed for the matter and this caused some stress on the organisation.

### **Virtual Cycle Fundraiser**

On the 28<sup>th</sup> of June the Civic partnered with Wyre Forest BNI, a business networking group that our Operations Manager is a member of, to raise funds for the venue by participating in a virtual cycle ride from Lands' End to John O'Groats.

The team started at 6am and managed to cycle the combined distance by 5:30pm and raised close to £5,000 through sponsorship and donations on the day from other activities.

A truly Herculean effort by all involved, and our Ops Manager was the rider who completed the final miles crossing the line to a multitude of cheers and support.

This fundraiser was a great example of people in our community, and our business associates and suppliers, coming together to support us and help us keep doing what we do.

Having only taken place a couple of days before the end of the reporting period there are still some funds to be counted and added to what will be the final total number.

### **The Minion**

We were lucky enough for a man named Richard to stumble across us as a returning ex-pat who had lived in New Zealand for many years. Richard was an exhibition prop and stand designer who also turned his hand to carnival floats in recent years.

With him not only came passion and a keenness to help us, but also a Minion of the kind from the Despicable Me movies.

Richard had a vision for the Minion and since then, for almost every show and activity the Minion has been dressed to blend in. It has become a centre piece in the foyer for visitors to take a photo with and is a real conversation starter.

Many of the acts know of the Minion before they arrive and make a beeline to have a photograph themselves with it.

It has been dressed as rock God Slash, Country Superstar Dolly Parton, a Wrestler, a Black Country Comedian, Taylor Swift and even the Town Mayor (who was an uncanny look-a-like). The Minion has a hashtag #civicminion which can be searched for on Social Media pages.

### **Bar Update/Refurbishment**

Just before the end of the reporting period we started a refurbishment of the bar and bar area. The initial steps involved replacing the lines we had served for more than four years with a more prominent, recognisable, range complete with modern "bridge" style fonts/taps.

This encompassed moving the cellar around and installing electrics for an additional chiller/cooler for the main lines, and a stand-alone cooler for the non-alcoholic Heineken Zero draught line that we have added.

We will be making cosmetic changes to the bar back and serving area which will modernise the appearance and functionality, whilst creating an identity for that space which is complimentary to the building and the Charity's identity.

### **Building Condition**

The venue is beginning to, once again, show her age.

Elements that were included in the refurbishment are starting to show signs of wear and our team have managed to maintain and repair the facility with a deft touch with regards to budget constraints, often coming in under budget – which we are incredibly grateful for.

This is becoming more of an issue and there will be areas of repair that will be beyond our skill or outside our remit for which the Town Council, as Landlords, will be responsible.

Added to this there are areas of the venue that require modernisation or simple "smartening up". An increasing number of our visitor survey results are reporting back with comments such as "looking tired" or "dated". Whilst these comments are general in their nature, we have identified a couple of areas that will need looking at in the future – The Bar and Bar Area (work currently underway), and The Toilet Corridor (especially the flooring).

### **Remembering The Goode Times:**

Following the passing of one of our founders last year, a concert was planned featuring a number of local performers under the banner of the ENCORE Music Group. This took place for one night only and helped to raise funds for three charities close to the heart of the founding member, Barbara Goode.

A fantastic evening of music charting the life and performing career of Auntie Barb, and featured stories and photos from her own collection.

### **Loss of Volunteer**

We sadly lost a lovely volunteer, Martin South, during the year. Martin was an enthusiastic and caring member of our team, who didn't shy away from having fun and dancing when the time called for it. His smile and helpful nature have been missed.

Our thoughts and love continue to go out to Yvonne and her family at this time.

### **Loss of Life Member: Richard Belshaw**

Richard was a volunteer for a number of years until the pandemic and ill-health caught up to him limiting his involvement when we returned.

He was, however, a regular visitor to the Friends of The Foyer on a Wednesday afternoon, and he was appointed a life member as part of the initial cohort in 2023.

