

BROMLEY ARTS COUNCIL

ANNUAL REPORT

2011



in partnership with



Registered Charity no 249391

Bromley Arts Council

Annual Report for 2011

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Bromley Arts Council

Annual Report for 2011

1 Introduction

The London Borough of Bromley (LBB) has supported the Bromley Arts Council (BAC) by means of a grant since its foundation in 1965. The grant is being withdrawn such that it will be reduced from the amount awarded in 2011/12 by one third in 2012/13 and by a further third the year thereafter. LBB will no longer provide funds for BAC from the financial year 2014/15.

Our Annual Report has hitherto been directed mainly at LBB in support of our grant. Our report has also served as our annual report to the Charity Commission (CC). This year its format conforms mostly with its predecessors. In future it will be directed more closely with the requirements of the CC.

2 Arts Council Activities

The Arts Council:

- **Represents** amateur arts organisations throughout the Borough
- **Is a pro-active member** of the LBB's Arts Panel
- **Informs** its affiliates about matters raised by LBB
- **Distributes**, monitors and evaluates grants to amateur arts organisations on behalf of LBB. *The funding for this activity has in the past been provided by LBB. It is a matter to be considered how and if it can be continued. In any event the scale of funding will be very greatly reduced.*
- **Encourages** new initiatives
- **Co-ordinates** marketing and publicity for small groups through wide distribution of BAC's tri-annual arts Diary of Events. *The funding for this activity has in the past been provided by LBB. BAC wishes to continue the publication of the Diary of Events, but has still to find a means of funding it.*
- **Operates** a web-site (www.bromleyarts.com), maintained by volunteers, 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 2010/11 are included in annex A, together with the Treasurer's report. An analysis of income and expenditure is shown in annex B.

Income for 2010/11 can be assessed as follows:-

LBB Grant	£32,445	23.9%	(25.6% in 2009/10)
Member Subs	1,512	1.1%	
Ripley	101,707	75%	(73.4%)

The LBB grant has been employed:-

General fund	£24,695	18.2% of total income (18%)
Grants to societies	5,750	23.2% of unrestricted LBB grant
Ripley Repairs Fund	2,000	Agreement with LBB circa 1985

BAC believes that LBB continues to receive value for money from its grant.

3.2 Ripley Development Plan. Fund-raising continues as planned to enable our bank loan to be reduced as soon as possible, and to make Ripley a more attractive venue for all current activities which attract hirers. Plans exist to redevelop the accommodation upon the first floor and to improve the kitchen on the ground floor, and opportunities to obtain external funding for these are actively being pursued, but this is difficult work.

3.3 Reserves Policy. The Charity Commission (CC) requires BAC to have a reserves policy. The present policy in the medium term is to have unrestricted reserves of £25,000. Reserves stand at about £10,000. The target for unrestricted reserves should, in the opinion of our Executive Committee to meet the guidance of the CC be 50% of annual expenditure, or currently about £50,000. The recent needs to meet the costs of resurfacing the driveway and fire safety improvements demanded by law have prevented us from achieving the progress we had hoped for, but our budget for 2011/12 includes a significant increase in our reserves whilst we are still in receipt of a full grant from LBB.

3.4 Action Plan. Initiatives are in hand to increase the usage of Ripley, and hence its income. In the current financial climate commercial hirings have fallen, despite our hope that our relatively low prices would attract more new hirers. Demand for our wedding services are increasing again and our arts activity hirings are also doing well. We have taken positive action to improve our marketing, and are increasing all hiring rates by about 10% in 2011/12 and also in the next two years in an attempt to compensate for the reduction and eventual removal of the LBB grant. It is recognised that increasing our charges could result in the loss of hirers, so we will be keeping a close watch upon what happens as a result of the increases. The more new hirers we attract, the lower the increases we will need to impose upon existing hirers.

3.5 Estimates for 2012/13. Our estimates for 2012/13 are shown in annex C which are compared with the actual figures for 2010/11, the estimates for 2011/12 and the predicted out-turn for 2011/12 as at half way through the year. We also have drafted internal estimates for the following two years which show that income can exceed expenditure by then despite the removal of LBB's grant after 2013/14.

4 Programming and Development

4.1 Representation of Amateur Arts organisations

- The current numbers of affiliated societies and individuals is 192. This figure takes into account those societies who have been removed from our records for various reasons and is an increase of seven over the previous year.
- Our Chairman Mr Christopher Town and Vice Chairman Mr John Williams took part in the meetings of LBB's Arts Panel during the year.

The Arts Council has always worked closely with LBB, and in co-operation with Bromley MyTime and the Churchill Theatre as grant-aided partners, continually aims to provide improved delivery of arts activities within the community, and avoid overlap. Several volunteers are helping us to carry out our activities both more efficiently and economically.

4.2 Communications with members

During the year communications with members were sent with the three issues of the Diary of Events (see below). The Annual General Meeting provided members with an opportunity to exchange information and views with the Executive Committee. No Special General Meetings were held.

Events have been held to raise funds for both BAC and the Ripley Development appeal.

4.3 Diary of Events

The Diary of Events continues to be well received although funding will be needed in the future to ensure its continuation. This tri-annual publication now includes a brief synopsis about the activities of many of our affiliate organisations, providing greater information to the community. Its principle objective continues to advertise arts and related activities using information provided by affiliated societies and others. The Diary also includes reference material to Bromley Arts Council and Ripley. The design of the booklet remains in house and is subsequently produced at a lower cost.

Over 400 copies are mailed directly from the Arts Centre to our affiliate members and over 600 are currently posted free of charge to a database of interested recipients. There may be a small charge for this service in the future to cover postage costs etc. A further 5,500 are distributed around the borough.

A copy of the Diary appears as Annex D.

4.4 Website

The Conference page has resulted in new business hire and our website (www.bromleyarts.com) and "What's On" calendar is constantly updated to provide a comprehensive list of events for both Ripley Arts Centre and other borough activities.

A breakdown of statistics to show its use by the public is included as annex E.

4.5 Community Services

Our office at Ripley is open on weekdays throughout the year. It acts as an information and coordination centre for the general public, affiliated societies and would-be promoters of arts activities. The number of callers to the office, in person, by telephone and email (enquiries@bromleyarts.com) continues to grow from last year's recorded figures.

