

# **BROMLEY ARTS COUNCIL**

## **ANNUAL REPORT**

### **2015**



in partnership with



**Registered Charity no 249391**

# **Bromley Arts Council**

## **Annual Report for 2015**

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# **Bromley Arts Council**

## **Annual Report for 2015**

### **1 Introduction**

Bromley Arts Council no longer receives a grant from the London Borough of Bromley. This has raised questions over financing our activities which are being addressed and are explained in this report.

Our main source of income is from the use of our Ripley Arts Centre. Activities at Ripley are increasing and are very wide ranging, and are described in the report.

We have a large number of societies and individuals within the Borough who are affiliated to us. We are doing our best to provide services to them, but their combined subscriptions are not sufficient to allow us to do so in the ways we have in the past. We are, however, putting into place better on-line web based facilities for affiliates. Our affiliates are our members who control us by their votes at our annual general meeting, held in July each year. This report records many of the arts activities carried out by our affiliates as evidence of the excellence of the arts within the Borough.

## 2 Arts Council Activities

The Arts Council:

- **Represents** amateur arts organisations throughout the Borough
- **Informs** its affiliates about matters raised by LBB
- **Grants to societies.** In the absence of future funding by LBB our affiliation fees have been increased to provide a very modest resource for this activity.
- **Encourages** new initiatives
- **Co-ordinates** marketing and publicity for small groups. In the past this has been through wide distribution of BAC's printed Diary of Events. We are now introducing a very much improved online facility.
- **Operates** a web-site ([www.bromleyarts.com](http://www.bromleyarts.com)) detailing arts activities within the Borough
- **Provides** services to its affiliates and the community at large through its office
- **Manages** and programmes Ripley Arts Centre with the assistance of volunteers
- **Offers opportunities** for young artists to exhibit and for young musicians to perform
- **Works in partnership** with LBB and local organisations such as Community House and LBB's Arts panel
- **Supports LBB's key priorities** wherever possible
- **Maintains a Sensory Garden** for the benefit of all, but particularly the disabled
- **Offers facilities** for tuition ranging from dance to painting to all age groups
- **Hosts conferences and meetings** of educational, community and commercial organisations
- **Promotes** monthly art exhibitions at Ripley, two or three at a time

### **3 Finance**

- 3.1 Annual Accounts** for the last financial year 2014/5 are included in annex A together with the Treasurer's report.
- 3.2 Ripley Development Plan.** As our financial priority is firstly to make Ripley self-supporting and then to provide a surplus to be put towards arts council activities previously funded by LBB we continue to seek to develop the premises in order to attract more income. To do this we undertake activities to raise funds and produce business plans to justify major developments. The first floor, which was recently been redeveloped with the aid of a bank loan to provide better and more attractive accommodation, is already proving to be attractive to hirers.
- 3.3 Reserves Policy.** The Charity Commission (CC) requires BAC to have a reserves policy. Our present policy, reviewed in November 2012, is to achieve a minimum level of £30,000 within 2 years. This we will still not achieve owing to some unexpected large expenditures upon the building. Our long term target is to meet the CC guidelines of establishing unrestricted reserves at a level of 50% of annual expenditure (approximately £70,000) but this will not be achievable in the foreseeable future.
- 3.4 Action Plan.** Initiatives are in hand to increase the usage of Ripley, and hence its income. In 2012/13 Ripley's income very nearly paid for its outgoings. As well as the development plan noted above we are now working to increase usage of Ripley from all sectors (arts, education, commercial and social). We are also now using Ripley on Sundays for activities which are not precluded by the provisions of our planning permission and entertainment license. These measures are not proving to be enough and we are appealing widely for donations to help to meet current needs and to build up our reserves.
- 3.5 Estimates for 2016/17.** Our estimates are shown in annex C which are compared with the actual figures for 2014/05, the estimates for 2015/16 and the predicted out-turn for 2015/16 as at half way through the year.

## **4 Programming and Development**

**4.1 Representation of Amateur Arts organisations to LBB.** The current numbers of affiliated societies and individuals stands at 154.

The Arts Council has always considered the work of LBB, and in co-operation with Bromley MyTime and the Churchill Theatre, continually aims to provide improved delivery of arts activities within the community, to avoid overlap. Volunteers are helping us to carry out our activities both more efficiently and economically.

**4.2 Communications with members.** Electronic communication is increasingly being used. Affiliated members are now receiving a bi-monthly Newsletter created by one of our volunteers. The Annual General Meeting provided members with an opportunity to exchange information and views with the Executive Committee. Events have been held to raise funds for both BAC and the Ripley Development appeal.

**4.3 Annual Arts Directory.** The printed directory cannot now be afforded. A cheaper flyer might be considered for distribution through the Borough's libraries.

**4.4 Website.** A breakdown of statistics to show its use by the public is included as annex E. Our website is under continual review.

**4.5 Rooms are currently used for:**

Antiques Fairs  
Adult and pupils' concerts, recitals and recording  
Poetry meetings and workshops  
Philosophy meetings  
Dance and Drama classes  
Lectures and WEA courses  
Examination Revision Classes  
World Cinema Film shows  
Art and Pottery classes  
Practical activities ranging from instrumental music lessons to T'ai Chi and Yoga  
Foreign language classes  
Fund raising events  
Life Coaching  
Holistic Therapy Courses  
Music Board Examinations  
Conferences and meetings  
Speakers Associations  
Weddings, Civil partnerships and receptions  
Story-telling classes for the young to build confidence  
Gardening club activities  
Craft Fairs  
Wedding fairs  
LBB Adoption team family days

School leaving parties  
Christmas lunches with entertainment from local schools

The house and extensive gardens are also used by film makers, Schools and art groups and for an Annual Garden Party (see Annex H).

#### 4.6 Arts activities arranged directly by BAC, and further outreach

##### Garden Party

The Garden Party, held annually on the Bank holiday Saturday in August, attracted over 500 adults and children. This year, with improved weather conditions, we were able to raise almost £1,500 towards the Ripley Development Appeal. Along with a variety of side stalls and crafts such as the Model Shipwrights, Bromley Woodcraft and Glass art, Punch & Judy was again a welcome attraction for young and old alike. Next year a greater emphasis on craft stalls and a more varied programme of entertainment is planned.

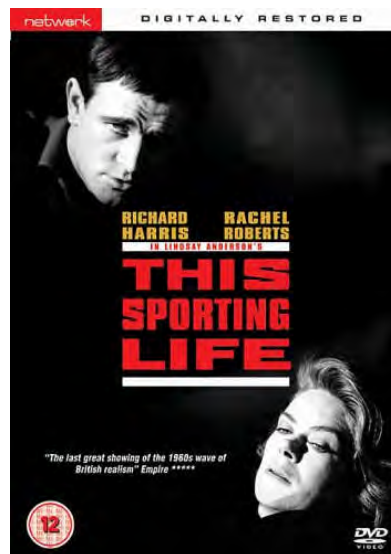
The programme for the party is shown in Annex H.

##### Cinema

World Cinema has continued with a varied programme aimed to please our audience and to attract new members.



*Chaplin*

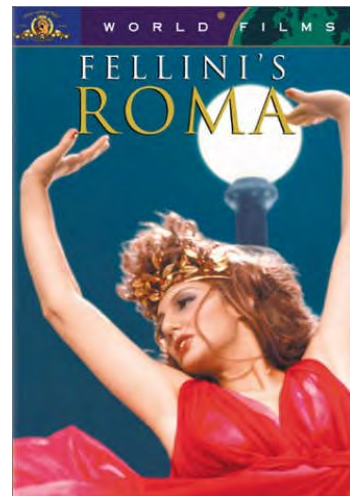


*This Sporting Life*

The Year began with *Etre & Avoir* directed by Nicholas Philibert. *This Sporting Life* a 1963 British film followed in February as a direct change to the previous film both in culture and subject matter. The showing of the BAFTA winning film *Chaplin* in the spring coincided with the death of its director Richard Attenborough. The summer brought with it two new films, again both very different productions.

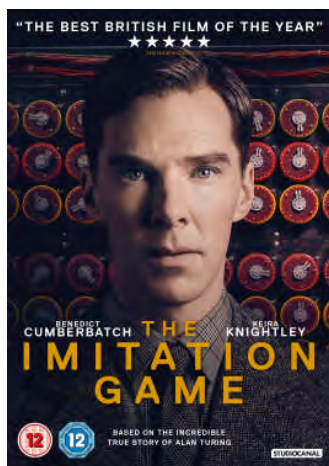


*My Life as a Dog*



*Fellini's Roma.*

Oscar-nominated Swedish director Lasse Hallström's poignant film *My Life as a Dog* portrayed a bittersweet evocation of the struggles and joys of childhood. Anton Glanzelius took the starring role and won the Best Actor award for his incredibly mature and unaffected performance. *Roma* (1972) brought in a great number of Federico Fellini fans and there are plans to show another of his works in the near future.



