

# **BROMLEY ARTS COUNCIL**

## **ANNUAL REPORT FOR**

### **2008**



in partnership with



**Registered Charity no 249391**

**Bromley Arts Council**  
**Annual Report for 2008**

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# **Bromley Arts Council**

## **Annual Report for 2008**

### **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. This year's Annual Report in support of our application for a continuing grant for 2009/10 is the fifth of its kind.

The Honorary Secretary acknowledges contributions to the most part of this report were provided by John Williams, Timothy Rogers and Thelma Richardson.

## 2 Arts Council Activities

The Arts Council:

- **Represents** amateur arts organisations throughout the Borough
- **Is a pro-active member** of the LBB's Arts Consultative Panel
- **Informs** its affiliates about matters raised by LBB
- **Distributes**, monitors and evaluates grants to amateur arts organisations on behalf of LBB
- **Encourages** new initiatives
- **Co-ordinates** marketing and publicity for small groups through wide distribution of BAC's tri-annual arts Diary of Events
- **Operates** a web-site ([www.bromleyarts.com](http://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.
- **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

### 3 Finance

**3.1 Annual Accounts** for the last financial year 2007/8 are included in annex A, together with the Treasurer's report. An analysis of income and expenditure is shown in annex B.

Income for 2007/8 can be assessed as follows:-

LBB Grant	£31,500	24%	(26% in 2005/6)
Member Subs	1,350	1%	
Ripley	85,738	65%	(71%)
Other	13,032	10%	

The LBB grant has been employed:-

General fund	£24,350	18% of total income (19%)
Grants to societies	5,150	17% of unrestricted LBB grant
Ripley Repairs Fund	2,000	Agreement with LBB circa 1985

Note that grants to societies are lower than forecast as one grant was returned unused and a guarantee against loss was not needed. These sums will be added to the budgetted grant amounts for 2008/9.

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 the bank loan of £45,000 to be reduced as soon as possible. In 2008 the driveway/car park has been re-surfaced at a cost of about £21,000, of which £9,000 has come from reserves. This much needed work represents part of stage 2 of the plan.

The return upon the capital invested so far in the development plan is evidenced by the greatly increased income generated from our Ripley Arts Centre which has more than doubled since 2003/4. Ripley is much closer to becoming self-supporting (see Annex B), but more work and investment is needed to achieve this goal.

**3.3 Reserves Policy.** The Charities Commission (CC) requires BAC to have a reserves policy. The present policy is to have unrestricted reserves of £5,000 plus our Trust Fund balance. Reserves stand at this level. 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. Our Business Plan is devised to achieve this level of reserves in the medium term, but the need to finance half of the £20,000+ cost of the driveway resurfacing in 2008 has temporarily set back the last part of this intention.

**3.4 Estimates for 2009/10.** Our estimates for 2009/10 are shown in annex C which are compared with the actual figures for 2007/8, the estimates for 2009/10 and the predicted out-turn for 2008/9 as at half way through the year. These show a grant requested from LBB of £35,500 plus £2,000 towards the Repairs Fund. The anticipated deficit of £9,000 in 2007/8 results from the reduction in LBB's grant by £5,000 in order to finance its own summer Arts Festival as well as the paving work required for health and safety reasons.

## **4 Programming and Development**

### **4.1 Representation of Amateur Arts organisations to LBB**

- The current numbers of affiliated societies and individuals increased to 198. This figure takes into account those societies who have been removed from our records for various reasons.
- Our Chairman Mr John Williams took part in the meetings of LBB's Arts Panel during the year.
- Our Administrator also took part in the LBB Bromley Arts Festival Meetings and actively encouraged BAC affiliated societies and artists to take part in the Festival.

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. A number of volunteers is 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.

A number of members continue to raise funds for the appeal.

### **4.3 Diary of Events**

The Diary of events was published three times during the year. A copy is included as annex D. Its contents are provided by affiliated societies and others, and it also includes reference material about the Arts Council and about Ripley. 7,000 free copies are distributed throughout the Borough, through the Libraries Service, the Churchill Theatre, Bromley Adult Education, Community House, LBB's Civic Centre, Ravensbourne College of Design and Communication, Bromley Youth Music Trust, MYTIME, Bromley Little Theatre, churches and direct mail.

### **4.4 Website**

Our website ([www.bromleyarts.com](http://www.bromleyarts.com)) is hot-linked to LBB's own website, and to some affiliated societies' own sites. A breakdown of statistics to show its use by the public is included as annex E.

Our website was re-built during the year, and it is our intention to continue to improve and expand it.