The impact that Richard had on The Civic was nothing short of remarkable.

You can hardly go into an area of The Civic without seeing his handiwork or influence; be it the transformation of the foyer, the bunk bed storage in the Blue Room, the updated purple covered seating, or the renovation of the main hall (which he did with Phil Smith). He even took to the stage in our production of Allo Allo.

Above all that though, Richard was an absolute gent and a pleasure to be around, and could talk for hours on a range of subjects.

All of us at The Civic who knew Richard, would like to pass our well wishes to Pauline and the family at this time, and also to say Thank You for letting us get to know Richard and for all his efforts at the venue.

## **Funding Challenges and Lease Limitations**

We continue to explore all available avenues for external funding to support our charitable activities and ensure our long-term sustainability.

We are grateful to *The Foyle Foundation* for their one-off grant this year, as they drew their foundation to a close.

However, a significant challenge we face in securing grants from many philanthropic and statutory bodies is the limited duration of our current lease agreement.

Many grant-making organizations and funding programs require applicants to demonstrate a minimum lease tenure, typically five years or more, to ensure the stability and longevity of projects they support.

Unfortunately, the three-year term of our current lease agreement falls short of this common requirement. This lease term was granted despite our proactive communication regarding the standard funding criteria, and it has, consequently, presented a considerable barrier to accessing a broader range of crucial external funding opportunities.

Despite these constraints, we remain committed to diversifying our income streams and continue to seek alternative solutions to ensure we can deliver essential services to our community.

### **• 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:** "A Roald Dahl Storybook"

**ENCORE Music:** Remembering the Goode Times

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

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

**Indoor Car Boot**

**Storytime and Craft Days:** Seasonal sessions with a story and craft play

**Murder Mystery Evenings:** with On The Floor Theatre Company

**Wedding Fayre**

**Touring Productions/Events:**

**Afternoon Tea:** A couple of our special afternoon tea events

**Soul Train**

**Cheesy Bingo Party**

**Jive Talkin** – Bee Gees Tribute

**Country Superstars Show**

**The Bohemians:** Queen's Greatest Hits

**ABBA Alike**

**Honalee: Santa's Christmas Wish**

**Don't Go Into The Cellar:** Dracula vs Sherlock Holmes/ Night of the Vampires

**Don't Go Into The Cellar: Oh What A Night**

**Maltloaf and the Monstars of Rock**

**George Egg: Set Menu**

**Barry Steele and Friends**

**Class of 55**

**In Pour Taste**

**Quo Connection**

**Born Jovi**

**Country and Western Events**

**Jonny Cole:** Arma'guddun

**Story Time: A Big Egg**

**We Buy Vintage**

**Taylor Fever**

**Flea Market and Arts Fayre**

**East Street Repeat**

**Mark Summers Elvis Legacy**

**One Night in Dublin**

**Antiques and Collectors Fairs**

**Adult Panto Tour:** Alice in Wonderland

**Our Star Theatre Company:** Hanny Strikes Again

**The Bootleg Shadows**

### **Private Hires:**

**79** private hires in total ranging from Blood Donations Sessions, birthday parties, meetings as well as returning performances by Stourport Brass Band, Monday Night Group, and Fusion Prog Festival.

These bookings used **127 of the 321 days** the venue was available for, or **40%** (down from 51% in 2023/24).

### **Community Event and Free uses:**

**Stourport Carnival**

**Friends in the Foyer**

**Three Kings Parade**

**Carnival Queen Choosing**

**Coffee Mornings with the Mayor**

### **Exhibitions**

**Rob Pritchard** – Local Artist Paintings

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

**Kidderminster Camera Club**

### **Festivals**

**Fusion 6 – 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.

**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

### **Tickets**

The ticketing data is taken from 1<sup>st</sup> July to 30<sup>th</sup> June inclusive.

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

Over **30%** of the tickets sold were to **visitors from outside the Wyre Forest** area (versus 32% 2023/24) with **21%** of total sales made to **outside the county** of Worcestershire (versus 14% 2023/24).

