

Sterts Arts and Environmental Centre (CIO) and Sterts Theatre (CIC)

DRAFT Scheme of organisation

Sterts Arts and Environmental Centre is a charitable incorporated organisation (1189424) - referred to below as the charity.

Sterts Theatre is its wholly owned community interest company (15422924) acting as the trading arm of the organisation - referred to below as the CIC.

The trustees of Sterts Arts and Environmental Centre retain strategic oversight of the whole organisation.

Sterts Theatre operates within the vision, mission and values of the charity, which are set out below:

Vision

Inspire creative growth, joy and confidence with communities, where everyone can thrive in a supportive and sustainable environment.

Mission

With our communities we will create a resilient arts organisation.

We will do this by:

- Producing, making and evolving our wider creative programme in the context of our environmental and place-based responsibilities
- Learning and discovery being at the heart of what we do
- Being accessible, inclusive and welcoming
- Maximising our unique assets.

Values

- Collaboration
- Discovery
- Welcoming
- Vitality
- Courage

The detailed business plan for the CIC is the responsibility of the directors and the CEO, reflecting both the agreed budget and the strategic direction set by the board of trustees

Trustees Sterts Arts and Environmental Centre

The board of trustees carry the legal responsibility for the charity in acting in accord with its articles of association (Annex 1) and its operation within an agreed budget.

The objects of the charity are:

“To educate the public in the arts and sciences, particularly the art and science of drama.”

The following roles cover the strategic oversight of the organisation, including Sterts Theatre CIC:

- Chair of Trustees MB
- Treasurer JD
- Safeguarding BS
- Equality and Accessibility KB
- Sites and Health and Safety SL
- Chair of the Board of the CIC RNC
- Director of CIC DS
- Director of CIC SP

The charity has members who currently pay a membership fee of £10 per annum. At the Annual General Meeting the members elect the trustees nominated by the board and receive the annual report from the trustees. Following the AGM, the board elect the Chair of Trustees from among the duly elected trustees.

The charity owns the assets including the land and buildings on it, at Sterts Arts and Environmental centre.

Amongst other statutory duties, the charity is responsible for:

- Strategic oversight of Sterts arts and Environmental Centre, including the CIC
- Policies associated with the legal and proper operation of the organisation
- Maintaining the buildings in accordance with H&S requirements
- Maximising accessibility across the site
- Ensuring equality requirements are met
- Ensuring safeguarding requirements are met
- Insuring the buildings and assets
- Applying for capital grants
- Managing any subsequent building or development projects
- Contracting with builders and suppliers
- Managing the use of the buildings and assets by the CIC through the 'Licence to Occupy' (Annex 2)
- Controlling the charity's finances and ensuring delivery within the agreed budget

The charity also owns the CIC and is responsible for oversight of its governance and management. This responsibility is largely exercised by the board of trustees maintaining a majority of the directors of the CIC.

The charity receives funding from:

- The operating surplus of the CIC
- Rental of the assets and buildings
- Membership fees
- Donations
- Capital grant money

Sterts Theatre CIC

Sterts Theatre has been set up as the wholly owned trading arm of the charity. It is constituted as a Community Interest Company, asset locked to the charity, to which it will pass any operating surplus.

The directors of the CIC (who are also its only members) are responsible for the legal operation of the CIC in accord with its articles of association (Annex 3) and its operation within an agreed budget. In order to ensure the interests of the charity are properly represented, the majority of directors, including the chair of directors, will also be trustees.

“The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to operation and management of Sterts Theatre, in pursuance of the charitable objectives of Sterts Arts and Environmental Centre, namely the education of the public in the arts and sciences.”

The board of directors will be constituted as follows:

- Chair - Trustee. RNC
- Finance Director - Trustee. DS
- One other Trustee. SP
- Two other non-trustee directors. SS and DB

Amongst other statutory duties, the CIC is responsible for:

- Operating within the Charity's strategic direction
- Control of finances and ensuring delivery within the CIC budget
- Developing Sterts Theatre CIC as a successful and self-sustaining business
- Attracting new revenue grants
- Employing and paying the staff
- Passing its operating surplus to the CIO after running costs
- Organising the programme of activity
- Creating content/shows
- Day to day running of the organisation including management of volunteers
- Operating the theatre building, Cafe, events centre and other assets under the terms of the 'Licence to Occupy' agreed with the charity

The Board delegates day to day management and leadership of these tasks to the CEO and Administrator

The CIC receives funding from:

- The operation of the theatre building, Cafe, events centre and other assets
- All box office takings
- Cast Fees
- Youth Theatre Income
- Sterts Singers Income
- Sterts Theatre Subscription
- Food and Beverage Income
- Merchandise Sales
- Bank Interest
- Any revenue grants successfully applied for