### **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](mailto:enquiries@bromleyarts.com)) continues to grow from last year's recorded figures.

#### **4.6 Ripley Arts Centre**

##### (1) Description and Functions

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 Studio, for up to 35 persons.
- The Warden's one-bedroom flat.
- 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:

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 Voice Practice  
Foreign language classes  
Recording Sessions  
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  
The House and large gardens are also used by film makers, Schools and art groups and for an Annual Garden Party (see Annex H).

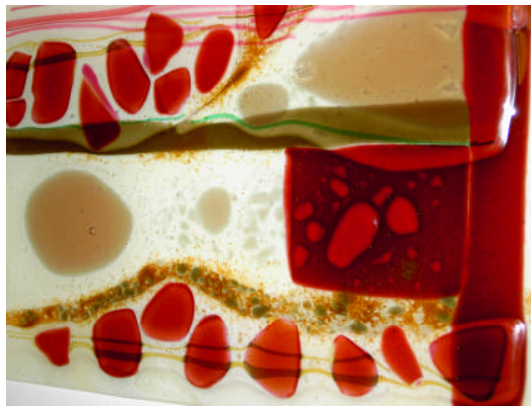
Persons of all ages are engaged in activities at Ripley, from schoolchildren developing skills in ways not provided for by the formal school system, to those of mature years.

(2) Occupancy and Income

Room occupancy at 36% is similar to that of the previous year.

**4.7 Arts activities arranged directly by BAC, and further outreach**

- Monthly exhibitions of artworks, mostly by local artists and other creative persons, showed an increase in artist participation compared with last year. Twenty Artists sold 94 works of art for a total of £5859. BAC earned commission of £1171.80 from this figure.
- Artists exhibiting have ranged from local amateur groups and local individuals to artists practising further afield. From the local talent, Elizabeth Balhadj held her first exhibition here this year and a retrospective exhibition of Theo Mendez 1933-1997, previously head of the Textile department at Camberwell College of Art & Design, took place; both proved worthwhile attractions. The Langley Park Boys School also held their first exhibition, whilst a unique glass display by artist Mary McCarten provided a fascinating attraction in our new gallery space...



*Wall Panels by Mary McCarten*

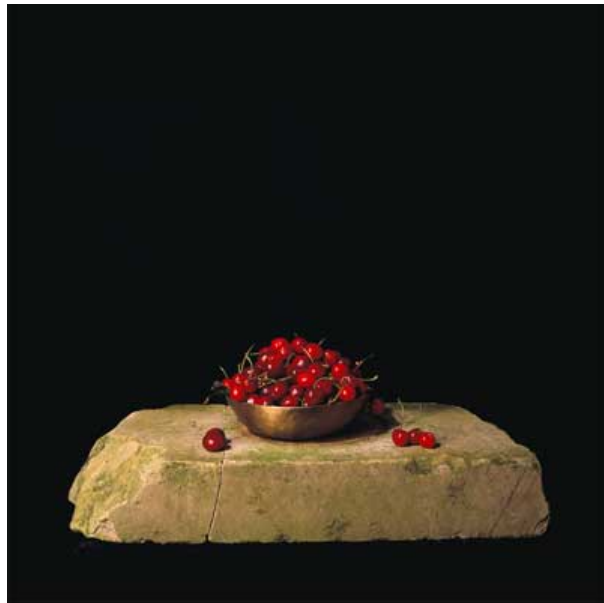


*Thin Ice-details by Mary McCarten*

Shelley Rose, printmaker and tutor created another dramatic impact reworking the style of the old masters using modern technology.



*Forest by Shelley Rose*



*Life is..... by Shelley Rose*

#### Garden Party:

The annual Garden Party exceeded expectations this year! Visitor numbers were estimated to be approaching 800 with over £2,000 raised. BAC were pleased once again to work with Waitrose, who contributed their time and goods towards our fund raising event. (*Programme attached as Annex H of this Report.*) Apart from the usual craft and art displays featured in the major rooms of the house, performances by Dance Alive Juniors from the HJA Theatre School and Just Voices, a Ladies a cappella group, drew large audiences and subsequent comments from our visitors confirmed their success.



*Annual garden Party 2008 at Ripley Arts Centre*



*Dance Alive Juniors from the HJA Theatre School*

- Another successful fund raising event was held in June in aid of the Ripley Development Appeal. Wu Qian, selected as the Classical Music Bright Young Star for 2007 by the Independent newspaper, astounded audiences with her piano recital. The concert raised over £800 towards our Ripley Development Appeal and in the process attracted new audience members to Ripley Arts Centre.
- BAC again collaborated with Bromley Mytime to encourage various BAC affiliated organisations to take part in the LBB Arts Festival held in the town centre. In addition affiliated artists and individuals also took part in the art display held in the Glades in Bromley.