The remainder of the tickets (approx. 70%) were purchased by people **living within the Wyre Forest area** (the area of benefit), with the majority from residents in **Stourport** (32% of the total - 46% of those within the area of benefit).

**77%** of the total number of tickets were **sold online** (versus 78% 2023/24)

- **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**

Our operations are truly powered by our incredible team of volunteers, and we extend our heartfelt thanks to each of you. Your dedication is the engine that keeps our charity running smoothly. Whether you offer a few hours of your time each month or are a near-constant presence, your commitment is invaluable.

It should also be noted that Volunteers have assisted in many ways in helping us to minimise the impact of price and service cost increases, and our maintenance team have achieved quite a lot considering the cost constraints they were under.

We are immensely grateful for the personal and professional support you've provided.

Thank you all for your invaluable contributions; we simply couldn't do it without you

- **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 - including Pensions, NIC (National Insurance Contributions) and Tax - equated to **23%** of the charity's overall costs (vs 24% in 2023/24)  
Staff Costs have increased, in real terms, as a direct result of HM Government



measures such as increasing the National Minimum Wage for the third straight year. We have been lucky to avoid the increase in NIC that many organisations have faced as a result of having a small team.

However as those costs have increased so have other costs at the venue meaning that, despite an increase in real terms, the percentage as it relates to the charity's overall costs, has decreased.

### **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.

- **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.

- **Operational Communications**

The Charity tried a new meeting structure for volunteers and stakeholders this year. Volunteers have responded well and appear to enjoy the level of engagement and social aspects now included.

Stakeholder engagement could be improved, but this may be a professional detachment related to securing the lease as the relationship with our landlords has improved over the past 12 months.

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.

- **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 **36%** of our total expenditure during the reporting period (**down** from 41% last year).

- **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.

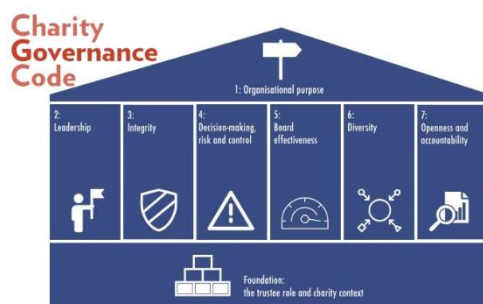
## Good Governance Code

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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.



### 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 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 2025**

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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.

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.

We implemented a new pricing strategy for large volume hirers and those who had the potential to extend short hires into longer hire periods.

Any changes to our pricing structure inevitably take time to reach our customers as some of them book close to 12 months in advance. This means that any shocks from price increases to contracts, services, rents, etc can take some time to be mitigated by Hire Price increases (and ticket pricing).

## **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 **£14.28**– an **Increase of 17.5%** (up from £12.13 in 2023/24)

**There is increasing pressure on ticket prices due to the increased costs of bringing in a professional programmed shows and events.**

Without the inclusion of our very low-priced events, such as our craft play sessions, the average ticket price for our programme of events would significantly increase to **£20.82**.

However, we have also observed that some low-priced and even free events have been poorly attended, leading to cancellations or financial losses; Conversely, we've been successful in securing high sales volumes and some "sold-out" shows with much higher price points, including several exceeding £25 per ticket.

The Quality/Value perception is outweighing the accessibility options and work will need to be undertaken to help audiences understand that we are working to offer lower pricing to allow engagement and a low-ticket price should not be confused with poor quality.

We are conscious that our commitment to ensuring that *Ticket Pricing* is not a barrier to access is creating challenges for us, but ensuring our events remain accessible to all members of our community is central to our mission. We will just need to find solutions to how we fund some of these events going forward.

Our commitment to accessibility is reflected in our diverse ticket pricing strategy. 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.

We will continue to explore innovative solutions to mitigate these external pressures, such as advocating for improved local transport links and exploring partnerships to reduce ancillary costs where possible.