*The Imitation Game*



*French Can Can*

Towards year end *The Imitation Game* was shown, a contemporary screening telling the story of the breaking of the German Enigma code at Bletchley Park during WWII, led by mathematical genius, Alan Turing (Benedict Cumberbatch).

Finally with Christmas came the grand raffle, mince pies and a colourful extravaganza very apt for the arts centre. *French Can Can* directed by Jean Renoir is based on the true story of Moulin Rouge founder Charles Zidler. Featuring Edith Piaf as Patachou and artistes of the period performing in this 1950's Parisienne scene. This production has been hailed as a 'Technicolour tour de force' and a wonderful way to begin the Christmas festivities!



The price of the film shows increased this year from £6 to £7 to help cover the costs of the copyright to show films to a public audience.

Our thanks go to our volunteers whose enthusiasm and commitment is a valued contribution towards the success of the film society.

### **Visual Arts:**

Twenty nine art exhibitions were held in the year 2015. The income from Gallery hire totalled £1000 and arts sales were £7,328 resulting in commission of £1,465.60

Works varied in terms of genre and media. The year began with Lewis Campbell an exciting young London based artist first spotted at the 'Other Art Fair' in London. Lewis trained at the Royal College of Art as an animator and graphic illustrator. Each unique and finely detailed work brings an alternative and exciting new view of our city and its surroundings.



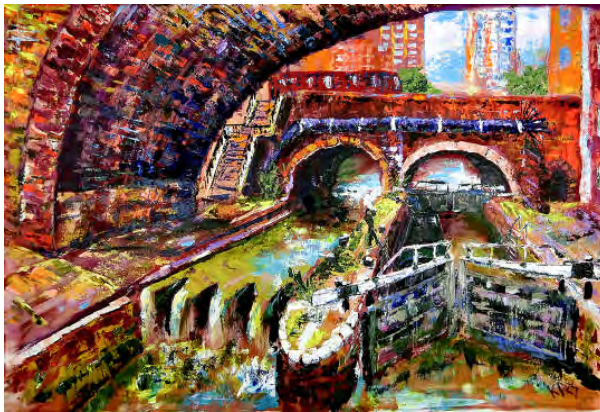
*Lewis Campbell*

Later his father Tony Campbell, also a London based graphic designer and artist, showed a diverse collection of his own works. The work included a stimulating mix of photography, digital painting and illustration, representing his vision of 21st century London and its diverse communities and inhabitants



*Tony Campbell*

More London scenes followed with Zsuzsanna Pataki's exhibition of London Waterways. This selection of contemporary acrylic paintings captured city life in London in relation to the Thames and its waterways. Executed with a dynamic hand wielding a palette knife, it depicted trademark brick arches, bridges and canals in bold colours, often from unusual angles.



*Zsuzsanna Pataki*

Matt Williams had previously shown at the BBC and sold many pieces privately. He used a representational approach with works in this exhibition entitled Ephemera. Matt drew upon the work of artists as diverse in style as Beardsley and Frederick Gore.

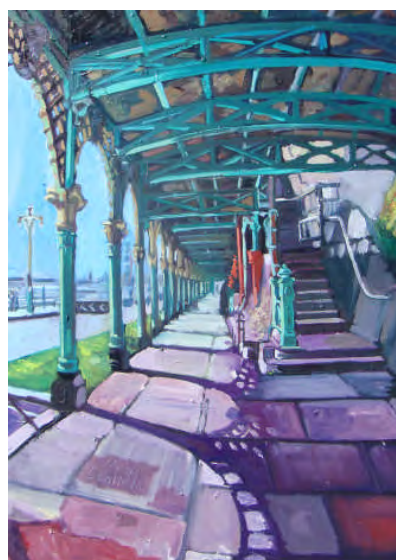


*Matt Williams*

In the Spring we were pleased to show a series of collagraph prints by Cath Bristow. Based in Brighton Cath's loose theme explores the close existence between people and nature in an urban context. Showing that even in our built up city environment birds, plants and animals live alongside us, a constant reminder that we are part of the natural world.

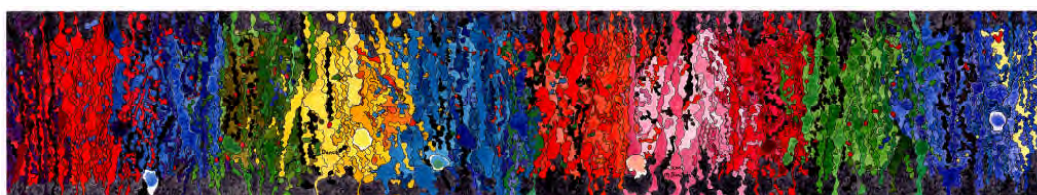


*Cath Bristow*



*Vincent Donlin*

Another Brighton based artist Vincent Donlin chose his home town as the subject matter for his exhibition. His vibrant paintings are painted on canvas or wood using an acrylic under painting and building up the picture using linseed oil glazes and finished in oil paint. Vincent is also a poet and his text has been published by Charles Thompson who cofounded the "Stuckists" group.



*Marion Smith*

Abstract works were the flavour of the day for Marion Smith's exhibition: Land, Sea and Air. *"I love the tiny details and vibrant colour in nature and find endless inspiration there. Abstract images appear in my mind, where I manipulate the size and colour I wish to see in the finished picture. Completing the work simply involves matching on paper what is already in my imagination."* M Smith

A new venture for the Arts programme was the inclusion of a sculpture exhibition that took place both inside and outside in the Ripley gardens



**WILD AMONG US** – was staged by Sculptor Marjan Wouda & Printmaker Laura Weston who first met as art students in Marseille, when their work was selected to tour in a European Exhibition of Student Art in 1987. They have remained friends; fellow travellers in art & life.

For both artists, the 'wild' glimpsed in our everyday urban environment provides a source of unlimited fascination and inspiration. They search out the extraordinary within ordinary everyday life.



*Laura Weston*



*Marjan Wouda's Unicorn sited in Ripley Gardens*

#### **4.7 Chairman's report**

A copy of the Chairman's report to the AGM in July 2015 is included as Annex F.

#### **4.8 Administration**

Our administration team, led by Thelma Richardson, has been working hard to meet our objectives.

## **5 Grants**

Grants to amateur arts societies within the borough were previously financed by a grant to BAC from LBB. The removal of LBB's grant has made it impossible to make any but very limited emergency loans or grants for the time being. No applications for emergency loans have been received during the past year, but we are still open for applications.

## **6 Marketing and Sales**

Current communication methods are generally word of mouth, advertising, social media and website. In summary we communicate and advertise in the following areas:-

### **Social Media**

- Facebook
- Streetlife
- Twitter
- LinkedIn
- Pinterest

### **Other Electronic Advertising**

- Website [www.bromleyarts.com](http://www.bromleyarts.com)
- Newsletter to affiliates (via email)
- Wedding Venues.com
- For Better or Worse.com
- Antiques Atlas (Fairs)
- Wedding Venue Directory.com
- London Borough of Bromley website

### **Hard Copy and/or Electronic**

- LBB Marriage Brochure
- LBB Bereavement Brochure
- Limited Edition
- SE20 magazine 'what's on'
- News Shopper hard copy and electronic banner for events
- Bromley Town Centre Official Guide 2014
- Kentish Times & Bromley Times for Weddings

- Yellow Pages
- Yell.com (under function rooms & banqueting)
- To Have and To Hold – Wedding
- National Weddings Magazine
- Planning your wedding
- Inside Kent
- Funeral Flyers
- Wedding Flyers
- LBB Libraries for Art Exhibitions

### **Other/Face to Face**

- LBB register office – wall advert
- Banners outside Centre
- Own notice board
- Local leaflet drops
- Chamber of Commerce and other business network events

The allocation of a marketing budget to the office continues to be used to promote activities and facilities at Ripley Arts Centre. Press Releases: Some examples of paid advertising are shown in Annex G.

Weddings and private functions provide us with an opportunity both to introduce more people to Ripley and to increase revenue.

Our website [www.bromleyarts.com](http://www.bromleyarts.com) has been revised to produce a more contemporary design. New software has greatly improved the appearance of the 'What's On' diary where we advertise affiliate events that take place in the LBB. This advertising also assists our affiliates to avoid event or concert clashes. We also provide a list of Affiliate members with links to their own websites. Events such as the Ripley Antiques & Collectables fair, Christmas Craft Fairs, Fashion Shows, Cinema, and Art Exhibitions are advertised here and on the above social networking sites and local magazines.

The web site has an enquiries email address that is responded to daily from the office at Ripley Arts Centre, in addition to answer phone and telephone queries.

Affiliate events are advertised in our foyer, on the notice board outside and in our online diary of events. We also advise our affiliate members of opportunities for advertisements in local newspapers.

Whilst our main aim is to focus upon arts activities, commercial personal event hires are a vitally important complementary activity.