#### **4.8 Chairman's report**

A copy of the Chairman's report to the AGM in July 2008 is included as annex F.

#### **4.9 Administration**

Four projects to improve the efficiency and effectiveness of our administration are still in development:-

- A project to use the internet to compile the Diary of Events will assist promoters of events in the Borough to avoid programme clashes as well as improve efficiency.
- A computerised booking and invoicing system for Ripley has made some progress.
- A wireless IT network at Ripley, to benefit both the administration and hirers.
- A financial accounting system.

There has been little progress with these projects owing to personal reasons affecting our consultant, but action is being taken to advance them.

## **5 Grants**

A list of societies which received grants and guarantees against loss in 2007/8 is shown in the Annual Accounts. 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. A shortfall in 2007/8 is being carried forward.

The intention of BAC is to use the grant money as "seed-corn" funding for new ventures whenever possible. To this end we have circulated information about the grants to our affiliated societies, and have sent press releases to the local media. We still need to work harder to find and reach arts societies within the borough with whom we are not in contact.

Each application is evaluated to determine whether a grant is justified. We ask too that organisations provide details of their activities and how they are going to stimulate their own additional funding. We suggest ways in which their activities may be funded in other directions, e.g. better marketing! And we ask for reports from previous years' funding. Most organisations that apply seek funding either to support their continued existence or to improve their activities. New speakers may be sought by clubs or poetry groups; audiences for concerts may be increased by new soloists, conductors or musicians.

## 6 Marketing and Sales

- During the last year we have encouraged career development and provided opportunities for leisure and personal development.
- Weddings provide us with an opportunity to introduce more people to Ripley, as well as revenue. We publicise our own brochure, which has recently been renewed, and advertise on our own and other websites with links to specific wedding sites and in various hard copy publications including: Limited Edition, Wedding Planner, LBB's Marriage brochure, Yellow Pages as well as in our own Diary.
- Our website [www.bromleyarts.com](http://www.bromleyarts.com) is updated weekly by a volunteer. 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.

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.

- Our Diary of Events. 7,000 are delivered, three times each year:-
  - 2375 to Ripley Arts Centre
  - 2650 to Central Library for distribution to all LBB libraries.
  - 250 to Community House
  - 150 to the Civic Centre
  - 150 to Bromley Adult Education Centre
  - 750 to the Churchill Theatre
  - 250 to Ravensbourne College of Design and Communication
  - 250 to Bromley Youth Music Trust
  - 50 to Mytime
  - 125 to Bromley Little Theatre
- Press Releases. A second volunteer is being sought to create more press releases to advertise events at Ripley Arts Centre. Nevertheless a good number of releases have resulted in articles published in the local press. Examples are shown in annex G.
- Networking. Membership to the Bromley Chamber of Commerce has meant increased opportunities for networking both with Charitable organisations and Commercial Businesses. This in turn has increased the awareness of our existence and the facilities we have to offer.

## **7 Programmed Maintenance and Refurbishments**

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

During the year 2007/8 the following maintenance activities were undertaken, at a cost of £:-

Office Refurbishment	3950
Office New Copier	1052
Dining Room Flooring	680
External - Front Redecoration	2842
- Sundry Repairs	864
- Trees	529
Electrical – Music Room	761
Sundries	<u>418</u>
TOTAL	<u>£11096</u>

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.

In the late summer of 2008 the driveway/car parking area was re-surfaced at a cost a little above £20,000, as its state was becoming a safety hazard. As part of this work new surface water drains and a new soakaway were built, so that rainwater no longer drains onto the public highway.

There is a rolling programme for the redecoration of the interior and exterior. The exterior was completed in 2007. The interior of part of the first floor has been carried out during 2008.

A part-time employee will in the future undertake maintenance work as well as occasional caretaking duties, which will reduce our need to award external contracts for such work.

### **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 members of the Executive Committee have other commitments to arts organisations within the Borough.

BAC employs the following staff:-

### (a) Caretakers

The resignation of Mr A Ottolina, our resident caretaker has provided an opportunity to review our caretaking arrangements. For a trial period Mr David Gatland has been appointed 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.

Mr Barry Hilder is now working close to full-time as Assistant Caretaker/Warden and two other part-time Caretaking Assistants are available to provide the flexibility we need.