### **Disclosure of Information to Auditor**

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

- as 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 23<sup>rd</sup> November 2025 and signed on their behalf by:



Company Secretary/Business Manager

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

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### **EXAMINERS' REPORT TO THE DIRECTORS ON THE UNAUDITED ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2025**

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 2025

#### Statement of Activity

##### The Civic, Stourport

July 1, 2024-June 30, 2025

	Jul 1 2024 - Jun 30 2025	Jul 1 2023 - Jun 30 2024 (PY)
<b>Income</b>		
Total for Contributed Income	£27,181.87	£19,261.17
Total for Events - INC	£154,920.70	£128,652.57
Total for Front Of House Income	£61,466.85	£67,282.92
Total for INCOME Business Plan	£187.67	£35.00
<b>Total Income</b>	<b>£243,757.09</b>	<b>£215,231.66</b>
<b>Expenses</b>		
Total for Business Costs	£33,449.38	£31,934.07
Total for Event - EXP	£96,657.68	£75,434.53
Total for EXPENSE Business Plan	£315.14	£262.22
Total for Front Of House	£45,772.47	£42,417.12
Total for Internal Finance	£75.52	£824.38
Total for Marketing	£6,796.64	£2,649.02
Total for Staff Costs	£57,325.65	£54,149.47
<b>Total Expenses</b>	<b>£240,392.48</b>	<b>£207,670.81</b>
<b>Net Income</b>	<b>£3,364.61</b>	<b>£7,560.85</b>

## Statement of Financial Activities For the year ending 30th June 2025

### Charity Balance Sheet as of 30th June

	2024-25	2023-24
<b>Fixed Assets</b>		
Equipment and Fixtures	£16,380.57	£19,845.92
<b>Bar Stock</b>	£4,660.86	£3,629.48
<b>Cash Assets</b>		
Bar Reserve	£350.00	£350.00
Petty Cash	£50.00	£50.00
Box Office Reserve	£30.00	£30.00
Ice Cream Float	£30.00	£30.00
Raffle Float	£20.00	£20.00
<b>Cash in HSBC BMM A/C</b>	£517.14	£0.92
<b>Cash in HSBC Community A/C</b>	£2,073.30	£6,100.29
<b>Cash in CAF Cash A/C</b>	£137.14	£416.97
<b>Cash in CAF Gold A/C</b>	£91.17	£89.15
<b>Cash in Unity Current A/C</b>	£7.69	£25.69
	£0.72	
<b>Cash in Unity Savings A/C</b>		£0.71
<b>Total Net Current Assets</b>	<b>£2,827.16</b>	<b>£6,633.73</b>
<b>Total Net Assets</b>	<b>£24,348.59</b>	<b>£30,589.13</b>

## **Notes to the Financial Statements**

### **For the year ending 30th June 2025**

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#### **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 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.

## **1. ACCOUNTING POLICIES (continued)**

### **1.4 Incoming resources**

Voluntary income including donations, gifts, 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 used [GoFundMe/PayPal Giving Fund](#) as professional or commercial participators, through the use of their online portals, to assist in our fundraising efforts for the Virtual Cycle Ride.

### **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: **£16,380.57**

### **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).

Staff Costs have **increased** as a direct result of HM Government measures such as increasing the National Minimum Wage for the third straight year. We have been lucky to avoid the increase in NIC that many organisations have faced as a result of having a small team.