## **7 Programmed Maintenance and Refurbishments**

### **7.1 Routine and planned maintenance**

During the year 2014/15, the following maintenance activities were undertaken, at a cost of £8894:-

	£
Handyman Maintenance	4465
General Repairs/Renewals	<u>4429</u>
TOTAL	8894

The removal of our grant from LBB has again made it difficult to proceed with our planned maintenance programme. During the current financial year over £7,000 has been spent upon making the roof and walls of the second floor flat watertight, and overall spending is likely to be in the region of £16,000.

### **7.2 Ripley Development Plan**

In order to make Ripley an attractive venue for all of the activities which can be carried out, a Development Plan was conceived. It comprised three stages:-

- Stage 1: Ground floor improvements, completed at the end of October 2004.
- Stage 1a: Improvements to the Studio and access for the disabled, completed in 2007.
- Stage 2: Remaking the driveway, together with the provision of additional car parking spaces. Re-surfacing was completed in 2008, but the provision of additional car parking spaces remains to be funded.
- Stage 3: Remodelling part of the first floor to make better use of the space. This was completed in late 2014 at a cost about £6,000 over our estimate.

A number of other important improvements have been identified and a professional fund raiser already well known to us has been asked to advise and help. Our banker is unwilling to fund further improvements at a reasonable cost, so short term loans from our officers have helped us to continue until an appeal for gifts to repay the loans and to increase our very depleted reserves has been implemented.

The Arts Council is keen to upkeep Ripley so that it remains a venue that the Borough can be proud to possess.

## 8 Staffing

Much of the work of BAC is undertaken by volunteers. The Chairman and Vice-Chairman possibly spend up to 30 hours per week on average upon Arts Council business. The Treasurer and Secretary each spends nearly as much, and other members of the Executive Committee spend many hours. There are also volunteers who assist in the office. It is difficult to provide an accurate estimate, but a good guess is that the equivalent of six full-time employees is donated by these persons; all officers and members of the Executive Committee have other commitments to arts and other organisations within the Borough and beyond.

BAC employs the following staff:-

### (a) Caretakers

Mr David Gatland is our Chief Caretaker/Warden, non-resident. He is working on average about 20 hours per week in this role as well as further hours in his handyman role.

Three assistants share the caretaking role, allowing us to respond flexibly to demand.

### (b) Administration

A part-time Administrator (basic 30 hours per week, overtime as approved) is based in the office at Ripley. This post is essential if BAC's activities are to be coordinated and a single point of contact maintained for all persons and organisations interested in the amateur arts in the Borough (including LBB). An important part of the Administrator's job description is to market Ripley.

Ms Thelma Richardson has been in post for more than fifteen years, and is highly regarded.

A part-time assistant to the Administrator, Mrs Jo Carter, (basic 24 hours per week, overtime as approved) is employed to ensure that the office is manned every weekday during normal working hours and to carry out tasks which allow the Administrator time to undertake non-routine duties.

A second part-time assistant, Judie Siewert, is now employed for 5 hours per week to assist with exhibition programming and maintaining and re-developing our web site.

Our part time book-keeper, Mrs Marie Chandler, is making an excellent contribution to the work of our treasury team.

The total hours worked by these employees amount to the equivalent of about 5 full-time employees. The payment of overtime is only approved if volunteers cannot be found to carry out the extra duties.



## 9 The wider arts scene in the London Borough of Bromley

### Theatre

Theatre in the borough of Bromley continues to provide audiences with a wide variety of dramatic performances, many equal to those found in the West End.

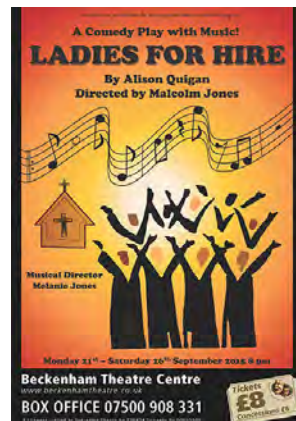
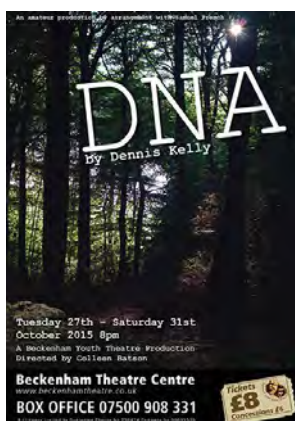
Bromley Little Theatre, have their own 113 seat-theatre in North Street, originally converted from an old Victorian bakery in 1938. BLT's full annual programme includes 11 stage productions each year and two Youth Group productions. Plays are diverse and performances highly skilled.

Hayes Players have been in existence for over 80 years providing a long history of success in both Bromley and Kent Drama Festivals. Included in this year's performances were: *Relative Values* by Noel Coward and a female version of *The Odd Couple* by Neil Simon.



*Hayes Players*

Beckenham Amateur Dramatic Society, which was founded in 1923, this year, performed 9 plays to a large audience of up to 180 people in the Public Hall, Beckenham.



Other thriving Theatres in the borough include Theatre 62, Leap Productions, the Matchbox Theatre, Bromley Players and the Maelisa McGuinness Theatre Production School.

### Music/Musical Activities

At least nineteen Choirs are in operation in the borough. The Allegri Singers is an auditioned chamber choir of some 40 voices. All Saint's Festival Choir with conductor Raymond Lewis consists of 50 performers with an impressive programme throughout the year. The Sol Choir perform pop, rock, soul and gospel. Fundamentally Gospel again cater for a wide range of vocal talent and is open to any adult with a passion for singing, regardless of experience, the choir rehearses on a weekly basis in central Beckenham.

Bromley Youth Music Trust, which is an independent music service nationally renowned for providing high quality, comprehensive and inclusive music education for young people, plus Bromley Boy Singers and Beckenham Youth Chore, all provide education for young singers and musicians the opportunity to perform.

Beckenham Festival was established in 1922 and offers competitions for all ages, in music, dance, speech and drama, with specialist adjudicators. The Musician of the year competition was held in November of this year at Marian Vian School. Some of the Festival's most outstanding music competitors were invited to perform for a maximum of 10 minutes before an adjudicating panel. All performers received a certificate and a medal and the winner, Emily Payne on piano received a special trophy, The Tom and Pat Sowerby Award and a cash prize of £100.

The Bromley Festival of Music & Speech takes place each year in schools and churches across the Bromley Borough, attracting almost 1,000 entries in the various categories. The early records show a strong interest in Piano, Strings and Singing but in recent years there has been a marked increase in the entries for Woodwind Instruments, including Recorders. These changes reflect the greater variety of instrumental teaching in schools today. It is one of the few Festivals in the country to include Harp classes. The Speech and Drama Section now represents one-half of the total entries.

## **Orchestras**

The borough is also rich with Orchestral societies; Bromley Symphony Orchestra, founded in 1918, one of the leading non-professional orchestras in the country began the year with Nineteenth-century Romanticism, featuring Dvořák, the world's best-known and best-loved cello concerto, performed by the gifted young soloist Daniel Benn in memory of his grandfather, Tony Benn. The orchestra also performed Brahms's Third Symphony, a masterpiece written in a mere four months, of which Clara Schumann wrote to Brahms on February 11, 1884: 'All the movements seem to be of one piece, one beat of the heart.'

Mick Collins Jazz Orchestra, sadly lost its founder this year. Mick formed his own band, the Mick Collins Modern Jazz Orchestra, more than 40 years ago. The band continues to play its regular gig, on the first Monday of each month, at the HG Wells Centre, Bromley.



*Mick Collins*

Other organisations such as Orpington Symphony Orchestra, who are members of the National Federation of Music Societies, Hayes Symphony Orchestra and St George's Chamber Orchestra provide a varied programme for their audiences.

## **Recitals**

At our venue Ripley Recitals Association continue to hold nine annual concerts mostly given by outstanding young artists. With a wide variety of instrumentation (string quartet, piano trio, violin and piano, flute and piano, saxophone and piano, piano solo and guitar solo) the association has presented stimulating programmes throughout the year. The 48<sup>th</sup> season this Autumn began with The Gaio Trio; three young musicians from the Royal Academy of Music who performed on viola, violin and cello an enchanting programme including Beethoven and Mozart. In October Joseph Houston, described in the Financial Times as a musician of 'versatility and poise', played a selection of piano pieces from Debussy, Bartok, Chopin and

Beethoven. The series concluded with a concert kindly supported by Making Music's Philip and Dorothy Green Award for Young Concert Artists. Award winner Matthew Scott made a welcome return to Ripley with Trio Mirage which has been given a Royal Academy of Music Chamber Music Fellowship 2015-16.

The Bromley Music Makers continue to hold monthly concerts at Ripley and offer a wide range of vocal, instrumental and chamber music with a special themed evening at least once every season. The introduction of Sunday afternoon tea concerts is proving very popular.



*Bromley Music Makers performing at Ripley Arts Centre*

Audiences are expanding for the afternoon tea concerts performed by the Premiere String Quartet especially with more visitors from local residential homes. Gilbert Rowland continues to provide an elegant step back into history with his unique summer Harpsichord concerts in our Music Room.