4.6 Ripley Arts Centre

The premises contain:-

- The office of BAC, occupied by the Administrator, her assistant and volunteers.
- The Drawing Room, for up to 45 persons, used by hirers and also for hanging exhibitions.
- The Dining Room, for up to 40 persons, used in the same manner as the Drawing Room, and also as an extension to...
- The Music Room, for up to 80 persons. This room contains a grand piano suitable for recitals.
- A large kitchen.
- New toilets, including a toilet for the disabled.
- A new assembly space, the walls of which offer additional exhibition hanging space.
- The Lounge Suite which contains a meeting room, a withdrawal room, kitchen and toilet.
- The Studio, for up to 35 persons.
- Two small rooms for hire, one of which contains a baby grand piano.
- The Treasurer's office.
- A toilet and a bathroom with a w/c.
- The second floor is let as a self-contained three-bedroomed flat.

Rooms are currently used for:

Adult and pupils' concerts, recitals and recordings
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 Pilates
Foreign language classes
Fund raising events
Yoga
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
Sewing Club activities
Craft fairs
Wedding fairs
LBB adoption team family days

School leaving parties
Christmas lunches with entertainment from local schools

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

Persons of all ages are engaged in activities at Ripley, from schoolchildren developing skills in ways not provided for by the formal school system, to those of mature years.

4.7 Arts activities arranged directly by BAC, and further outreach

Garden Party

Our Garden party this year, staged to raise funds for the Ripley Development Appeal, again attracted a great many visitors. Neither the changeable weather nor the small increase at the door to £2 deterred our visitors; more than 500 people attended and



over £2,200 was raised. Many of our affiliate members gave up their time to support this event in one way or another and prizes for our Grand Raffle were again kindly donated by local businesses and individuals. Artist, Jonathan Polkest, provided a spectacular Camera Obscura which was positioned on our lawns enabling visitors to enter inside and create their very own portrait! Aside from our art and craft displays our performers this

year included Bromley Valley Gymnasts, Premier String Quartet, The Kentones and Beckenham Junior Choir and Youth Voices giving our audience a great deal of entertainment and a fun filled afternoon.

Cinema

Classic World Cinema has continued throughout the year with a monthly screening of Art House or foreign films. The Director Roman Polanski has proved very popular and has attracted audiences of over 40. Cinema classics such as The Seventh veil and Saturday Night Sunday morning fit well within our remit and the year ended with a short animated film, "Whistle Down the Wind", and a film quiz bringing some younger audience members to the club.

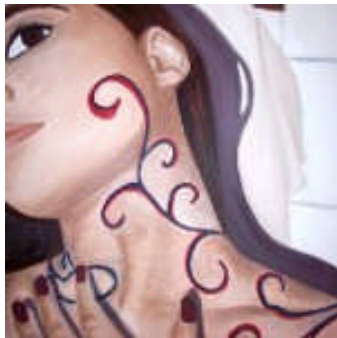
Please refer to section 9 for further examples.

Visual Arts

The rolling exhibition programme at Ripley Arts Centre, usually housing up to three exhibitions each month, continues to provide visual stimulus and education for all of our visitors. This year thirty five exhibitions took place at Ripley Arts Centre, an increase of five exhibitions over last year. Sales generated from these displays totalled £9,091.80, commission earned on these sales was £1,818.36 and Gallery hire income increased this year to £1,130.

Local artists are an important part of our exhibition programme. The annual Summer Exhibition giving one week's free display space at Ripley Arts Centre to show a selection of works from all of our affiliated arts organisations included works from 12

affiliated art societies and individuals. Schools too are invited to display and this year Bishop Justus Church of England School displayed a variety of portraits, highlighting many of the growing and developing young talents in the borough.



Bishop Justus School



Teresa Paton's sculpture in the New Gallery Space

Local artist Teresa Paton stunned our audiences with her installation in the New Gallery space. These three dimensional sculptures that 'considered the formal relationship between balance, line, space and form' were a new and vigorous addition to our usual two dimensional displays.



Three Chimneys by Christine Hopkins SGFA

Aside from local artists, a visit to London's Menier Gallery resulted in four new exhibitions by the highly talented members of the Society of Graphic Fine Art. Artists included Anne Carpenter who uses the tones and colour of fabric as paint and thread as her drawing tool to create stimulating textured works that 'bridge the boundaries between art and craft', and Christine Hopkins, who produces mixed media painting and prints of urban landscapes that examine how we are influenced by the vocabulary of place.

Another first for BAC was an exhibition using soap as the principal material. Contemporary French artist, Carole Widdrington uses soap as her colour palette combining its use in the creation of sculpture, photography and print. Her addition of light brings the finished piece to life!



New artists are also encouraged and Francis McQueen's display of Abstract Expressionism was highly acclaimed. Sales from this exhibition surpassed all others for the year and invitations to showcase his work in other galleries, including London, will ensure his works continue to delight audiences both locally and further a field

Francis McQueen

4.8 Chairman's report

A copy of the Chairman's report to the AGM in July 2011 is included as annex F.

4.9 Administration

A wireless IT network at Ripley, to benefit both the administration and hirers, has been implemented and hirers can now enjoy internet access from any part of the building.

Affiliate members have been encouraged over the past year to send their event information electronically to dispense with time consuming paperwork and to improve office efficiency and effectiveness. The co-operation of our members in this respect has made this an increasingly successful exercise.

Effectiveness will be further improved once the financial accounting system is installed with an invoicing system linked to the office. Meanwhile on-line banking has proved to be a successful tool in respect of time management.

5 Grants

A list of societies which received grants and guarantees against loss from us in 2010/11 is available upon request. It is usual to apply about 25% of the non-specific part of the grant from LBB to this purpose. As guarantees against loss may not be taken up the exact proportion varies a little from year to year.

The future of such grants is in doubt following the reduction and eventual removal of our grant from LBB at the end of the 2013/4 financial year.

6 Marketing and Sales

The allocation of a marketing budget to the office continues to be used to promote activities and facilities at Ripley Arts Centre.