### 3. Events

#### ENCORE Productions

**Income** from our in-house drama groups.

Encore Drama Senior	0.00
Encore Music	411.46
Encore Youth	497.65
	<hr/>
	<b>£909.11</b>

**Expenditure** for these activities:

Encore Drama (Senior)	65.81
Encore Music	0.00
Encore Youth	120.00
	<hr/>
	<b>£185.81</b>

### 4. Contributed Income

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

#### Contributed Income

Bank Interest Earned	88.36
Donations and legacies	3,238.26
Fundraising events	1,331.95
Fundraising Campaign	15.00
Local Authority Grants	500.00
Other Grants	20,000.00
Volunteers	40.00
Raffles and Lotteries	1,968.30
<b>Total Contributed Income</b>	<hr/>
	<b>£ 27,181.87</b>

## 5. Front of House Services

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

### Front Of House Income

Bar Income		61,015.85
Catering		178.50
Ice Cream INC		272.50
<b>Total Front of House Income</b>	<b>£</b>	<b>61,466.85</b>

### Front Of House Expense

Bar - Exp		35,499.92
Catering		539.01
Cleaning		2,747.71
Ice Cream		281.78
Repair and maintenance		5,694.54
Stage Costs		1,009.51
<b>Total Front of House Expense</b>	<b>£</b>	<b>45,772.47</b>

## 6. Marketing

### Marketing

Brochure/Flyer Printing	2,486.11
Mailing List Costs	565.50
Posters/Flyers	241.98
Print Advertising	1,700.00
Social Media	885.73
Ticketsource Tickets	78.94
Website	838.38
<b>Total for Marketing</b>	<b>£6,796.64</b>

## 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 last year.

UK Theatre Shows - Jive Talkin	£	10,592.87
Stourport Brass Band - Autumn	£	70.00
Neil Coley Big Band	£	348.75
S17 Promotions - Bohemians	£	7,777.73
RBL: Northern Soul	£	49.80
Stourport Brass Band - Christmas	£	70.00
S17 Promotions – Quo Connection	£	3,596.28
Charming Entertainment Ltd Adult Panto	£	14,844.74
Stourport Brass Band - Spring	£	10.00
Carpet Trades Musical Theatre Company	£	2,060.46
	<b>£</b>	<b>39,420.63</b>

### 7.2 Bank Charges and Ticket Refunds

Bank Fees/Charges	792.11
Refunds	345.15
	<b>1,137.26</b>

## 8. Business Costs

### Business Costs

Bank Fees/Charges	792.11
Bank Loan Repayments	4,876.26
Heat/Water/Light	503.92
Hygiene Supplies	2,436.24
Insurances	1,017.20
IT Services	765.27
Legal and professional fees	3,702.54
Licences	2,661.20
Phone and Internet	2,141.02
Printing/Postage/Stationary	1,865.51
Refunds	345.15
Refuse	1,765.00
Rents	7,498.37
Training/Subscriptions/Admin	3,079.59
<b>Total for Business Costs</b>	<b>£33,449.38</b>

## 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:

Aim 1.4 Improved Appearance	315.14
<b>Total EXPENSE Business Plan</b>	<b>£ 315.14</b>

## 11. Lickhill Community Centre

Community Centre Income/Expenditure is now not shown as we had no management involvement in its operation.

## 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

The Charity has one Creditor **HSBC Bank**.

The Charity took out a cash flow loan of £10,000 in July 2023 over a period of 24 months.

At the end of the fiscal year the balance remaining was **£884.24**

## 14. Debtors

At the year end the Charity had three invoices overdue from one customer:

NHS Blood **£900**

We also have **£1,463.99** held as pending from *PayPal Giving Fund* as a result of the Land's End to John O'Groats virtual cycle ride *GoFundMe* online donation page.

## 15. Restricted Funds

Currently there are No Restricted funds.

During the course of the year, we spent the previous year's Defibrillator restricted fund after receiving match funding from London Hearts.

## 16. Designated Funds

The Charity received £500 from *Wyre Forest District Council's Warmer Space Scheme* as funding towards our Friends in the Foyer scheme.

The Charity received £20,000 from *The Foyle Foundation* funding towards our running costs. This was a one-off, exceptional grant, as the foundation was folding its grant making arm in 2024.

Some of the funding has been spent with additional planned spending in the new fiscal year.

### Internal Finance

Designated Fund 3 - Warm Space	£74.38
Designated Fund 4 – The Foyle Foundation – Running Costs	£20,000.00