These arrangements are a little more expensive than having a resident caretaker, but should they prove successful, and at the time of writing it appears that they will be, we shall have more space both for offices and for hire.

### (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 seven years, and is highly regarded.

A part-time assistant to the Administrator, Mrs Jo Carter, (basic 17 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 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

### 9.1 The Amateur Arts Scene in Bromley

During the year an important Bromley arts tradition was maintained, namely the staging of local productions of opera and operetta at the Churchill Theatre. In April, Ravensbourne Light Operatic Society presented "Crazy for You" and Kentish Opera followed with performances of "The Mikado" by Gilbert & Sullivan. West Wickham Operatic Society also hired the Churchill on two occasions during the year, staging productions of "Annie Warbucks" ( the sequel to "Annie") and " Me and My Girl".

Other Bromley based operatic societies presented shows during the year at neighbouring theatres including: The Bob Hope Theatre, Eltham (Bromley Players: "Phantom of the County Opera"; Kino at the Stag, Sevenoaks (Petts Wood Operatic Society; "Patience"); E.M. Forster Theatre, Tonbridge (Kentish Opera : "Rigoletto"); Pratts Bottom Village Hall (Opera Nova: opera excerpts) and The Courtyard Open Air Theatre, Beckenham (West Wickham Operatic Society: "Les Miserables: School Edition)



*Kentish Opera The Mikado*

Other drama activities continued to perform around the borough, amongst those were productions from St Marks & Keston Players, Orpington Amateur Repertory Company, Bromley Little Theatre and Theatre 62, who continue to encourage junior members by choosing at least one play per season to provide acting opportunities for junior members.

**Bromley Theatre Guild Festival** staged a Youth Theatre production this year. The BTC Story was a devised piece reflecting 60 years of BTC. Each year an annual Full-length Play Festival is organised by the guild which member societies can enter if they wish. An adjudicator appointed by the guild visits each entry and gives a public adjudication after one of the performances. At the conclusion of the festival, a final adjudication is held at which the winning production is announced and various awards made. This is a successful annual event attracting the participation of many local amateur organisations offering opportunities to network and exchange ideas.

Hayes Players produced four plays throughout the year and celebrated their 75th anniversary by welcoming Theatre 62, New Wickham Court Players, Beckenham

Amateur Dramatic Society and Farnborough Dramatic Society onto their stage. Each performed a different one-act play and, as a grand finale to their own season, the end of the week saw their anniversary revue, with an evening of music, comedy and drama.

Musical events continue throughout with varied programmes from choral societies and recorded music organisations, such as Orpington Recorded Music Society.

This year BAC welcomes a new affiliate member, Bromley Concert Band. The band was founded in March of 1953 in the Parish of The Good Shepherd, Downham, Bromley, Kent, by Cyril Mahoney, Tom Whinder and Tom Shea all accomplished musicians. The band have a packed programme and perform not only in Bromley but further afield in and around the South East of England. This year they could be seen at Leeds Castle, Hever Castle, Broadstairs Bandstand and Chartwel, to name but a few.



**In November this year Bromley Symphony Orchestra** ran a one day workshop on Richard Strauss's epic 'Alpine Symphony' at Bishop Justus School. *"Given its scale and complex scoring, this was not a work that we could ever afford to include in a concert performance, but this was a wonderful opportunity to play this Strauss masterpiece. We spent the day working on it with Adrian before an informal performance in the early evening, which was open to the public."* BSO

Educational activities also abound both here at Ripley and throughout the borough where the WEA hold a varied selection of educational classes and workshops. The Beckenham & Bromley and Orpington & Chislehurst National Trust Centres, the North Kent Decorative and Fine Arts Society, Orpington & District Archaeological Society and Bromley Borough Local History Society, all continue to attract audiences with their varied programme of events. The Bromley Speaker's Club continue their success here at Ripley whilst their Beckenham Speakers Club continues to flourish.

## 9.2 Ripley Arts Centre



In addition to our art exhibitions, mentioned in section 4.7 our 'new' Gallery Space continues to attract more visitors, increasing numbers using the Centre.

Monthly art exhibitions in this space often have a contemporary feel and include photography as well as some textile and paintings. Rosie James was one such *avant garde* artist whose works combined both drawing and stitching. Her exhibition achieved sales of over £550 and our visitors were asking after her work for months to follow!

*Rosie James "Durer"*

This year, following the initial film showing using equipment supplied by *Film London's Local Digital Network* to Bromley Mytime, the film project really took off!! With the aid of two volunteers, both with extensive knowledge and working backgrounds in the film industry, World Cinema at Ripley Arts Centre began a monthly programme of film shows, attracting a regular and continual audience.