Weddings provide us with an opportunity to introduce more people to Ripley, as well as revenue. We publicise our own brochure and advertise in various hard copy publications including Limited Edition, Wedding Planner, LBB's Marriage brochure, Yellow Pages as well as in our own newly revised Diary of Events. We also advertise on our own and other websites with links to specific wedding sites including http://www.weddingvenues.com/venue_owners.php and Pinkweddings.com. This year BAC held its first Wedding Fair drawing new visitors to our venue; the event was successful and will now be staged annually.

Our website www.bromleyarts.com is updated weekly. The web site has an enquiries email address that is responded to daily from the office at Ripley Arts Centre in addition to answerphone and telephone queries. The web site has undergone some changes (see also section 4.4), and now includes an additional link for artists to submit images to our arts panel for exhibition consideration. The website has a What's On diary of events online where we advertise affiliate events that take place in the LBB. There is a link from LBB's website. We also provide a list of Affiliate members with links to their own websites. Affiliate events are advertised in our foyer, on the notice board outside and in our printed Diary of Events. We also advise our affiliate members of opportunities for advertisements in local newspapers.

Commercial marketing:

Whilst our main aim is to focus upon arts activities, commercial hire is a vitally important complementary activity. Our previous marketing volunteer has moved on but the office continues to use and advance upon the advice given to market our Centre and its facilities.

The conference page on our website has generated interest and we have welcomed an increase in commercial hire. NCT, RBS and wider divisions of Oxleas NHS Trust including mental health teams are just some of the organisations who hire our rooms.

A local business account continues with Google, including Google maps and BAC has links to Twitter, the Bromley Business Club, Chamber of Commerce, Info Bromley, Arts Council England and continues membership of the Chamber of Commerce.

Personal networking has taken place and we aim to increase this in the forthcoming year.

Press Releases: A volunteer collates and issues press releases, in particular with regards to art Exhibitions and cinema events. Examples are shown in annex G.

7 Programmed Maintenance and Refurbishments

7.1 Routine and planned maintenance

During the year 2010/11 the following maintenance activities were undertaken, at a cost of £7505:-

	£
Handyman Maintenance	6,925
Other	<u>580</u>
TOTAL	7,505

Under an agreement with LBB about 20 years ago LBB added £2,000 to the annual grant to BAC towards the ever-growing cost of maintaining the property, provided BAC matched this amount with its own funding. BAC has met any shortfall from its general funds.

There is a rolling programme for the redecoration of the interior and exterior. The exterior was completed in 2007. This year, the concentration has been on interior redecoration.

Following the Fire Risk Assessment Report in 2009, a new Fire Alarm System has been installed, costing £10,479. Further recommendations of the Report, costing about £5,000, will be implemented in the near future.

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 is comprised of 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.

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) 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.

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

A part-time assistant to the Administrator, Mrs Jo Carter, (basic 24 hours per week, overtime as approved) 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 has also been appointed for occasional work as necessary.

A part time book-keeper, Sharon Weddell, has been taken on to allow the Honorary Treasurer and Assistant Treasurer to spend more time upon strategic matters.

The total hours worked by these employees amount to the equivalent of about 4 full-time employees. The payment of overtime is only approved if volunteers cannot be found to carry out the extra duties.

9 Wider Agendas - The Amateur Arts Scene in Bromley

Theatre

The borough of Bromley is rich with dramatic theatre and one does not have to travel far to enjoy performances that equal many of those found in the West End.

Bromley Little Theatre, got off to a great new Year start with their production of "The Graduate" (Terry Johnson); this was followed by Alan Bennett's "Talking Heads" and "The Talented Mr Ripley" to give a more contemporary feel to their programme which includes 11 stage productions each year in addition to two Youth Group productions.



Theatre 62 are regular winners of awards in Bromley Theatre Guild's Full Length Play Festival and have their own theatre in West Wickham. Willy Russell's "One for the Road" played to a packed audience in December and earlier in the year Brian Friel's "Dancing at Lughnasa" delighted their audience.

Theatre 62 performs Dancing at Lughnasa by Brian Friel



Hayes Players continue to perform four to five productions each year ranging from comedy to musicals and melodrama, this year their programme included the well loved "Lettuce & Lovage" by Peter Shaffer and "Shadowlands" by William Nicholson and the year concluded with the musical "Sweet Charity", a Simon/Coleman/Fields production. Other theatre groups such as Beckenham Amateur Dramatic society (one of the oldest theatre groups founded in 1923), Leap Productions (one of the most recently formed groups), plus Orpington Amateur Repertory group and St Marks & Keston players, continue to stimulate Bromley audiences by providing varied and interesting programmes.

Hayes Players perform Lettuce & Lovage by Peter Shaffer

Act Up Theatre group for children still operate at Ripley Arts centre with an after school class in addition to Class Act Theatre School and Dramalab who run professional workshops at the Theatre Centre.

Music/Musical Activities

Throughout the year in the Bromley borough a host of musical activity abounds. The afternoon tea concerts that proved so popular in the past were again reinstated at Ripley Arts Centre as we welcomed the highly accomplished Premier String Quartet. Also at our venue Ripley Recitals continue to hold 9 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). Bromley Music Makers hold monthly meetings at Ripley and offer a wide range of vocal, instrumental and chamber



music with a special themed evening at least once every season. Around the borough Bromley Guitar Society (founded in 1982) meets monthly and hold both classical and contemporary concerts. It celebrated its 30th anniversary with a recital by Carlos Bonell, shown in the picture.

Bromley Symphony Orchestra, Hayes Symphony Orchestra, St George's Chamber Orchestra and Orpington Symphony Orchestra also play a large part in the borough's classical music life.

Opera companies such as Petts Wood Operatic Society, Ravensbourne Light Operatic Society, Kentish Opera, West Wickham Operatic Society 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.



The South London Singers

Choirs and concert bands add to the plethora of musical entertainment. Established organisations such as Bromley Philharmonic Choir, Orpington Chorale, Hayes (Kent) Philharmonic Choir, Beckenham Ladies Choir, All Saints' Festival Choir and the South London Singers continue to hold regular meetings and quality concerts.

All Saints' Church, Orpington, St George's Church, Beckenham and St Mary's Church in Bromley hold regular concerts including organ and piano recitals, choral, string quartets and orchestras. In February Bromley Parish Church staged performances by soprano Caroline MacPhie (one of this country's leading young lieder singers) and prize winning pianist Simon Lane.