## Opera

Opera companies such as Opera Nova and West Wickham Opera stage busy programmes of musical entertainment, sometimes drawing in professional or semi professional performers in addition to amateur talents. Membership to most of these groups is by audition providing opportunities to all who wish to apply.

Ravensbourne Light Operatic Society is a group of avid musical fans of all ages and from all walks of life who come together and put on fun and entertaining shows at a very professional level. They produce two shows a year, usually at the Bob Hope Theatre, Eltham and the Churchill Theatres.

Petts Wood Operatic Society was founded in 1935 and perform musicals at local theatres twice a year, as well as concerts and small promotional performances.

Kentish Opera fulfils an important role in the operatic life of this country by providing a vital opportunity for young professional singers to gain experience

in performing major operatic roles. The production team has the collective experience and expertise to ensure that every production is of extremely high quality.

In November Faust was staged at the Stag Theatre telling the tale of temptation and devotion, lust and sacrifice, it was played out well in the concert version of Gounod's 'Faust' . This was a superb evening's entertainment with a large orchestra and chorus under direction of Robyn Sevastos.



*Faust performed by Kentish Opera*

Diversity is a key part of the borough's activities. In addition to the above one can visit Beckenham to join in or listen to banjo playing with the Lewisham Banjo, Mandolin & Guitar Club, play the Organ at Shirley Organ and Keyboard society or simply sit back and listen to recorded music at the Orpington Recorded Music Society.

These are just some of the many quality events staged by our affiliate members at Ripley Arts Centre and around the borough of Bromley.

#### **Talks/Lectures/Off site events:**

The National Association of Decorative & Fine Arts Societies (NADFAS) works to advance decorative and fine arts education and appreciation, alongside promoting the conservation of our artistic heritage. Both NADFAS and the North Kent division hold a varied programme of study days and lectures at Ripley Arts Centre. The North West Kent Graduate Women also meet monthly in members' homes for talks; ongoing book and bridge groups and embark upon outside visits. The Meetings of The National Trust Orpington and Chislehurst branch continue to enjoy monthly meetings in both towns. Whilst other groups such as The Bromley Borough Local History Society, The



Historical Association and Bromley Literary & Musical Society hold regular meetings and discussions within the borough. Our Chairman also attends various meetings to give talks on the Arts Centre and our own heritage.

### **Courses and Classes:**

The Workers Educational Association (WEA) is one of the UK's biggest charities operating at local regional and national levels. In the borough of Bromley it continues to provide a comprehensive programme of courses, taking place at Ripley Arts Centre, Beckenham, West Wickham , Petts Wood and Orpington. Subjects in the Sciences and Arts vary widely.

### **At Ripley Arts Centre:**

Aside from a comprehensive list of activities listed in section 4.5 Ripley has played host to many new classes and events this year including new ABRSM examinations alongside Trinity exams, Foreign Student educational classes, Life Drawing art tuition, Meditation, Yoga, Qi Gong, NCT classes, recording sessions and concerts by independent artistes.

### **Photography and Film:**

BAC affiliated members Beckenham Photographic Society, Bromley Camera Club, West Wickham Photographic Society, Greenwood Camera Club and Orpington Photographic Society hold various talks, demonstrations and competitions throughout the borough.

Affiliated Film societies include Footprint Productions, Orpington Video & Film Makers and Spring Park Film Makers who produce various shows, talks, demonstrations and film evenings for all to enjoy. Filmbox, a community cinema is operated by volunteers and show a collection of modern/classic British, Hollywood , Indie and World cinema at their centre at Langley Park.



*Sylvia Wilbur, Beckenham Photographic Society*

## **10 Performance Indicators**

### **10.1 Number of affiliates should increase year upon year**

The numbers of affiliated societies and individuals (the members of the Arts Council) stands at 154, a small reduction compared with the previous year.

### **10.2 Number of new grants to societies should be positive year by year**

The removal of local authority funding has made it impossible that this indicator will be meaningful in the short or medium terms.

### **10.3 Usage of Ripley should increase year upon year**

Room hire income in 2014/15 has increased 8% over the previous year. It must increase further if BAC is to remain solvent. Opportunities exist of which we hope and expect to take advantage.

### **10.4 Efficiency/Productivity to improve year upon year**

The indicator for this year has not been calculated.

D J Curtis, Thelma Richardson and T C Rogers  
January 2016

## **ANNEX A**

# **Treasurer's Report and Annual Accounts for 2013/14**



## **BROMLEY ARTS COUNCIL**

### **FINANCIAL REVIEW FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2015**

This was the first year without any Grant Aid from the London Borough of Bromley. Also it is the year when the first floor development took place with its inevitable short term effect on Room Hire bookings. As a result we have incurred a deficit of £7892 on the General Fund

I comment in further detail:-

#### **General Fund**

##### **Incoming Resources**

Despite the difficulties we have faced, we have managed to increase our Room Hire income by nearly £8000, but not sufficiently to offset the loss of the Grant. We have seen a significant increase in Arts/Charities income, but Commercial income has fallen to its lowest level for several years, possibly affected by the development work. Weddings/Functions income is steady, but with the increased number of venues available in the Borough, the number of weddings at Ripley is decreasing – to offset this the number of Functions is increasing. With the new excellent facilities in place, we encourage affiliates and their members to consider Ripley as a venue for their parties or functions.

##### **Resources Expended**

Our costs have been tightly controlled, and the small increase of £3000 is due to the cost of producing the Diary of Events for which we were unable to obtain a Grant as in previous years. Salary costs have increased by under 4%, and the Government rebate of £2000 on National Insurance Employer costs has helped. Repairs and maintenance costs were £8895 (a little lower than last year) of which £6545 was provided from the General (see note on the Repairs Fund)

#### **Repairs Fund**

As there is no longer a Grant from the Council, it has been decided to discontinue it as a separate fund. It has therefore been closed and this year's costs were covered by the remaining balance of £2350 and the transfer from the General Fund.

#### **Piano Fund**

This fund has now been reclassified as a designated fund and is invested in a Scottish Widows 90 day notice account. The present balance is £10,244

#### **Restricted Fund**

##### **Ripley (Development) Fund**

This is now the only Restricted Fund, and the main event has been the First Floor Development project (see below). In regard to current income and expenditure, I am pleased to report that although the Garden Party profits were down because of the adverse weather, this was more than offset by the increased income from other events donations and gift aid tax rebate. As a result there was a surplus of £6871. However all the assets relating to the first floor development have been capitalised and there is a deficit of over £5000 on the capital account (see below). The present balance of the account is £2551.

### **First Floor Development Project**

This project was started in August 2014 and completed in early January 2015. All the costs have been capitalised. By general consensus it is deemed to be a great success, and has provided extra badly needed room facilities which are already proving popular. However, because of some totally unanticipated extra costs associated with working on an old building, the budget was exceeded by over £5000. The extra costs were covered by 4 short term interest free loans up to a total of £6000. We have approached the Bank for an increase in our 20 year long term loan. Negotiations are ongoing.

### **Reserves**

General Fund Reserves have fallen to their lowest level, and stand at £12,330. This is a major concern, and urgent action is needed to raise at least £10,000 to restore them to a more acceptable level. In the longer term we need to increase them to £30,000 in order to comply with the Charities Commission's requirement that Reserves should be equal to 3 month's expenditure.

### **The Future**

It is evident that we have a major task ahead of us to build a solid financial base for the future. Our three most important problems are (i) our present cash reserves are inadequate to meet any significant new expenses, (ii) we need Ripley to make a profit to pay for Arts Council activities such as services to our members, especially our Arts Directory, and (iii) the cost of maintaining Ripley, due to the age of the building, is very high.

We have to find ways of increasing our funds, not only through the generation of new income from Room Hire, but also through effective fundraising. We have started along this path but there is much more to do to achieve our goal of making Ripley financially viable.

### **Acknowledgements**

I am grateful to all those who have assisted me and given me helpful advice during the year. Their support has been invaluable.

To our Independent Examiner, Mike French and his team.

To my fellow officers and the members of the Executive Committee, including Local Councillor members.

To the Administrator, Thelma Richardson and all the members of the staff, including Marie Chandler my Accountant/Bookkeeper

And finally, to Gill Dean, my deputy.

(T.C.Rogers)  
Hon. Treasurer

**Independent examiners' report to the Trustees of Bromley Arts Council**

I report on the accounts of the Trust for the year ended 31 March 2015.

