

Appendix B

Decision Making Timeline

Date	Forum	Document	Purpose	Author/Owner	Comments
October 2017		Letter	Request from theatr to meet with Cabinet members to discuss the current situation of the theatr.	Theatr Brycheiniog	
November 2017	Meeting between PCC and Theatr Brycheiniog	Presentation	Outline Financial situation and requesting a working capital loan on commercial terms of £110k	Theatr Brycheiniog	Requirement for funding first requested
9 th January 2018	PCC Cabinet Management Team	Theatre Brycheiniog Report	Financial Position Overview and option including do nothing, loan and grant advanced payment	Paul Griffiths – SD Place Jane Thomas-Head of Financial Services	First consideration by the Council of Financial position and funding options
22 nd March 2018	Council Members	Delegated Decision	Advanced Payment of 2018/19 grant	Aled Davies, Portfolio Holder for Finance, Countryside & Transport and Rachel Powell, Portfolio Holder for Children Youth, Libraries and Leisure Services	
29 th May 2018		Letter	Letter requesting update from Council regarding the loan request.	Theatr Brycheiniog	Council wishes to monitor the Theatr for a couple more months before agreeing to the loan.

5 th June 2018	PCC Cabinet /Management Team	Theatr Brycheiniog Update - Confidential	<p>Updated financial position. Loan decision deferred on ground of financial sustainability Cabinet looking for reliability of the budget figure. Assesses financial risk of removal of grant funding.</p> <p>Confirms occupation in 1997 and full repairing lease expiring in April 2015 Identifies property issues and risks around the potential return of the grant</p> <p>High TB position that £1.2 m to complete outstanding repairs TB spent over 500k on maintenance works over last five years of which 50 % was for landlord repairs.</p> <p>Recommendation – Updated financial position to be noted</p>	Jane Thomas- Head of Financial Services	<p>Loan deferred. Confirmed advance grant payment of £49.7K March 2018 but with stipulations</p> <p>Deteriorating financial health. Nil balance cashflow forecast for June with deficit highlighted from Jan 19 “...Council had to be mindful that offering a loan to TB does set a precedent as there are likely to be others requesting loans.” Small margin of Risk as trustee liable, Chair of TB “.... Need for an imminent decision regarding consideration of the loan request.”</p>
8 th June 2018		Letter	Letter from the leader of the Council asking for more financial information from the theatr	PCC	
25 th June 2018		Letter	<p>Letter to the Leader of the Council expressing concerns about the situation, and lack of decision on the loan. “If you recall, we had hoped after our meeting last November for a decision early this year, and the delay in any clear indication from the Council makes the theatr’s position increasingly precarious”</p>	Theatr Brycheiniog	Theatr was considering insolvency. Theatr board was meeting in July to discuss this.

			Theatr informs the Council that they may not be able to continue to trade without the loan.		
Prior to June 25 th 2018		Financial Information on Past Repairs and building issues	Discuss Building issues	Theatr Brycheiniog	
3 rd August 2018	Meeting in Brecon between PCC and TB	Internal Notes	Notes of a meeting held between PCC and TB. These were internal notes produced by the Theatr. Notes state that an update was provided, and the situation was considered from both sides. Outcome was that DP was to speak to the theatre auditors	Theatr Brycheiniog	PCC did not provide any notes of the meeting.
8 th August 2018	Internal Report Arts & Culture	Briefing Paper V02 Theatr Brycheiniog - Confidential	Notes for David Powell (Cabinet Consideration) that identifies key issues TB financial position, Building condition. Asking for urgent consideration of £110k loan Contains ACW Commissioned Resilience Reports by David Metcalf dated March 2018 and July 2018. Identifies loan options and shows advantages. Some reference to the risks of each option. Recommends PCC agree a loan and exploring different operational models	Lucy Bevan-Commission Officer for Arts and Culture	

10 th August 2018	PCC	Email	A meeting was held by officers to discuss what would happen with the theatr, if PCC decided not to help. Costs were discussed.	PCC	Email from a member of the legal team, regarding the discussion they held on the previous day.
16 th August 2018	PCC and TB	Informal Meeting	Council raised the option of a one-off payment of £157,920 in recognition of the amount spent on last 3 years audited accounts. TB Board Accepted	David Powell, Acting Chief Executive Rosemary Harris, Leader Aled Davies, Portfolio Holder	
20 th August 2018	PCC Accounts	Invoice to PCC from TB for the value of £189,504.00 (157,920 + VAT)	Contribution to Repairs to the theatr Brycheiniog property costs in Financial years 2014/15, 2015/16 and 2016/17		
24 th August 2018	Portfolio Holders	Notice of Urgent Portfolios delegated Decision	Portfolio Holder for Finance, Countryside and Transport (AD) and portfolio holder for Highways, Recycling and Assets (PD) urgent decision under rule 7.38.1.4 on the constitution	Steven Boyd, Democratic Services	
28 th August 2018	Council Member	Email	Email to the Chief Finance Officer, from Pete Robert Scrutiny Chair, agreeing to not call in decision.	Pete Roberts, Scrutiny Chair	
28 th August 2018	Portfolio Holders	Delegated Decision Report	Report for a Portfolio Delegated Decision approving a one-off capital payment to Theatr Brycheiniog for £157,920.	Owners- Aled Davies, Portfolio Holder for Finance, Countryside & Transport and Phyl Davies, Portfolio Holder for Highways,	Proposed that contribution is made in respect of expenditure incurred on protection of the asset “...., the Council will make a one-off payment of £157,920 to assist with the costs incurred in maintaining the asset. This

				Recycling and Assets. Author-David Powell, Acting Deputy Chief Executive	has been negotiated with the Theatr and is based on costs incurred for the financial years 2014/15, 2015/16, 2016/17.” No Impact Assessment
30 th August	Discussion	Email	Email from the Chief Finance Officer to John Morris, Audit Committee Chair. Confirming the agreement not the call-in the decision. On the agreement to make 40% payment immediately and to review the rest following an audit committee meeting.	David Powell	JM’s response was not seen
3 rd September 2018	PCC Accounts	Journal	1 st payment - gross payment of £75,801.60 (net £63,168.00) in the Council ledger	PCC	Only journals could be located.
12 th September 2018	Audit Committee	Minutes	Minutes confirming a meeting of the Audit Committee where the Acting Chief Executive presented information to support the payment		Unclear
18 th September 2018	PCC Accounts	Journal	2 nd Payment – gross £ 113,702.40 (Net £94,752.00) in the Council ledger	PCC	Only journals could be located.