In addition to those in the borough organisations formed just outside of the borough such as the Shirley Organ and Keyboard Society and Lewisham Banjo, Mandolin and Guitar Club now meet in Beckenham and welcome new members and audiences.

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

This year the North Kent Group of the National Association of Decorative and Fine Arts (NKDFAS) held a lecture at Ripley on Diaghilev's Ballet Russes; this coincided well with a new exhibition of drawings and paintings of the Ballet Russe by artist Janice Wileman-Anjo.

Established organisations such as the Orpington & District Archaeological Society, The Beckenham and Bromley Centre and the Orpington and Chislehurst Centre of the National Trust continue with packed programmes of enlightening talks and lectures.

During the months of September and October Chislehurst Methodist Church held a series of workshops, talks and events to celebrate the opening of its refurbished building. Whilst the Beckenham and Bromley Borough Local History Society celebrated National Science and Engineering week with an enlightening lecture on The Enigma Project focusing on Codes and code breaking from Ancient Greece to the present day.

Courses/Classes

Ripley Arts Centre welcomed new courses and classes this year, including further certificated floral art and design classes organised by the National Association of Flower Arranging Societies, introductory screenwriting classes, pre-natal yoga plus holistic therapy sessions. 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 and classes in European History, Architectural History, Philosophy, World Literature, Geology and Current Affairs are just some of the interesting and diverse subjects on offer.

This year Shortlands Poetry Circle celebrated their Centenary with an exhibition at Bromley Central Library and the publication of an anthology of members poems entitled "Each Passing Breeze".

Photography/Film

BAC affiliated members Beckenham Photographic Society, West Wickham Photographic Society and Bromley Camera Club continue their programmes holding various talks, demonstrations and competitions throughout the borough.

Spring Park Film Makers and Orpington Video and Film Makers hold regular meetings and Screenings. The short drama film "Blitz and Bananas", set around 1940 produced by OVFM last year will be holding its first screening in the Churchill Theatre in February of 2012.

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) increased by seven during the year to 192.

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

Grants were made to fifteen amateur arts organisations in 2010/11, three fewer than in the previous year.

10.3 Usage of Ripley should increase year upon year

More rooms are now available for hire than in previous years, so rather than comparing usage it is more appropriate to compare income from hiring. Income in 2009/10 was £81,854 and in 2010/11 £88,085.

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 2012

ANNEX A

Treasurer's Report and Annual Accounts for 2010/11

BROMLEY ARTS COUNCIL

FINANCIAL REVIEW FOR THE YEAR ENDED 31ST MARCH 2011

I am pleased to report a small surplus of £2372 on the General Fund, despite the cost of installing a new Fire Alarm System. This has been achieved by increasing our core income, whilst holding our costs steady.

There is a major concern, however, over the level of our Unrestricted Reserves to which I will refer later.

I comment in further detail:-

New Fire Alarm System

This was installed during the year, at a cost of over £10,000, shared equally between the Ripley Development Fund and the General Fund. Payment was made from the Ripley Development Fund and a transfer of £5000 was made from the General Fund.

Changes to the Repairs Fund

In the past, this fund has been used to cover all major repairs to the property where outside contractors have been involved. Other repairs of a minor nature were covered by the General Fund. Now that we have a resident handyman who undertakes most of the internal decoration and minor repairs, the need to call on outside contractors has been reduced.

It has therefore been decided to include all repairs and renewals costs, including handyman costs and salaries, in the Repairs Fund, providing the extra funds needed from the General Fund. This year, £4000 was transferred from the General Fund.

Unrestricted Funds

Incoming Resources

Our main source of income is from hiring our rooms for Arts use, Commercial use, and for Weddings and Receptions. This income has increased by over 10% over last year. However, compared to the previous year (2008/09) when Commercial receipts were particularly high, the increase is only 2.5%. The marketing initiatives, referred to in last year's report, are beginning to have an effect especially in regard to Wedding and Reception bookings; but the growth of Commercial lettings remains sluggish, and our marketing efforts will continue.

Resources Expended

I am pleased to report that, despite the extra £5000 Fire Alarm System cost incurred on the General fund, total expenditure only rose by just over £2000. Staff salaries have increased by 6%, although Caretaker salaries (after discounting Handyman salaries) have not risen. Office staff salaries have increased by £3000, which can be fully justified by the extra £8000 income that has been generated.

All other costs are in line with budgets and require no comment.

Restricted Funds

Repairs Fund

Most of the expenditure this year was incurred by the handyman on internal decoration projects. The final balance was just over £3000

Ripley (Development) Fund

The Garden Party was again a great success, raising over £3000, thus providing some of the funds needed for the Fire Alarm System. The final balance was just under £2500.

Piano Fund

The balance of £10215 is unchanged, and has been invested in a 1 year NatWest bond to obtain a better return.

Unrestricted Reserves

Our present Reserves stand at £11,866 which is inadequate. Our efforts to increase them in recent years have been thwarted by the essential need to fund certain projects, such as the new Car Park and the Fire Alarm system. Having completed these projects, our priority must be to increase these reserves substantially. Our target is to increase them to a minimum of £20,000 in 2 years.

The Future

The London Borough of Bromley have advised us that, as part of their overall cuts programme, our Annual Grant is to be phased out over the next three years. As a result, there will be no grant from 2014/15 onwards.

Since the Grant accounts for approximately 25% of our total income, this presents us with a formidable challenge to our future survival. In order to meet this challenge, we have drawn up a 4 year survival budget plan.

An essential element of our strategy is the increase our Reserves in the way I have set out above. Also we need to see our core income increase by 10% per annum over the next 3-4 years; and although some modest growth in business is anticipated, it will be necessary substantially to increase Room Hire/Wedding rates.

As well as increasing income, certain costs will have to be cut – notably grants to Societies and the production of the Diary of Events.

Members will have received the Urgent Announcement addressed to all Affiliates and Users of Ripley, setting out our proposals in detail. A copy is enclosed with this report.

Acknowledgements

I would like to thank our Independent Examiner, Mike French and his team, not only for checking our accounts, but also for all the help and advice which they have given us over the year.

My thanks are also due to all my colleagues on the Executive Committee, and to Thelma Richardson and all the staff, for all the valued advice and assistance they have accorded me.