A new sound system has now been purchased by BAC and a variation in the Premises Licence to include the showing of film has meant monthly applications for temporary licences has ceased to be necessary, saving time and costs in the long run.

In addition to the current Storytelling classes, Braeside School returned to take art classes with Sue Lamb, one of our professional tutors, and new hires such as Bourne Musicians, a pre-school music class for babies and ACTUP, a drama workshop for children between 7 to 11years olds, have meant an increase in young visitors to our Centre.

Although the Ripley Academy of Dance and Drama retired from the scene, a new replacement began in the form of Studio 88, who have increased room hire for ballet, tap, modern and jazz classes for both children and adults. Regular hirers for arts include the monthly meetings of Bromley Music Makers, who perform for their own pleasure, and the concerts arranged by Ripley Recitals who use the Music Room on several occasions for recitals by young musicians. Opportunities for young performers continue with pupils' concerts from Raymond Lewis pupils and schools such as The Andreas Nicolaou School of Music and The Geoffrey Moynaux Music School.

A Talent evening by the Dyslexic Association attracted a large number of visitors and The Age Concern held it's first Poetry Recital event in our Music Room.

Trinity Exams hired our venue on three separate occasions to carry out music examinations organised by our regular childrens' piano and music tutor, Ruth Perrin.

New Craft classes began this year and increased our arts activities further. Our educational programme was also enhanced. In addition to WEA providing tutored classes for adults, Progress Education returned in the Easter period providing exam revision for young students whilst later in the year Breakthrough, a Teacher Training organisation, also used our premises.

Local non-arts organisations have also increased hire and we have seen collaborations between our regular Oxleas NHS Trust visitors with those from LBB and BAC hosted a special Trustee evening inviting all affiliated organisation to attend a lecture explaining the role of the Trustee.

The popularity of the premises for weddings and civil partnership ceremonies continues and the year has also seen the first naming ceremony. Funeral receptions have also increased.

Receptions too, together with celebratory anniversary occasions, are also on the increase, new events in this area include a Tea Dance and we look forward to a Barn Dance in the coming year.

Despite the heavy costs involved in the upkeep of the century-old premises, there is every indication that Ripley will continue to contribute significantly and successfully to the provision of facilities for the benefit of the local community, not least due to the enthusiasm of BAC's staff backed up by its Executive Committee.

## **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 2.5% during the year to 198.

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

Grants were made to eighteen amateur arts organisations in 2007/8, the same number as in the previous year. One new application was received.

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

Usage has increased from 20 percent in 1999 to 36 percent in 2008. We are on course to reach usage which will make Ripley self-financing.

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

This indicator was a respectable 1.41 in 2007/8, a good improvement upon 2006/7, but is likely to fall again in 2008/9 as further changes have been made to our caretaking arrangements in order to improve operational matters and to free up space at Ripley for future developments.

D J Curtis  
Honorary Secretary  
December 2008

## **ANNEX A**

### **Treasurer's Report and Annual Accounts for 2007/8**

## BROMLEY ARTS COUNCIL

### FINANCIAL REVIEW FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2008

I am pleased to report another successful year in which the turnover on our unrestricted funds has increased to over £123,000, and a surplus over £6,000 has been achieved.

I report in further detail:-

#### UNRESTRICTED FUNDS ( GENERAL AND TRUST FUNDS)

##### Incoming Resources

Our core activities (Room Hire and Weddings/Receptions) have risen by over 20% to over £78,000, and although Weddings have shown a marked increase, it is encouraging also to report a £7,000 rise in Arts related hirings. There was a £4000 reduction in our London Borough of Bromley Grant, but despite this and slightly lower Rent income, our turnover is up on last year.

##### Resources Expended

The expansion of our activities has necessitated the provision of wider caretaker cover, and we are also employing a part time handyman which will enable us to make savings on our Repairs costs. As a consequence, our salaries costs have risen by 14% this year.

Also, the grievance claim of our former caretaker, referred to in last year's report, has now been finally settled at a cost, including legal fees, of just over £4,000. (Please see note 15 of the Accounts).

On the other hand, we received fewer grant applications from affiliated societies, with the result that there was an underspend of nearly £2,000. This will be carried over to 2008/09.

All other expenses were broadly in line with forecasts, and total expenses were only £3,000 higher than last year.

##### Balance Sheet

Our Reserves (net current assets) have risen to over £18,000.