*Respective responsibilities of trustees and examiner*

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

*Basis of independent examiners' report*

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of 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 accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

*Independent examiners' statement*

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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



M D French FCA  
Harrison Hill Castle & Co  
Melbury House  
34 Southborough Road  
Bickley, Bromley  
Kent BR1 2EB

7 July 2015



<b>BROMLEY ARTS COUNCIL</b>		Charity No (if any)	249391	<b>CC17a</b>
Annual accounts for the period				
Period start date	01-Apr-14	To	Period end date	

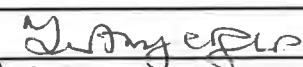

## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year £	Total last year £	
			Unrestricted funds £	income funds £	Endowment funds £			
			F01	F02	F03	F04	F05	
<b>Incoming resources (Note 3)</b>								
<b>Incoming resources from generated funds</b>								
Voluntary income		S01	6,278	-	-	6,278	21,509	
Activities for generating funds		S02	46,828	-	-	46,828	48,250	
Investment income		S03	14,642	-	-	14,642	11,893	
<b>Incoming resources from charitable activities</b>		S04	65,513	10,793	-	76,306	62,023	
<b>Other incoming resources</b>		S05	-	-	-	-	-	
<b>Total incoming resources</b>			S06	133,261	10,793	-	144,054	143,675
<b>Resources expended (Notes 4-8)</b>								
<b>Costs of Generating Funds</b>								
Costs of generating voluntary income		S07	120,491	2,537	-	123,028	122,802	
Fundraising trading costs		S08	-	3,715	-	3,715	2,576	
Investment management costs		S09	-	-	-	-	-	
<b>Charitable activities</b>		S10	18,217	-	-	18,217	16,543	
<b>Governance costs</b>		S11	2,445	-	-	2,445	1,434	
<b>Other resources expended</b>		S12	-	-	-	-	-	
<b>Total resources expended</b>			S13	141,153	6,252	-	147,405	143,355
<b>Net incoming/(outgoing) resources before transfers</b>			S14	- 7,892	4,541	-	- 3,351	320
<b>Gross transfers between funds</b>			S15	8,513	- 8,513	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>			S16	621	- 3,972	-	- 3,351	320
<b>Other recognised gains/(losses)</b>								
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-	
Gains and losses on investment assets		S18	-	-	-	-	-	
<b>Net movement in funds</b>			S19	621	- 3,972	-	- 3,351	320
<b>Total funds brought forward</b>			S20	113,074	27,165	-	140,239	139,919
<b>Total funds carried forward</b>			S21	113,695	23,193	-	136,888	140,239

## Section B Balance sheet

	Note	Restricted			Total this year £	Total last year £
		Unrestricted funds £	income funds £	Endowment funds £		
		F01	F02	F03	F04	F05
<b>Fixed assets</b>						
Tangible assets (Note 9)	B01	116,523	75,893	-	192,416	93,523
	B02	-	-	-	-	-
Investments (Note 10)	B03		-	-	-	23,000
<b>Total fixed assets</b>	B04	116,523	75,893	-	192,416	116,523
<b>Current assets</b>						
Stock and work in progress	B05	-	-	-	-	-
Debtors (Note 11)	B06	13,455	-	-	13,455	8,210
(Short term) investments	B07		-	-	-	-
Cash at bank and in hand	B08	18,156	2,551	-	20,707	98,774
<b>Total current assets</b>	B09	31,611	2,551	-	34,162	106,984
<b>Creditors: amounts falling due within one year</b> (Note 12)	B10	9,037	9,366	-	18,403	7,710
<b>Net current assets/(liabilities)</b>	B11	22,574	6,815	-	15,759	99,274
<b>Total assets less current liabilities</b>	B12	139,097	69,078	-	208,175	215,797
<b>Creditors: amounts falling due after one year</b> (Note 12)	B13	25,402	45,885	-	71,287	75,558
Provisions for liabilities and charges	B14	-	-	-	-	-
<b>Net assets</b>	B15	113,695	23,193	-	136,888	140,239
<b>Funds of the Charity</b>						
Unrestricted funds	B16	113,695			113,695	113,486
	B17	-			-	-
Restricted income funds (Note 13)	B18		23,193		23,193	26,753
Endowment funds	B19			-	-	-
<b>Total funds</b>	B20	113,695	23,193	-	136,888	140,239

Signed by one or two trustees on behalf of all the trustees

	Signature	Print Name	Date of approval
		T.C. ROGERS	6-7-2015
		D.J. CURTIS	6-7-2015

**Section C****Notes to the accounts****Note 1 Basis of preparation**

*This section should be completed by all charities.*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\* 

✓

 Accounting Standards;
- or 


 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act 1993.

[\*\* except for the following].

**Give details in this box if a different standard has been followed.**

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

\*\* - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

However, the transfer of the Investment Asset to Fixed Assets represents the correct treatment of Freehold Land and Buildings as agreed by the Executive Committee.

§ if no changes have been made to accounting policies then delete these words.

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years (§§ except for the following).

**Give details in this box of any material changes that have been made.**

§§ if no changes have been made to accounts for previous periods then delete these words.

**Note 2****Accounting policies**

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

**INCOMING RESOURCES**

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>• the charity becomes entitled to the resources;</li> <li>• the trustees are virtually certain they will receive the resources; and</li> <li>• the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	<p>Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.</p> <p>Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.</p> <p>Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.</p>
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**EXPENDITURE AND LIABILITIES**

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Governance costs</b>	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
<b>Support Costs</b>	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**ASSETS**

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

None

**Note 3 Analysis of incoming resources**

*Incoming resources may be further analysed if this would help the reader of the accounts.*

	Analysis	This year £	Last year £
<b>Voluntary income</b>	Local Authority Grants(incl £2000 for Repairs Fd)		12,815
	Affiliation Fees	2,310	2,930
	Donations(Gen Fd )	3,968	3,684
	Dorothy Cole Legacy		2,080
	<b>Total</b>	<b>6,278</b>	<b>21,509</b>
<b>Activities for generating funds</b>	Room Hire - Commercial	18,387	24,243
	Weddings and Receptions	27,236	23,257
	Donation - Catering	425	750
	Transfers from Ripley Fd	780	-
	<b>Total</b>	<b>46,828</b>	<b>48,250</b>
<b>Investment income</b>	Rents	14,605	11,640
	Bank Interest(Gen Fd 7, Piano Fd 30)	37	253
			-
			-
	<b>Total</b>	<b>14,642</b>	<b>11,893</b>
<b>Incoming resources from charitable activities</b>	Room Hire - Arts	60,122	50,374
	Commission - Visual Arts	568	1,575
	Fund Raising(Ripley Fd )	10,793	5,508
	Piano Hire	2,908	3,078
	<b>Total</b>	<b>76,306</b>	<b>62,023</b>



**Note 4 Analysis of resources expended**

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £	
<b>Costs of generating voluntary income</b>	Gas/Elec/Print/Post/Stat/Tel see note A	9,831	11,528	
	Caretaker Cleaning Svcs/Garden see note B	40,077	36,978	
	Secretarial/Admin Svces	43,323	43,446	
	Bldg/Repairs/Insce/Rates/Fire Sec see note C			
	Mtce/Fire Alarm System	16,498	19,953	
	Weddings/Loan Int/ Bk Chs/Sundries see note D	13,299	10,897	
	<b>Total</b>	<b>123,028</b>	<b>122,802</b>	
<b>Fundraising trading costs</b>	Fundraising Expenses - Ripley Fund (Restricted)	3401	2,576	
	Depreciation	314	-	
		-	-	
		-	-	
	<b>Total</b>	<b>3,715</b>	<b>2,576</b>	
<b>Investment management costs</b>		-	-	
		-	-	
	<b>Total</b>	<b>-</b>	<b>-</b>	
<b>Charitable activities</b>	Grants to Affiliated Societies		400	
	Diary of Events	2,854	3,267	
	Secretarial/Admin Services	13,562	11,280	
	Piano Expenses/Performng Rights Fees	1,542	1,596	
	Volunteer Expenses	259		
	<b>Total</b>	<b>18,217</b>	<b>16,543</b>	
<b>Governance costs</b>	Fees - Unrestricted Fds	2,445	1,434	
		-	-	
	<b>Total</b>	<b>2,445</b>	<b>1,434</b>	
		<b>UNR'D FDS</b>	<b>R'D FDS</b>	<b>TOTAL</b>
<b>NOTE A</b>	Gas/Electricity	7026		7026
	Printing/Postage/Stationery	894		894
	Telephone	1911		1911
	<b>TOTAL</b>	<b>9831</b>		<b>9831</b>
<b>NOTE B</b>	Caretaker/Cleaning Svcs	37487		37487
	Garden	2590		2590
	<b>TOTAL</b>	<b>40077</b>		<b>40077</b>
<b>NOTE C</b>	Fire/Secy Mtce	2936		2936
	Insurance/Rates/Water	4667		4667
	Repairs/Renewals	6545	2350	8895
	<b>TOTAL</b>	<b>14148</b>	<b>2350</b>	<b>16498</b>
<b>NOTE D</b>	Wedding/Reception costs	5166		5166
	Loan Interest/Bank charges	3536	187	3723
	Advt/Lic/Sds/Trav Exp/Tfrs to Ripley Fd	4410		4410
	<b>TOTAL</b>	<b>13112</b>	<b>187</b>	<b>13299</b>
	Secretarial/Admin Services	<b>43323</b>		<b>43323</b>
<b>COSTS OF GENERATING VOLUNTARY INCOME TOTALS</b>		<b>120491</b>	<b>2537</b>	<b>123028</b>

**Note 5 Support Costs**

Please complete this note if the charity has analysed its expenses using activity categories and has support costs.