Finally, I am most grateful for all the dedicated hard work of the other members of the Treasury team, Geoffrey Ellerby and Sharon Weddell. Their efforts have made my task that much easier.

(T.C.Rogers)
Hon. Treasurer



BROMLEY ARTS COUNCIL			Charity No (if any)	249391	CC17a
Annual accounts for the period					
Period start date	01-Apr-10	To	Period end date	31-Mar-11	

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
Incoming resources (Note 3)							
Incoming resources from generated funds							
Voluntary income		S01	31,957	2,720	-	34,677	35,415
Activities for generating funds		S02	49,942		-	49,942	43,558
Investment income		S03	11,037		-	11,037	10,774
Incoming resources from charitable activities		S04	42,727	3,047	-	45,774	45,820
Other incoming resources		S05	-		-	-	
Total incoming resources			135,663	5,767	-	141,430	135,567
Resources expended (Notes 4-8)							
Costs of Generating Funds							
Costs of generating voluntary income		S07	94,004	17,984	-	111,988	102,135
Fundraising trading costs		S08		979	-	979	885
Investment management costs		S09			-	-	
Charitable activities		S10	29,166		-	29,166	30,493
Governance costs		S11	1,121		-	1,121	955
Other resources expended		S12	-		-	-	
Total resources expended			124,291	18,963	-	143,254	134,468
Net incoming/(outgoing) resources before transfers			11,372	- 13,196	-	- 1,824	1,099
Gross transfers between funds			- 9,000	9,000	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)			2,372	- 4,196	-	- 1,824	1,099
Other recognised gains/(losses)							
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
Net movement in funds			2,372	- 4,196	-	- 1,824	1,099
Total funds brought forward			90,208	19,900	-	110,108	109,009
Total funds carried forward			92,580	15,704	-	108,284	110,108

Section B Balance sheet

		Note	Restricted			Total this year £	Total last year £
			Unrestricted funds £	income funds £	Endowment funds £		
			F01	F02	F03	F04	F05
Fixed assets							
Tangible assets	(Note 9)	B01	93,523	-	-	93,523	93,523
		B02	-	-	-	-	-
Investments	(Note 10)	B03	23,000	-	-	23,000	23,000
Total fixed assets		B04	116,523	-	-	116,523	116,523
Current assets							
Stock and work in progress		B05	-	-	-	-	-
Debtors	(Note 11)	B06	7,244	-	-	7,244	6,367
(Short term) investments		B07	-	-	-	-	-
Cash at bank and in hand		B08	12,473	15,704	-	28,177	33,416
Total current assets		B09	19,717	15,704	-	35,421	39,783
Creditors: amounts falling due within one year							
	(Note 12)	B10	7,851	-	-	7,851	7,380
Net current assets/(liabilities)		B11	11,866	15,704	-	27,570	32,403
Total assets less current liabilities		B12	128,389	15,704	-	144,093	148,926
Creditors: amounts falling due after one year							
	(Note 12)	B13	35,809	-	-	35,809	38,818
Provisions for liabilities and charges		B14	-	-	-	-	-
Net assets		B15	92,580	15,704	-	108,284	110,108
Funds of the Charity							
Unrestricted funds		B16	92,580			92,580	90,208
		B17	-			-	-
Restricted income funds (Note 13)		B18		15,704		15,704	19,900
Endowment funds		B19			-	-	-
Total funds		B20	92,580	15,704	-	108,284	110,108

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

Signature	Print Name	Date of approval

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.

§ 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

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

Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance costs	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.
Grants with performance conditions	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.
Grants payable without performance conditions	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.
Support Costs	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

Tangible fixed assets for use by charity	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.
Investments	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.
Stocks and work in progress	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 £
Voluntary income	Local Authority Grant(incl £2000 for Repairs Fd)	32,445	33,195
	Affiliation Fees	1512	1,500
	Donations (Ripley Fund)	720	720
		-	-
	Total	34,677	35,415
Activities for generating funds	Room Hire - Commercial	22,487	20,668
	Weddings and Receptions	26,096	22,890
	Commission - Catering	1,359	-
		-	-
	Total	49,942	43,558
Investment income	Rents	11010	10,740
	Bank Interest	27	34
		-	-
		-	-
	Total	11,037	10,774
Incoming resources from charitable activities	Room Hire - Arts	38497	35,259
	Commission - Visual Arts	1004	3,036
	Fund Raising(Ripley Fd)	3047	3,431
	Piano Hire	1603	2,006
	Other	1623	2,088
	Total	45,774	45,820

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 £	
Costs of generating voluntary income	Gas/Elec/Print/Post/Stat/Tel see note A	9,390	10,795	
	Caretaker Cleaning Svcs/Garden see note B	34,583	32,974	
	Secretarial/Admin Svcs	33,133	30,868	
	Bldg/Repairs/Insce/Rates/Fire Sec see note C			
	Mtce/Fire Alarm System	27,962	18,628	
	Weddings/Loan Int/ Bk Chs/Sundries see note D	6,920	8,870	
	Total	111,988	102,135	
Fundraising trading costs	Fundraising Expenses - Ripley Fund	979	885	
		-	-	
		-	-	
		-	-	
		-	-	
	Total	979	885	
Investment management costs		-	-	
		-	-	
		-	-	
	Total	-	-	
Charitable activities	Grants to Affiliated Societies	5,750	7,700	
	Diary of Events	10,005	10,397	
	Secretarial/Admin Services	12,096	10,912	
	Piano Expenses/Performng Rights Fees	1,315	1,484	
		-	-	
	Total	29,166	30,493	
Governance costs	Fees - Unrestricted Fds	1,121	955	
		-	-	
	Total	1,121	955	
	NOTE A	UNR'D FDS	R'D FDS	TOTAL
	Gas/ Electricity	5632		5632
	Printing/Postage/Stationery	2458		2458
	Telephone	1300		1300
	TOTAL	9390		9390
	NOTE B			
	Caretaker/Cleaning Svcs	31388		31388
	Garden	3195		3195
	TOTAL	34583		34583
	NOTE C			
	Fire/Secy Mtce	3127		3127
	Insurance/Rates/Water	6851		6851
	Repairs/Renewals/Fire Alarm System		17984	17984
	TOTAL	9978	17984	27962
	NOTE D			
	Wedding/Reception costs	3638		3638
	Loan Interest/Bank charges	1429		1429
	Licences/Sundries	1853		1853
	TOTAL	6920	0	6920

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	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	-

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
None	None

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 £
881	881
None	None

Section C **Notes to the accounts** **(cont)**

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	70,786	64,956
Employer's National Insurance costs	4,237	3,877
Pension costs	1,260	527
Total staff costs	76,283	69,360

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	1
Governance		-
Other (Admin/Caretaker)	3	3
Total	4	4

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 one member of staff is participating.
-----------------------------	--

	This year £	Last year £
The costs of the scheme to the charity for the year	1260	527
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 8 Grantmaking

Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.