During the year, we obtained from our Bank a further Loan of just under £19,000 towards the financing of the Studio Refurbishment project (see Ripley Fund). Our Bank borrowing now stands at £44,500.

#### RESTRICTED FUNDS

##### Ripley Repairs Fund

Repairs expenditure was £3,000 less this year at £11,096, but still higher than budgeted. £7,000 was transferred from the General Fund towards the cost, and the end of year balance was £2,133. It is hoped that the level of expenses, barring emergencies, will reduce in future.

##### Ripley Fund

During the year, the refurbishment of the Studio was virtually completed at a cost of £22,000. The overall cost will be within the budget of £25,000. Fund raising and donations totalled £5,000, and the end of year balance was £12,113. It is anticipated that when the work is complete there will be a surplus of £10,000 to be set aside for future projects.

##### Piano Fund

The balance remains unchanged at £10,215.

### INDEPENDENT EXAMINER

I would like to thank Mr Mike French, Senior Partner of Messrs Hill Harrison Castle & Co. for taking over the Independent Examination of our Annual Accounts. His help, advice and encouragement are much appreciated.

### SUMMARY

It is evident that Ripley Arts Centre appeals to an ever-widening range of users, both commercial and arts orientated; and the success of Ripley would not be possible without the dedicated and enthusiastic work of Thelma Richardson, our Administrator and all the staff, both administrative and caretaking, with the support and leadership of the Executive Committee.

We are also grateful for the continuing support of the Borough, and in particular for the annual grant which plays such a vital role in our operations. Our aim is to continue to maintain and develop as an Arts Council and Arts Centre of which the Borough can always be proud.

Finally, my thanks are due to all my colleagues, particularly Mr Geoff. Ellerby, my assistant, and to all the staff, for all the help and advice accorded to me over the past year.

(T.C.Rogers)  
Hon. Treasurer

**BROMLEY ARTS COUNCIL**

**REGISTERED CHARITY NO: 249391**

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

I report on the accounts of the Trust for the year ended 31 March 2008.

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.

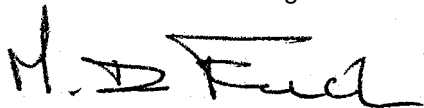
*Basis of independent examiners' report*

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 Act have 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

30 June 2008

## **ANNEX B**

### **Analysis of Income and Expenditure**

<b>Arts Council Income</b>			<b>Ripley Income</b>			
<b>General</b>		<b>Grants</b>	<b>General</b>		<b>Repairs</b>	
	<b>£</b>	<b>£</b>		<b>£</b>		<b>£</b>
LBB#1	24,350	LBB 5,150	Hirings and rents	61,509	LBB	2,000
Affiliation fees	1,350		Weddings (net)	20,408	BAC	9,000
From Ripley General	6,972		Other	3,821	From Repairs Fund	96
Interest	500			85,738		
<b>Total</b>	<b>33,172</b>	<b>Total 5,150</b>	<b>Total</b>	<b>85,738</b>	<b>Total</b>	<b>11,096</b>
<b>Arts Council Expenditure</b>			<b>Ripley Expenditure</b>			
<b>General</b>		<b>Grants</b>	<b>General</b>		<b>Repairs</b>	
	<b>£</b>	<b>£</b>		<b>£</b>		<b>£</b>
Diary (net)	6,671	Grants 5,150	Warden services )	26,510	Repairs	11,096
Admin	10,741		Cleaning )			
Sub-total	<b>17,412</b>		Heating, lighting	5,139		
To Reserves	6,760		Admin services	21,017		
To Ripley General	0		Rates )	7,846		
To Ripley Repairs	9,000		Insurances, Fire/Sec )			
<b>Total</b>	<b>33,172</b>	<b>Total 5,150</b>	Other (incl exceptional sums)	18,254	<b>Total</b>	<b>11,096</b>
			<b>Total</b>	<b>78,766</b>		

#### Notes

- 1 The total Grant from LBB has been split into the three sums shown in green.
- 2 The subsidy to Ripley is 5% (cf 12% in 2006-7)