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
None	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Total</b>	-	-	-	-

**Note 6 Details of certain items of expenditure****6.1 Trustee expenses**

Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
2	12
Travel Expenses	Travel Expenses
£259	£2,745

**6.2 Fees for examination or audit of the accounts**

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
900	900
None	None

**Note 7**                      **Paid employees**

*Please complete this note if the charity has any employees.*

**7.1 Staff Costs**

	This year £	Last year £
Gross wages, salaries and benefits in kind	86632	81,762
Employer's National Insurance costs	2466	3,993
Pension costs	2080	2,031
<b>Total staff costs</b>	<b>91178</b>	<b>87,786</b>

**7.2 Average number of full-time equivalent employees in the year**

	This year Number	Last year Number
The parts of the charity in which the employees work	Fundraising	-
	Charitable Activities	1
	Governance	-
	Other (Admin/Caretaker)	4
	<b>Total</b>	<b>5</b>

**7.3 Defined contribution pension scheme**

*Please complete if a defined contribution pension scheme is operated.*

Brief details of the scheme

Contributory Pension Scheme operated by the Pensions Trust, started in October 2009. At present two members of staff are participating.

	This year £	Last year £
The costs of the scheme to the charity for the year	2080	2031
The amount of any contributions outstanding at the year end	none	none
The amount of any contributions prepaid at the year end	none	none



**Note 9 Tangible fixed assets***Please complete this note if the charity has any tangible fixed assets***9.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	93,523	-	-	-	-	93,523
Additions	92,932	-	-	6,275	-	99,207
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	186,455	-	-	6,275	-	192,730

**9.2 Accumulated depreciation and impairment provisions**

**Basis	SL or RB	SL or RB	SL or RB	SL or RB	SL or RB	
** Rate						
Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	314	-	314
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	314	-	314

**9.3 Net book value**

Brought forward	93,523	-	-	-	-	93,523
Carried forward	186,455	-	-	5,961	-	192,416

**9.4 Revaluation***If any fixed assets have been revalued please give details of the valuer and method of valuation*

The Freehold Property known as 'Ripley' 24 Sundridge Avenue, Bromley including the flat known as 24A, was professionally valued at £1,000,000 in June 2004.

\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

**Note 10 Investment assets**

*Please complete this note if the charity has any investment assets.*

**10.1 Fixed assets investments**

	£	
Carrying (market) value at beginning of year	23,000	See N 15
<b>Add:</b> additions to investments at cost	-	
<b>Less:</b> disposals at carrying value	- 23,000	
<b>Add/(deduct):</b> net gain/(loss) on revaluation	-	
Carrying (market) value at end of year	-	

*Please provide below:*

**10.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.**

**10.3 A breakdown of the income from investments agreeing with SOFA row S03.**

**Analysis of investments**

	10.2 Market value at year end £	10.3 Income from investments for the year £
Investment properties	NIL	NIL
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-	-
Investments in subsidiary or connected undertakings and companies	-	-
Securities not listed on a recognised Stock Exchange	-	-
Cash held as part of the investment portfolio	-	-
Other investments	-	-
<b>Total</b>	-	-

**10.4 Material investment holdings**

If any single investment is material in terms of its value (for example represents more than 5 per cent of the value of the charity's total investments) please provide details.

Investment held

Market Value


**Note 11 Debtors and prepayments**

*Please complete this note if the charity has any debtors or prepayments.*

**Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	13455	8210	-	-
Amounts due from subsidiary and associated undertakings	0	0	-	-
Other debtors		0	-	-
Prepayments and accrued income	0	0	-	-
<b>Total</b>	<b>13455</b>	<b>8210</b>	<b>-</b>	<b>-</b>

**Note 12 Creditors and accruals**

*Please complete this note if the charity has any creditors or accruals.*

**12.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	11,000	5,000	71,287	75,558
Trade creditors	6,037	2,710	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	80	-	-	-
Accruals and deferred income	1,286	-	-	-
<b>Total</b>	<b>18,403</b>	<b>7,710</b>	<b>71,287</b>	<b>75,558</b>

**12.2 Security over assets**

*If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

**NatWest Bank have a charge over the Freehold Property known as 'Ripley', originally as security for a £50,000 loan, but further loans of £18721 and £50000 were taken out in 2007/08 and 2013/14.**

**Note 13 Endowment and restricted income funds**

Please complete this section if the charity has any endowment or restricted income funds.

**13.1 Funds held**

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
Ripley(Development) Fd	R	Specifically to cover redevelopment projects.

**13.2 Movements of major funds**

Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £	Fund balances carried forward £
none				-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total Funds</b>	-	-	-	-	-	-

**13.3 Transfers between funds**

Please give details of any transfers between funds.

From Fund (Name)	To Fund (Name)	Reason	Amount
Piano Fund(Restricted)	Piano Fund(Designated)	Recategorised	£10,214
General Fund	Ripley Fund	Repayments of loan paid by General Fund On Behalf of Ripley Fund	-£1,701
<b>TOTAL</b>			<b>£8,513</b>



**Note 14 Transactions with related parties**

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 6) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.*

**14.1 Remuneration and benefits**

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.*

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £
None			

**14.2 Loans**

*Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.*

	Name of trustee or connected party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties	None			
Due from trustees and related parties				

**14.3 Other transaction(s) with trustees or related parties**

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £
None				

**Note 15****Additional Disclosures**

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

1) The Repairs Fund, formerly a restricted fund, has been discontinued as a separate fund. 2) The Piano Fund is now categorised as a Designated account. 3) The upstairs Flat of Ripley Arts Centre is not a separate investment property

# **ANNEX C**

**Estimates for 2016/7**

**BROMLEY ARTS COUNCIL  
ANNUAL ESTIMATES 2016/17**

<b><u>GENERAL FUND(UNRESTRICTED)</u></b>		<b>ACTUAL</b>	<b>TARGET</b>	<b>PROJECTED</b>	<b>TARGET</b>
<b><u>INCOMING RESOURCES</u></b>		<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
VOLUNTARY INCOME	Tf Ripley Fd	780			
	Donations/Gift Aid	3968	3000	6000	<b>10000</b>
	Affiliation fees	2310	2500	2500	<b>2500</b>
ACTIVITIES FOR GENERATING FUNDS					
	Room Hire - Commercial	18387	25000	21000	<b>23000</b>
	Weddings & Receptions	27236	26000	21000	<b>24000</b>
	Fundraising	425	3000	2000	<b>4000</b>
INVESTMENT INCOME	Rents	14605	16200	16200	<b>17000</b>
	Bank Interest	37	50	50	<b>50</b>
INCOMING RESOURCES FROM CHARITABLE ACTIVITIES					
	Room Hire - Arts/Charitable	60122	63000	63000	<b>66000</b>
	Commission - Visual Arts	568	1000	1500	<b>1500</b>
	Piano Hire	2908	3500	2500	<b>3000</b>
	Pformg Rts/Diary Advts/Sdries	1915	1500	1000	<b>1000</b>
SHORT TERM LOANS				4000	
TRANSFER FROM PIANO FUND				6000	
<b>TOTAL INCOMING RESOURCES</b>		<b>133261</b>	<b>144750</b>	<b>146750</b>	<b>152050</b>
<b><u>RESOURCES EXPENDED</u></b>					
COSTS OF GENERATING VOLUNTARY INCOME					
	Gas/Electricity	7026	6500	6500	<b>7000</b>
	Printing/Postage/Stationery	894	2500	1000	<b>1500</b>
	Telephone	1911	2000	2000	<b>2500</b>
	Caretaker/Cleaning services	37487	36000	37000	<b>38000</b>
	Garden	2590	3000	3000	<b>3000</b>
	Secretarial/Admin. Services	43323	38000	40000	<b>42000</b>
	Insurance	3270	3500	4050	<b>4500</b>
	Water/Trade Refuse	1397	1500	2000	<b>2000</b>
	Fire/Security Mtce	2936	4000	4000	<b>4500</b>
	Repairs/Renewals - Major	4430	5000	12000	<b>8000</b>
	ditto -Handyman(incl Salary)	4465	4000	4000	<b>4000</b>
<b>LESS</b>	Balance Repairs Fund to close	<b>-2350</b>			
	Weddings/Receptions	5166	4500	6500	<b>5000</b>
	Loan Costs/Bank Charges	3536	4000	3500	<b>3200</b>
	Sundries(incl. Subs/Advts/Lic)	4410	4000	2000	<b>2000</b>
	Loan Repayments incl Piano Fund				<b>5000</b>
CHARITABLE ACTIVITIES					
	Volunteer Expenses	259		600	<b>600</b>
	Diary of Events	2854			
	Secretarial/Admin Services	13562	16500	15000	<b>15000</b>
	Performing Rights/Piano Costs	1542	1500	1200	<b>1500</b>
GOVERNANCE					
	Professional Fees	2445	2000	2500	<b>2500</b>
<b>TOTAL RESOURCES EXPENDED</b>		<b>141153</b>	<b>138500</b>	<b>146850</b>	<b>151800</b>
<b>NET INCOMING/OUTGOING RESOURCES</b>		<b>7892</b>	<b>6250</b>	<b>100</b>	<b>250</b>