8.1 Total value of grants

Purpose for which grants made	Grants to institutions	Grants to individuals
	Total amount £	Total amount £
Grants on behalf of the London Borough of Bromley to affiliated arts related societies to provide needed finance for their activities. The funding is included in the annual grants from the Borough.	5,750	-
	-	-
	-	-
	-	-
	-	-
Total	5,750	-

8.1 Grantmaking costs

If the charity's accounts are prepared on the "activity basis" please give details of any support cost associated with grantmaking. Please enter "Nil" if the charity does not identify and/or allocate support costs.

Support costs of grantmaking

£-

8.3 Grants made to institutions

If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution supported, purpose of the grant and total paid to each institution listed. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.

Names of institutions	Purpose	Total amount of grants paid £
All Saints Orpington Festival/Choir	See 8.1 above	500
Bromley Art Society		350
Bromley Evening Dec/Fine Arts Socy		250
Bromley Barbershop Harm. Club		400
Bromley Guitar Society		300
Hayes Orchestral Society		300
Orpington Video & Film Makers		500
Orpington Symphony Orchestra		700
Ripley Recitals Association		1,000
Shortlands Poetry Circle		100
South London Singers		500
Speakers of Beckenham		100
Just Voices		250
My Aerial Home Trapeze School		250
Ripley Film Society		250

TOTAL

5,750

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		-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	93,523	-	-	-	-	93,523

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	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

9.3 Net book value

Brought forward	93,523	-	-	-	-	93,523
Carried forward	93,523	-	-	-	-	93,523

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
Add: additions to investments at cost	-
Less: disposals at carrying value	-
Add/(deduct): net gain/(loss) on revaluation	-
Carrying (market) value at end of year	23,000

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	23,000	11,010
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	-	-
Total	23,000	11,010

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	See 9.4 and 10.1
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	7244	6367	-	-
Amounts due from subsidiary and associated undertakings	0	0	-	-
Other debtors		0	-	-
Prepayments and accrued income	0	0	-	-
Total	7244	6367	-	-

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	2,500	1,800	35,809	38,818
Trade creditors	5,351	5,580	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	-	-	-	-
Accruals and deferred income	-	-	-	-
Total	7,851	7,380	35,809	38,818

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 a further loan of £18721 taken out in 2007/08.

Section C

Notes to the accounts

(cont)

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
1) Ripley Repairs Fund	R	Specifically to cover repairs to & maintenance of the Arts Centre property, known as 'Ripley'
2) Ripley Fund	R	Specifically to cover redevelopment projects.
3) Piano Fund	R	Specifically to cover repairs or replacement of the Bluthner piano in the Music Room

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				-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total Funds	-	-	-	-	-	-

13.3 Transfers between funds*Please give details of any transfers between funds.*

From Fund (Name)	To Fund (Name)	Reason	Amount
General Fund	Repairs Fund	Grant	£4,000
General Fund	Ripley Fund	Towards cost of New Fire Alarm System	£5,000
TOTAL			£9,000

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				

Section C**Notes to the accounts****(cont)****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.

None

Independent examiners' report to the Trustees of Bromley Arts Council

I report on the accounts of the Trust for the year ended 31 March 2011.

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 this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 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 Commissioners. 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, I do not express an audit opinion on the view given by the accounts.

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 s41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 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

ANNEX B

Analysis of Income and Expenditure

Arts Council Income					Ripley Income	
General		Grants	General		Repairs	
	£	£		£		£
LBB ^{#1}	24,645	LBB 5,750	Hirings and rents	71,995	LBB	2,000
Affiliation fees	1,512		Weddings (net)	22,458	General Fund	4,000
Interest	27		Other	4,914		
Total	26,184	Total 5,750	Total	99,367	Total	6,000
Arts Council Expenditure					Ripley Expenditure	
General		Grants	General		Repairs	
Diary(net)	9,330	Grants 5,750	Warden/Cleaning services	31,388	General Repairs	580
Admin services	12,096		Heating, lighting	5,632	Tree Surgery	
Office costs ^{#2}	2,500		Admin services	30,634	Handyman Repairs	3,255
Sub-total	23,926		Rates)	9,978	Handyman Salaries	3,670
			Insurances,Fire/Sec)			
			Other	12,671		
To Ripley Devt fund	2,258		To Repairs Fund	4,000		
Total	26,184	Total 5,750	To Ripley Devt fund	2,692	Total	7,505
			Total	96,995		

Notes

- 1 The total Grant from LBB has been split into the three sums shown in green.
- 2 Estimated share of Ripley costs.
- 3 Ripley earned a surplus of £867 (compared with a deficit of £7,069 in 2009/10). This does not take into account exceptional expenditure of more than £10,000 for a new fire alarm system, paid from the Ripley Development fund.