## Annex B

## Analysis of Income and Expenditure 2007-8



# **ANNEX C**

## **Financial Estimates for 2009/10**

**BROMLEY ARTS COUNCIL**  
**ANNUAL ESTIMATES 2009/10**

<u>GENERAL/TRUST FDS(UNRESTRICTED)</u>	ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
<u>INCOMING RESOURCES</u>	2007/08	2008/09	2008/09	2009/10
<b>VOLUNTARY INCOME</b>				
L.B.B. Grant	29500	35500	30445	<b>36000</b>
Affiliation fees	1350	1400	1400	<b>1500</b>
<b>ACTIVITIES FOR GENERATING FUNDS</b>				
Room Hire - Commercial	19609	19000	23000	<b>25000</b>
Weddings & Receptions	24996	22000	19000	<b>18000</b>
<b>INVESTMENT INCOME</b>				
Rents	8138	10000	10740	<b>11000</b>
Bank Interest	553	300	100	<b>100</b>
<b>INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>				
Room Hire - Arts	33762	31000	35000	<b>36000</b>
Commission - Visual Arts	1478	1600	1500	<b>1500</b>
Piano Hire	2077	2000	2200	<b>2000</b>
Pformg Rts/Diary Advts/Sdries	2065	2200	1500	<b>1600</b>
<b>TOTAL INCOMING RESOURCES</b>	<b>123528</b>	<b>125000</b>	<b>124885</b>	<b>132700</b>
 <b><u>RESOURCES EXPENDED</u></b>				
<b>COSTS OF GENERATING VOLUNTARY INCOME</b>				
Gas/Electricity	5139	5000	5500	<b>5500</b>
Printing/Postage/Stationery	2309	2500	2000	<b>2200</b>
Telephone	1943	2200	2200	<b>2300</b>
Caretaker/Cleaning services	26510	29000	31500	<b>33000</b>
Garden	2921	3500	3500	<b>3500</b>
Secretarial/Admin. Services	21017	25000	23000	<b>25000</b>
Insurance	4088	4000	3760	<b>4000</b>
Rates/Water	2118	2000	2500	<b>2700</b>
Fire/Security Mtce	1640	1600	2100	<b>2500</b>
Handyman/ Repairs	2562	2000	6500	<b>6500</b>
Transfers:Repairs Fund (see note)	8500	7500	8500	<b>1500</b>
Ripley Fund(see note)			3000	
Weddings/Receptions	4588	5500	4000	<b>4000</b>
Loan Costs/Bank Charges	2769	3500	3500	<b>3500</b>
Sundries	1563	1000	1400	<b>1500</b>
<b>CHARITABLE ACTIVITIES</b>				
Grants to Affiliated Societies	5150	7000	8000	<b>8000</b>
Diary of Events	7467	6800	8400	<b>8500</b>
Secretarial/Admin Services	10741	13000	12000	<b>13000</b>
Performing Rights/Piano Costs	1556	1800	1500	<b>1600</b>
<b>GOVERNANCE</b>				
Settlement Paymt/Legal Fees	4187	1000	1500	<b>1500</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b>116768</b>	<b>123900</b>	<b>134360</b>	<b>130300</b>
 <b>NET INCOMING RESOURCES</b>	 <b>6760</b>	 <b>1100</b>		 <b>2400</b>
<b>NET OUTGOING RESOURCES</b>			<b>9475</b>	



**BROMLEY ARTS COUNCIL****ANNUAL ESTIMATES 2009/10**

<b>RESTRICTED FUNDS</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>PROBABLE</b>	<b>ESTIMATE</b>
<b>REPAIRS FUND</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2008/09</b>	<b>2009/10</b>
INCOMING RESOURCES				
L.B.B. Grant	2000	2000	2000	<b>2000</b>
Transfer from Trust Fund	1500	1500	1500	<b>1500</b>
Transfer from General Fund	7000	6000	7000	
Bank Interest	500	500	500	<b>500</b>
<b>TOTAL INCOMING RESOURCES</b>	<b>11000</b>	<b>10000</b>	<b>11000</b>	<b>4000</b>
RESOURCES EXPENDED				
Resurfacing Car park (see note)			7000	
General Expenditure	11096	8000	4000	<b>4000</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b>11096</b>	<b>8000</b>	<b>11000</b>	<b>4000</b>
NET INCOMING RESOURCES		2000		<b>0</b>
NET OUTGOING RESOURCES	<b>96</b>		0	
<b>BALANCE CARRIED DOWN</b>	<b>2133</b>	<b>4133</b>	<b>2133</b>	<b>2133</b>

**NOTE**

During the year 2008/9, the essential work of resurfacing the car park was undertaken.

The total cost of £21,000 was paid from our own resources, and funded as follows:-

Ripley Fund	11000
Repairs Fund (funded by General Fund)	7000
General Fund, direct to Ripley Fund	<u>3000</u>
<b>TOTAL</b>	<b>21000</b>



# **ANNEX D**

## **Diary of Events**

A digital copy of the Diary of Events is not yet available. A printed copy can be obtained upon application to the Administrator on 020 8464 5816 or [Thelma@bromleyarts.com](mailto:Thelma@bromleyarts.com)

# **ANNEX E**

## **Website Statistics**

## **ANNEX F**

### **Chairman's Report for 2007/8**

## **BROMLEY ARTS COUNCIL**

### **Chairman's Report 2008**

I have enjoyed my first year as Chairman of Bromley Arts Council.