**BROMLEY ARTS COUNCIL  
ANNUAL ESTIMATES 2016/17**

<b><u>RIPLEY(DEVELOPMENT) FUND</u></b>	<b>ACTUAL</b>	<b>PROJECTED</b>	<b>TARGET</b>
<b>RESTRICTED FUND</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
<b>CAPITAL ACCOUNT</b>			
House Renovations	69932		
Furniture & Fittings	5961		
TOTAL CAPITAL EXPENDITURE	75893		
LESS AVAILABLE FUNDS	70000		
SHORTFALL	<b>5893</b>		
PLUS SHORT TERM LOANS	6000		
SURPLUS	107		
<b>CURRENT ACCOUNT</b>			
<b>INCOMING RESOURCES</b>			
Events/Garden Party	7756	2609	3000
Donations	1980	600	1000
Tax Rebate	1057	410	250
TOTAL INCOMING RESOURCES	10793	<b>3619</b>	<b>4250</b>
<b>RESOURCES EXPENDED</b>			
Fundraising Expenses	3321	1156	1300
Bank Charges	187	153	140
Depreciation	314	1225	1225
Sundries(including Retention)	80	1213	80
TOTAL RESOURCES EXPENDED	3902	<b>3747</b>	<b>2745</b>
NET INCOMING/OUTGOING RESOURCES	6891	<b>128</b>	<b>1505</b>
<b><u>PIANO FUND</u></b>			
BALANCE B/FWD	10215	10245	<b>4275</b>
Bank Interest	30	30	20
Transfer from General Fund			2000
TOTAL INCOMING RESOURCES	10245	<b>10275</b>	<b>6295</b>
Transfer to General Fund(Loan)		6000	
TOTAL RESOURCES EXPENDED		6000	0
BALANCE C/D	10245	<b>4275</b>	<b>6295</b>

# **ANNEX D**

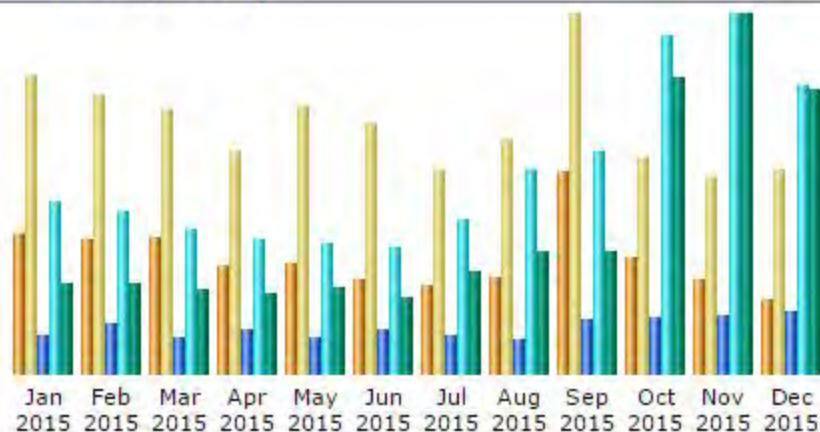
## **Annual Arts Directory**

A printed copy of the Directory can be obtained upon application to the Administrator on 020 8464 5816 or [Thelma@bromleyarts.com](mailto:Thelma@bromleyarts.com)  
Due to financial constraints an updated Directory has not been published in 2015, but the 2014 edition remains substantially accurate.

# **ANNEX E**

## **Website Statistics**

## Monthly history



Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2015	3,426	7,240	18,103	78,885	1.30 GB
Feb 2015	3,279	6,730	22,923	74,035	1.30 GB
Mar 2015	3,332	6,418	17,030	65,965	1.20 GB
Apr 2015	2,616	5,391	20,839	61,711	1.15 GB
May 2015	2,678	6,500	17,129	59,298	1.23 GB
Jun 2015	2,297	6,068	20,297	57,902	1.11 GB
Jul 2015	2,154	4,977	17,863	70,847	1.48 GB
Aug 2015	2,356	5,662	16,276	93,366	1.74 GB
Sep 2015	4,928	8,698	24,675	101,255	1.75 GB
Oct 2015	2,847	5,234	26,219	154,333	4.23 GB
Nov 2015	2,277	4,763	26,510	163,828	5.13 GB
Dec 2015	1,801	4,974	28,661	131,443	4.06 GB
<b>Total</b>	<b>33,991</b>	<b>72,655</b>	<b>256,525</b>	<b>1,112,868</b>	<b>25.67 GB</b>



# **ANNEX F**

## **Chairman's Report**

## **CHAIRMAN'S REPORT FOR BROMLEY ARTS COUNCIL AGM 2015**

Bromley Arts Council is now in its 50th anniversary year and I have just completed my fourth year as its Chairman. To say that the last year has been challenging would be something of an understatement as we have had to deal with our first year without any financial support from Bromley Council. We are striving to become completely self-sufficient and we have taken significant steps in that direction.

We are, of course, very fortunate to have Ripley Arts Centre as a wonderful resource that has the potential capacity both to serve the Arts and to generate sufficient income to sustain its own existence. This year, with the aid of a new bank loan, we have successfully carried out our plans to redevelop the first floor of Ripley in order to provide additional attractive rooms available for hire. This was a major operation and we are particularly grateful to Desmond Coulson who acted as project officer for the development. Although the building work necessitated a temporary reduction in lettings, the new rooms have been greatly admired and are already proving popular with hirers. The largest of the new rooms is particularly impressive and has been named The Whyte Room in honour of the original owners of Ripley.

During the course of the building work we had a flood in the Ripley Office. This made conditions very unpleasant for our office staff while the room was drying out but ultimately enabled us to make further significant improvements to our facilities. As flood damage was covered by insurance the Office has been completely redecorated and equipped with a new desk and photocopier. The carpet also had to be replaced so we decided to use the Dining Room carpet tiles in the Office and used the insurance money towards a new carpet in the Dining Room. Thus we succeeded in carpeting the two rooms for £846.

The closure of the Management Centre at the nearby Sundridge Park Manor provided us with another opportunity as they were selling their furniture and fittings by auction. We were successful in a bid for a complete set of comfortable upholstered chairs that provided a perfect match for our new carpets and the Music Room colour scheme.

We are now more dependent than ever on making full use of Ripley as a venue for events and organisations of many kinds. Although there is increased local competition for weddings they continue to make a valuable contribution to our income. There has been an encouraging increase in other social hire including birthday, christening and anniversary celebrations. This is a lovely venue for such events and I would encourage you to make this known to all of our affiliates together with their families and friends. Although there has been a slight reduction in commercial hire, lettings for Arts, educational and charitable organisations have been well maintained, with several new hirers. Bromley Arts Society now holds monthly lectures here and there are new art classes for children and in Life-Drawing. There are also new classes for meditation. The Associated Board of the Royal Schools of Music have held exams here for the first time and some new Drama exams are taking place this month. Some local companies have held training workshops and open days here and a local primary school held a governors' meeting.

Among existing hirers, Spanish Classes have increased from three to four sessions and the Yoga tutor has increased her bookings. Croydon and Bromley Philosophy have increased their bookings and now occupy four rooms instead of two. LBB After Adoption have held various meetings this year with a total value to us of £1200. We have two regular foreign student hires and were recently able to accommodate one of them at the same time as hosting Trinity Music Exams, thanks to the new spaces that are now available. In fact we have now had three days in which every room has been hired. This is most encouraging and certainly justifies our development of the first floor.

Ripley Recitals Association and the Bromley Music Makers continue to hold monthly concerts at Ripley with the Music Makers experimenting with Sunday afternoons for some of their winter meetings. Premiere Strings have also returned this season and their recent Afternoon Tea Concerts have seen an increase in audience numbers with residents of local care homes arriving by minibus.

Art Exhibitions continue as an added attraction for our visitors with three changing exhibitions each month. However, a number of artists have cancelled for a variety of reasons recently so our commission is somewhat lower this year. We currently have a sculpture exhibition in the garden with work by Marjan Wouda. Some bronze pieces will be added to the exhibits in time for our Garden Party. Thelma Richardson continues to run our World Cinema Evenings, making good use of our new projector which we are also hiring to commercial users.