Annex B

Analysis of Income and Expenditure 2010 - 11



ANNEX C

Estimates for 2011/12

BROMLEY ARTS COUNCIL
ANNUAL ESTIMATES 2012/13

<u>GENERAL FUND(UNRESTRICTED)</u>	ACTUAL	ESTIMATE	PROJECTED	ESTIMATE
<u>INCOMING RESOURCES</u>	2010/11	2011/12	2011/12	2012/13
VOLUNTARY INCOME				
L.B.B. Grant	30445	36000	30445	19630
Affiliation fees	1512	1500	1500	1600
ACTIVITIES FOR GENERATING FUNDS				
Room Hire - Commercial	22487	27000	25000	27500
Weddings & Receptions	26096	23000	24000	26400
Catering Commission	1359	800	600	800
INVESTMENT INCOME				
Rents	11010	11200	11460	12000
Bank Interest	27	20	20	20
INCOMING RESOURCES FROM CHARITABLE ACTIVITIES				
Room Hire - Arts	38498	38000	39000	42900
Commission - Visual Arts	1004	1000	1500	1800
Piano Hire	1603	1500	1800	1900
Pformg Rts/Diary Advts/Sdries	1623	1600	1500	1500
TOTAL INCOMING RESOURCES	135664	141620	136825	136050
 <u>RESOURCES EXPENDED</u>				
COSTS OF GENERATING VOLUNTARY INCOME				
Gas/Electricity	5632	6000	6000	6500
Printing/Postage/Stationery	2458	2500	1900	2000
Telephone	1300	1500	1700	1800
Caretaker/Cleaning services	31388	33000	35500	36000
Garden	3195	3300	4500	3500
Secretarial/Admin. Services	33134	35000	34000	35000
Insurance	3962	4200	4300	4500
Rates/Water	2889	3000	2900	3200
Fire/Security Mtce	3127	4000	3500	4200
Handyman/ Repairs(see Repairs Fd)				
Transfers:Repairs Fund	4000	4000	7000	6000
Ripley Fund	5000			
Weddings/Receptions	3638	4000	4200	4200
Loan Costs/Bank Charges	1429	1700	1800	3000
Sundries(incl. Subs/Advts/Lic)	1853	2000	2200	2000
CHARITABLE ACTIVITIES				
Grants to Affiliated Societies	5750	7000	3000	2000
Diary of Events	10005	10000	6000	2000
Secretarial/Admin Services	12096	12500	12500	13000
Performing Rights/Piano Costs	1315	1200	1400	1400
GOVERNANCE				
Professional Fees	1121	1000	1000	1100
TOTAL RESOURCES EXPENDED	133292	135900	133400	131400
 NET INCOMING RESOURCES	 2372	 5720	 3425	 4650
NET OUTGOING RESOURCES				

**BROMLEY ARTS COUNCIL
ANNUAL ESTIMATES 2012/13**

<u>REPAIRS FUND(RESTRICTED)</u>	ACTUAL	ESTIMATE	PROJECTED	ESTIMATE
INCOMING RESOURCES	2010/11	2011/12	2011/12	2012/13
L.B.B. Grant	2000	2000	2000	2000
Transfer from General Fund	4000	4000	7000	6000
Bank Interest				
TOTAL INCOMING RESOURCES	6000	6000	9000	8000
RESOURCES EXPENDED				
Tree Surgery			1500	
General Expenditure	580	2000	4500	5000
Handyman Repairs	3255	4000	1500	1500
Handyman Salary	3670		1500	1500
TOTAL RESOURCES EXPENDED	7505	6000	9000	8000
NET INCOMING RESOURCES		0		0
NET OUTGOING RESOURCES	1505		0	
BALANCE CARRIED DOWN	3008	2173	2173	2173

ANNEX D

Diary of Events

A digital copy of the Diary of Events is not yet available, but there are events listed on our website. A printed copy of the latest Diary can be obtained upon application to the Administrator on 020 8464 5816 or Thelma@bromleyarts.com

ANNEX E

Website Statistics

Web Statistics January to December 2011

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2011	0	0	0	0	0
Feb 2011	0	0	0	0	0
Mar 2011	0	0	0	0	0
Apr 2011	0	0	0	0	0
May 2011	0	0	0	0	0
Jun 2011	1,521	2,221	7,111	40,368	657.39 MB
Jul 2011	1,817	2,916	11,928	52,059	838.85 MB
Aug 2011	1,764	3,455	10,530	49,778	799.60 MB
Sep 2011	1,862	3,391	8,966	52,177	801.98 MB
Oct 2011	1,965	3,482	9,942	49,288	808.65 MB
Nov 2011	1,877	3,297	13,547	52,074	906.07 MB
Dec 2011	1,572	3,122	8,056	35,037	645.35 MB
Total	12,378	21,884	70,080	330,781	5.33 GB

ANNEX F

Chairman's Report

Bromley Arts Council Chairman's Report 2011

Faced with the prospect of Bromley Council discontinuing its grant to our Council over the next three years, we now have to work hard in increasing our income from the hiring of our Ripley facilities.

We have already increased the number of regular hirings. The Arts have attracted new hires from Floral Arts classes, Script Writing class, Premier String Quartet (I attended the last Premier performance and was delighted to see a full recital room), New Pupils concerts and individual concerts. One consequence of this increase is a strain on the Saturday room hires for the new Art hirers.

Matching the flourishing Arts scene we have already increased our commercial lettings. These include Soroptimists Society, Amicus Horizons, Cut To The Chase speed networking (bringing in approximately 20 new business companies each), Community Options, Care Plus, Babu antenatal classes and parent workshops, Bubs and Mummas baby massage class, Prenatal Yoga, Regional Hearing Services and tuition classes.

We have also seen a considerable growth in the number of weddings/receptions and parties during our current year. We have improved the ambiance of the music room and ground floor areas by re-curtaining the music room itself and we are now in the process of replacing the stair and landing carpets as well as installing some seating in the ground floor art gallery so visitors can sit and contemplate the art displayed.

Improving the efficiency of our administration department by using an outside company to mail out the Diary of Events is saving office labour time. For example our Administrator, Thelma Richardson, together with Syed Hussain, have opened doors by attending business networking meetings.

The Arts Council Annual Garden Party is now a regular family event with profits to date of £2,000. This year's Party is on 27th August 2011. We are grateful for the hard work by members of our Council and of our affiliates. If any of you wish to help this year can you please speak to our Assistant Administrator, Jo Carter. We will also welcome donations of cakes and of bottles for the bottle stall.

I mentioned weddings and we have now applied to Bromley Council for a licence to hold weddings on Sundays which would be in line with all other such venues in the borough. Our hard working administration is well advanced in planning our first Wedding Fair at Ripley on Saturday 8th October and Rainflower, who regularly hire our premises, are kindly organising a Christmas Fair on 11th November with complementary therapies, beauty treatments and gifts.

Our Treasurer has already mentioned the new fire alarm system that has been installed at considerable cost but this is an essential safety measure in a building that now has so much daytime and evening use, including a top floor flat which is rented out to three tenants and their cat.