I recognize that much of my enjoyment has derived from the friendly support and encouragement I have received from the officers, the Executive Committee members and from the professional staff here at Ripley.

The hard working officers who deserve special mention are John Curtis, Hon Secretary and Tim Rogers, Hon Treasurer. Both these gentlemen have been dedicated workers and supporters of our Council for many years. They both lead busy lives but they always find the time to carry out their responsibilities at Ripley exactly when required. They are helped by other volunteers including Geoffrey Ellerby, Financial Support, and Desmond Coulson, Editor of the Diary of Events and energetic Fund raiser along with Vince Stevenson.

In addition to our volunteers, there are two first rate professional teams at Ripley. Firstly Administration department headed by the Administrator Thelma Richardson, assisted by Jo Carter, both on top of their jobs and a pleasure to work with. Secondly, the Wardens' department, led by the Warden Aldo Ottolina, now supported by our new deputy warden, Barry Hilder. We are also fortunate to have David Gatland as our maintenance man, in addition to the time he spends as a member of the Warden's Caretaker team.

We have needed the combined efforts of our honorary officers and volunteers, working alongside the Administrator and the Warden to cope with the continuing expansion of the facilities at Ripley. Following the improvements to the House carried out over the last two years, we can now offer hirers a wide choice of rooms, and this has led to a steady increase in bookings for concerts, exhibitions, seminars, weddings, occasional wakes etc. etc. The Studio has been transformed from its former garage like state. Room 7 has been redecorated. We know there is still more that can be done and I can confirm that the main repair we now have in our sights, is the resurfacing of the entrance driveway area. Estimates are currently being obtained. We may need to increase our bank borrowing limit to cover some of the cost, and that possibility will depend upon a business plan analysis which is also being prepared.

The arts are flourishing at Ripley with all age groups benefiting – from pre-school children enjoying music making, to senior citizens attending educational classes. Prompted by the enthusiasm of Des Coulson and his Events Sub Committee, the beautiful gardens at the rear of the house are also taking a part in attracting Bromley residents to Ripley, particularly to the Film evenings and to the Annual Garden Party, which this year takes place on Saturday 23<sup>rd</sup> August.

Apart from organizing the use of Ripley Arts Centre to its maximum potential both as a venue for the performing arts and as a source of essential revenue, the Council's Executive Committee, working in conjunction with its sub committees, the Standing Committee, the Ripley Committee, the Finance Committee, the Events Committee – is always striving to follow the main objects set out in our Constitution:-

“the objects of the Council shall be to advance the education of the inhabitants of the London Borough of Bromley by fostering and promoting the maintenance, improvement and development of artistic taste and knowledge, understanding and appreciation of the arts”

As part of the education process this year, your Council held a Trustee Evening at Ripley on 20<sup>th</sup> May, when over 30 representatives of member organizations explored the essential duties and responsibilities of trusteeship. The discussions were led by Peter Dyer, Head of Organisational Development at Community Links, Bromley. Important areas of trusteeship, covered at this meeting included governance of registered charities and of voluntary or community groups not registered as charities, roles and responsibilities of trustees, trustees liability, the advantages and disadvantages of forming companies limited by guarantee and also applying for charitable status for such companies.

Bromley Arts Council is a registered charity, but it has not yet been incorporated as a Company Limited by guarantee. Your Executive Council is now seriously addressing that issue, as it seems clear there will be advantages in incorporation, so the Council has its own legal identity as it faces the undoubted challenges to the future of the arts in Bromley.

Finally, I am sure you will all join with me in congratulating Peter Woods on his election as an Honorary Alderman of the London Borough of Bromley.

Chairman  
John Williams

# **ANNEX G**

## **Press Reports**

Annex G is too large to be transmitted by email. A printed copy can be obtained upon application to the Administrator on 020 84645816 or at [Thelma@bromleyarts.com](mailto:Thelma@bromleyarts.com)

# **ANNEX H**

## **Garden Party Programme, 2008**

Annex H is too large to be included in copies of the report to be sent by email. A copy can be obtained application to the Administrator on 020 84645816 or at [Thelma@bromleyarts.com](mailto:Thelma@bromleyarts.com)