Our Vice-Chairman, David Thomas (with assistance from the Ripley Office), has continued to organise the Antiques Fairs which he initiated a couple of years ago. These have proved very popular with the dealers who find Ripley to be an ideal venue. Thanks to the development of the first floor, we now have increased capacity but we really need some more volunteers to assist us during each Fair. Our link with antiques has continued to grow stronger this year as Catherine Southon the well-known television antiques expert, is now well established in her own office on the first floor of Ripley which is open for valuations on Tuesday and Thursday mornings. You may even have seen Ripley on television when the BBC filmed Catherine Southon here together with our art tutor, Roger Lewis.

Another fund-raising event, a Wine-tasting Evening, was recently organised by assistant BAC Treasurer, Gill Dean. This proved to be a great success and was thoroughly enjoyed by all who took part. We very much hope that this can be repeated in the near future.

An established highlight of the Ripley Calendar is the Annual Arts Council Garden Party, held on the final Saturday of August. Last year's garden party attracted a good crowd once again and resulted in a very pleasing £1,890 for the Ripley Development Fund. This year's Garden Party will take place on 29th August and we would be delighted if volunteers could contact Thelma or Jo in the Office. Donations of homemade cakes, second hand books, CDs and DVDs would also be most welcome.

Two years ago the reduction in funding from the Borough meant that we had to cease publication of our popular Bromley Arts Council Diary. However, we did manage to produce an Arts Directory with assistance from Cllr Peter Fortune who helped us to obtain a grant towards its cost. We produced a second Directory which went out in September 2014 but we were unsuccessful in obtaining any outside finance so the total cost fell on our general funds. With great reluctance we have had to abandon plans for a third edition but it is our intention to resume publication when funding is available. In the meantime a new 'What's On' calendar is being developed for the BAC website which should be available shortly. This will incorporate a special feature whereby our Affiliates will be able to upload their own information. As you will know the Ripley Office is now also producing a regular Newsletter, which is being circulated every two months.

We are very interested in seeking sponsorship from outside organisations both for specific projects and also to support our general work. We are told that a publication like our Arts Directory should be an attractive proposition for commercial organisations keen to boost their image in the locality but our efforts have not met with any success so far. Our Vice-Chairman has drafted an appeal letter which we will shortly send to the local press in order to make our needs more widely known.

We continue to explore opportunities to approach the various grant making organisations and have recently obtained assistance from someone with professional experience in this field. However, applying for grants can be difficult and time-consuming and results can never be guaranteed. Currently we are anxious to bring the Ripley kitchen up to modern standards and we have made an application for a grant to enable us to carry out this work.

I must sadly record the death in October of my immediate predecessor, John Williams, who had suffered poor health in the last few years. He was a respected lawyer and a man of very wide interest and experience with art organisations and sports clubs as well as the church. St Francis, West Wickham was packed for his funeral and also for his memorial concert a few weeks later. I was able to attend these events together with a performance of The Merry Widow which was dedicated to his memory by Kentish Opera. We are very grateful to John for everything he contributed to Bromley Arts Council and we certainly miss him.

We also lost another former member of our Executive Committee when John Goodger died at the end of April. John was particularly active on our Events Sub-Committee and many will remember him 'manning' the bouncy castle at the Ripley Summer fetes - a role that was actually referred to at his funeral.

As well as attending funerals, I have been delighted to attend a number of most enjoyable events throughout the year at the invitation of societies affiliated to BAC. Earlier this year I was invited to give a talk about Bromley Arts Council to a local Rotary Club and recently I hosted a Sunday afternoon at Ripley for our affiliates. This was attended by representatives from about ten of our affiliated societies who were able to see our excellent facilities for themselves. It also gave me the opportunity to tell them about our current activities and needs and to seek their views and suggestions.

Two of our affiliated societies - The Beckenham Ladies Choir and St Marks and Keston Players - have closed down this year but in spite of these difficult times, the arts continue to flourish in Bromley. Indeed, there are so many performances taking place throughout the year that any local resident with an interest in the Arts is really spoiled for choice.

I must pay tribute to our superb executive staff, who never fail to impress me with their professionalism and with their dedication to Bromley Arts Council and all our affiliates. The talents and efficiency of Thelma Richardson and Jo Carter in the main office are absolutely vital to our future. They constantly encourage new hirers and provide a friendly welcome to everyone in spite of coping with an ever increasing work load. They are assisted in the office by Judie Siewert who works with them for one day each week. We are also grateful to receive unpaid help in the office from volunteers Jean Kingham and Cornelia Varney. Another volunteer, Terry Thrussell, has given us invaluable advice on marketing and publicity.

Gill Dean is now well established as our Assistant Treasurer and has greatly improved our accountancy procedures. Incidentally, we now have 'Transpeed' backing up our computers and we have upgraded our wi-fi and broadband facilities.

I must at this point mention our former Assistant Treasurer, Geoffrey Ellerby, who is now approaching his 90th birthday. We have not seen very much of him recently as he has had some poor health but this would seem an appropriate time to acknowledge the huge contribution he has made over the years to Bromley Arts Council. It has been suggested that Geoff should be made a BAC Vice-President and I would like to recommend this action to the AGM for approval.

Barry Hilder, one of our assistant caretakers, retired from his employment with BAC this year so our Head Warden, David Gatland, now leads a renewed caretaking team, including Margaret Draper, Clifford Orsi and Bobby Virgo all of whom are working extremely well. David Gatland, also continues to be a great asset with his handyman maintenance skills.

Finally, my sincere thanks to my Vice-Chairman, David Thomas, and all members of the Executive Committee for their work throughout the year and particularly to our Hon. Secretary, John Curtis, and Hon. Treasurer, Tim Rogers, who give so generously of their time and expertise for the well-being of Bromley Arts Council and Ripley.

*Christopher Town*  
Chairman  
14th July 2015

# **ANNEX G**

## **Press Reports**

## **Advertisements**

Limited Edition

March 2015 page 35 (wedding venue)

<http://edition.pagesuite-professional.co.uk/launch.aspx?eid=f720fe0d-15ce-404d-a486-de6dcf20b38e&skip=true>

February 2015 page 30 (wedding venue)

<http://edition.pagesuite-professional.co.uk/launch.aspx?eid=befee2bc-9513-4eb7-b37e-31d93847112c&skip=true>

<http://edition.pagesuite-professional.co.uk/launch.aspx?eid=c37928b9-cb02-4826-8db3-11956662a24f&skip=true>

<http://edition.pagesuite-professional.co.uk/launch.aspx?eid=02e04575-b6f7-4d7b-a0bf-aa907aa5b745&skip=true>

<http://edition.pagesuite-professional.co.uk/launch.aspx?eid=2b4049ad-86d9-4f0e-8ca5-c6b7a232e2dd&skip=true>

Kent News May 17<sup>th</sup> 2015 page 41

### **Inside KENT page 21 June 2015**

<http://www.joomag.com/magazine/insidekent-magazine-issue-39-june-2015/0293278001432851438?short>

Meridian Magazine page 19 February 2015

Meridian Magazine page 25 May 2015

Kent Bride Magazine page 168 2014/15

This might not be a complete list of press mentions of BAC and Ripley Arts Centre.

# **ANNEX H**

## **Garden Party Programme**



# GARDEN PARTY AT RIPLEY ARTS CENTRE

## Saturday 29th August 2015

### Garden Performances:

- 1.30pm** Punch & Judy Show - Prof. Chippy Wood
- 2.30pm** Punch & Judy Show - Prof. Chippy Wood
- 3.30pm** Punch & Judy Show - Prof. Chippy Wood
- 4.30pm** Grand Raffle



### In the House:

- The Society of Model Shipwrights
- Beckenham & West Wickham Model Railway Club
- Photographic Exhibition
- Art Exhibitions & Demonstration by Laura Weston
- Michelle Leaver: Jewellery Craft
- Mark Hornsby: Wood crafts
- Kevin Meekings: Glass Fusion
- Phoenix Cards
- Janet Maile: Keyboard
- Petts Wood Crafts

Our sincere thanks go to our affiliated members and volunteers whose positive involvement is greatly valued for the success of the Garden party. BAC also thank all those who have generously donated raffle prizes for our Grand Raffle.

### Stalls and Attractions include:

- Sculptures: Marjan Wouda
- Bronley Woodcarvers
- Art demonstrations: Clive Ball & John Parris
- Whack the Mummy
- Galactic Golf
- Hoopla
- Human Fruit Machine
- Teddy Bear Tombola
- Bouncy Castle
- BBQ, Lunches & Cakes
- Bar
- Pimms

In aid of the Ripley Development Appeal

# RIPLEY GARDEN PARTY



## 50th Anniversary year

### Saturday 29th August 2015 12.30 - 5pm



Ripley Arts Centre, 24 Sundridge Avenue, Bromley BR1 2PX

## PUNCH & JUDY ARE BACK!!!

Arts, Crafts, Exhibitions, Demonstrations, Punch & Judy shows  
Bouncy Castle, Stalls, Model Shipwrights, Model Railway,  
Books, CDs, DVDs, BBQ, Bar, Pimms,  
Strawberries & Cream, Teas, Ices and more...

### Fun for all the family

Adults £2 - Children free