A few words on staff before I close. We are grateful to unpaid helper, Cornelia Varney, who assists generally in the Administrator's office, Efficient executive staff are the bedrock of any organisation and we are fortunate to have the talents of Thelma Richardson and Jo Carter in our main office encouraging new hirers and absorbing the increased workloads and the updating of computer systems. Judie Siewert is also a great asset, maintaining our What's On calendar and assisting the Administrator with the programme of exhibitions. We are also grateful for the IT skills of Sharon Weddell in our Treasury department. Our head Warden, David Gatland, is a great asset. His team of wardens, Barry Hilder, Andy Howes and Hazel Smith, under David's leadership have developed a good working relationship with the rest of the staff at Ripley.

John Williams - Chairman

ANNEX G

Press Reports

Press Reports

Below are a selection of Press Cutting Links relating to Ripley Arts centre BAC for 2011:

http://www.newshopper.co.uk/news/bromley/8786552.BROMLEY_Art_inspired_by_Norfolk_and_north_Cyprus_on_display/

Meridian, Feb 2011, p. 36

<http://content.yudu.com/Library/A1qzfb/MeridianmagazineFebr/resources/index.htm>

News Shopper, 20 Feb 2011

http://www.newshopper.co.uk/news/8854208.BROMLEY_Artist_exhibiting_embroidery_and_patchwork_creations/

Limited Edition March 2011, p. 61, Classic World Cinema (Victim)

<http://edition.pagesuite-professional.co.uk/launch.aspx?referral=other&pnum=&refresh=w08WEb150G2p&EID=ec0812d7-7636-4efe-91cb-6ccf9d8aad5c&skip=true>

Limited Edition March 2011, p. 38, Ripley Wedding ad

<http://edition.pagesuite-professional.co.uk/Launch.aspx?refresh=8568&PBID=5f560414-47a0-4e71-a797-8cba123cb717>

News Shopper, Wednesday 2nd March

http://www.newshopper.co.uk/news/community/8864908.Business_speed_networking_event_returns_to_Bromley/

Southwark News, 16 March 2011, Entertaining at Ripley (Louise Sheridan)

<http://www.southwarknews.co.uk/00.news,22811,185,00.htm>

Limited Edition April 2011 p.53 – Ripley Recitals:

<http://edition.pagesuite-professional.co.uk/launch.aspx?referral=other&pnum=&refresh=fD1740zXPb20&EID=3ae7389e-c008-4cd5-846f-bdaa0b878a80&skip=true>

Limited Edition May 2011 p.61 – Bromley Artists on Show:

<http://edition.pagesuite-professional.co.uk/launch.aspx?referral=other&pnum=&refresh=5Cr0Yi170T3c&EID=e1243070-c1ce-49ba-a288-078aff5c967a&skip=true>

Meridien Magazine Special May 2011 issue

<http://content.yudu.com/Library/A1s37u/201105MayMeridianmag/resources/index.htm?referrerUrl=http%3A%2F%2Fwww.yudu.com%2Fitem%2Fdetails%2F328593%2F2011-05-May-Meridian-magazine>

<http://content.yudu.com/Library/A1s37u/201105MayMeridianmag/resources/index.htm?referrerUrl=http%3A%2F%2Fwww.yudu.com%2Fitem%2Fdetails%2F328593%2F2011-05-May-Meridian-magazine>

News Shopper, 9th September 2011

Bromley Artists exhibiting work at Ripley

http://www.newshopper.co.uk/freetime/exhibitions/9242643.Bromley_artists_exhibiting_work_at_Ripley_Arts_Centre/

Limited Edition September 2011; p48

Ripley Wedding Ad

<http://edition.pagesuite-professional.co.uk/launch.aspx?referral=other&refresh=6i0HP14z1xE8&PBID=5f560414-47a0-4e71-a797-8cba123cb717&skip=>

Limited Edition September 2011, p79

Jonathan Polkest Exhibition

<http://edition.pagesuite-professional.co.uk/launch.aspx?referral=other&refresh=Gc301Xs4g5W1&PBID=5f560414-47a0-4e71-a797-8cba123cb717&skip=>

Kent Life interview with the Administrator Sept 2011

<http://kent.greatbritishlife.co.uk/article/town-country-insight-into-what-bromley-has-to-offer-kent-36173/>

ANNEX H

Garden Party Programme 2011



Garden Performances

- 1.15 The Kentones
- 1.45 Beckenham Junior Choir & Beckenham Youth Voices
- 2.15 Bromley Valley Gymnasts
- 2.45 The Kentones
- 3.10 Teddy Bears Picnic
- 3.30 Beckenham Junior Choir & Beckenham Youth Voices
- 4.00 Bromley Valley Gymnasts
- 4.30 Grand Raffle

In The House

- ✚ Model Railway
- ✚ Model Shipwrights
- ✚ Photographic Exhibition
- ✚ Ceramic & Pottery Exhibition
- ✚ Art Exhibition
- ✚ Silver Clay Demonstration



+ Art Exhibitors:

Ann Holdway, Derrick Waller, Cliff Orsi, Bromley Art Society, Textile Studio, Sidcup Art Club, Roger Lewis & Students, Chislehurst Artists, West Wickham Arts Association, Petts Wood Art Group, Beckenham Photographic Society, Bromley Camera Club, Charm School Crafts, BTA, Embroiderers' Guild (Bromley) .

Artists at work in the garden:

Pat Tucker, Carol Crouch & John Parris.

Stalls/Attractions:

Orpington Floral Art Society, Society of Model Shipwrights, Orpington & District Model Railway Society, Rainflower, Hoop La, Bottle Stall, Hook a Duck, Teddy Bear Draw & Teddy Bears Picnic, Camera Obscura, Farningham Hobby Horse Project, Premiere String Quartet, Shortlands Poetry Association & Face Painting.

Sincere thanks go to all those many volunteers whose positive involvement is valued for the success of the Garden Party. In addition to those mentioned we also thank Hayes Symphony Orchestra, St Mark's & Keston Players, NADFAS, Theatre 62, Bromley Theatre Guild, Just Voices, artist Jonathan Polkest (Camera Obscura) & Julie Soffe (Face Painter). Our appreciation also goes to all those who donated prizes for our Grand Raffle.

