

BIGGAR little FESTIVAL

Biggar Little Festival

SC036411

Business Plan 2010 – 2012

Amended April 2011

27 April 2011

Contents

	Page
Introduction	3
Summary	3
Objectives	3
Festival management	3
Success to date	4
Future development	5
Resources	6
Conclusions	7
Appendices	
A – 2008 – 2012 vision statement	8
B – BLF Constitution	9
C – Committee Profiles	11
D – 2009 financial statement	13
E – Media coverage of BLF 2009	14
F – Local Groups associated with BLF 2009	15
G – Voluntary work on behalf of the BLF	16

Introduction

The purpose of this plan is to:

- guide the business of the Biggar Little Festival (BLF) committee over the three years 2010 to 2012
- provide stakeholders with information as to the management priorities of the BLF committee.

The plan sets out proposals for the management and development of Biggar Little Festival for the three festivals in the plan period. It highlights priorities agreed by the committee, the key challenges that have been identified and the actions agreed by the committee in order to take forward the work of the Group.

The plan builds on:

- the experience of the committee and its forebears since the first Biggar Little Festival in 2003
- the vision statement agreed by the committee for the period 2008 - 2012.

Summary

Biggar Little Festival has grown considerably since its inception in 2003. This growth is largely due to the active participation of a wide range of arts groups in and around the town and the coordinating efforts of a small core of dedicated individuals who have worked hard over many years to bring the festival to a point where it is now an established part of Scotland's arts scene.

BLF is now a registered charity with clear objectives, a management structure geared to organising the festival within a framework of proper corporate governance and the keen and wide ranging support of several local sponsors and patrons.

The committee has clearly identified priorities and objectives for taking BLF forward, recognising a number of key challenges to overcome. It takes the view that BLF provides a major opportunity for significantly enhancing the cultural life of the area and that with the assistance of appropriate funding partners the festival is sustainable for the foreseeable future.

Objectives

In 2008 BLF agreed a vision statement for the period 2008 – 2012 (Appendix A) which identifies its key objectives as to:

- become more colourful and vibrant while retaining its brand and its character as a festival of the five arts (art and craft, dance, drama, literature and music)
- welcome performers, exhibitors and audiences from throughout Biggar's community, surrounding communities and more widely in Scotland, other parts of the UK and other parts of the world
- develop its character by achieving a better balance between the five arts – more drama and literature, introducing additional expressions of the arts eg comedy in drama, foods in craft, inviting high profile artists, in one or more of the five elements, each year, using themes to link guest artists and events eg an international or cultural focus and adding a radio event
- expand, seeking more venues for the October Festival in and around Biggar, increasing entertainment at Biggar Day Out, taking the arts to the people eg schools, residential settings, adding Festival days throughout the year and increasing its audiences, local, national and international.

These objectives form the basis for decisions taken by the committee in planning its work and in developing future festivals.

Festival Management

Biggar Little Festival is managed by a committee of five office bearers (Chair, Vice-chair, Treasurer, Secretary and Minute Secretary) together with up to five other members, in accordance with the BLF Constitution (Appendix B). All committee members are Trustees of the charity with responsibility for its corporate governance.

Following the 2011 AGM, membership of the committee is:

Chair – Mike Chad

Vice Chair – Guy Heath

Treasurer – Jim Softley

Secretary – Alec Taylor
Minute secretary – Isobel Hunter
Katy Brown
John Riley
Emma Stewart
John Rutherford (Chairman designate)

The committee meets regularly throughout the year to coordinate activity. However, much of the work that is required to develop individual events or to manage particular aspects of the festival is done by either individual members or by sub-groups made up of committee members and other volunteers who may have a particular interest or expertise without wishing to be involved in corporate governance. Currently there are sub-groups covering:

- Art crafts & dance
- Biggar Day Out
- Drama & Literature
- Festival Club & Open stage
- Funding
- Music
- Publicity and promotion
- Box office/Ticket sales
- Museums
- Youth events
- Comedy

Recognising that all committee members hold honorary positions and that a considerable amount of administrative work is required to manage the business of the festival, the committee has appointed a paid Administrator, Lesley Armstrong. Without this work, the voluntary commitment and time given by others would be insufficient to ensure the success of the festival. The committee is fully cognisant of the importance of maintaining administrative support for the future of the festival.

A profile of each committee member and the Administrator is given in Appendix C and a financial statement for 2010 is given in Appendix D.

Success to date

The first Biggar Little Festival was in 2003. The festival grew out of the Tinto Folk Festival and has developed each year since its inception. Initially, its purpose was to:

- develop Biggar as a community where the arts are encouraged and promoted
- be a “showcase” for the various arts forms in and around Biggar
- bring in outside performers and art forms not currently represented within the area.

The festival is deliberately timed to coincide with the autumn school break as an opportunity to extend the tourist/visitor season and to provide the best opportunity for local involvement and participation.

In 2003 there were some 34 events with an overall recorded attendance of 1241. By 2009 the number of events had increased to 75 with identified audiences of 4875. Recorded attendances are known to be significantly below actual attendances, since audiences for many events have not been recorded. Nevertheless, the growth in both the number and range of events held and in audiences attracted over the first seven years of the festival represents a considerable achievement.

The growth and development of the festival puts BLF firmly on the cultural map of Scotland and has provided a significant opportunity for participants and audiences to identify with a successful annual event. Among the nationally known writers, musicians, artists and others to have participated over the years are:

- Ian Rankin
- The McCalmans
- Scottish Opera
- Fred MacAulay
- Hamish MacDonald
- Alexander McCall Smith
- Bryan Evans
- Tam White
- Rab Noakes
- Purves Puppets

An indication of the place BLF holds as a cultural event can be gained from the media coverage of the 2009 event reflected in Appendix E.

In December 2008 South Lanarkshire Council commissioned a report from EKOS Ltd to:

“determine the economic impact of the Festival to the local communities, and wider Lanarkshire area, and to identify opportunities to move the event towards a stronger and sustainable future.”

In general the report's conclusions are very positive and recognise the festival's success in several areas. In its closing comment the report notes that:

“The Festival has achieved a number of aims in that it is well organised and delivered, rated highly by attendees, and has a strong community focus. The focus going forward needs to be on developing the Festival to a more sustainable position and increasing the number of visitors from outwith Lanarkshire.”

The key recommendations the report makes for the BLF committee to take forward are:

- to focus any additional promotional activity on surrounding areas (outwith Lanarkshire) in the short term
- to work/engage with relevant business associations, tourism providers, etc to develop promotional activities with local businesses
- to focus marketing and promotion on the events that are capable of attracting visitors into the local area.

Future development

The committee takes the view that it is important for the festival to consolidate its current level of success rather than concentrate on continuous growth. It also recognises that in and around a town the size of Biggar¹ there is limited capacity for increasing the number and range of events.

In accordance with its agreed vision statement, it is very keen that within the limits of the resources available there should be:

- an increase in the participation of higher profile artistes within the festival programme
- a better balance of events between the five arts, in particular more drama and literature
- a broader spread of audiences, recognising the need to develop events that result in the attendance of audiences not previously reached.

BLF remains committed to involving the local arts community in ownership of the Festival, through open communication, and by ensuring that local arts activities are at the core of the programme. It strives to be inclusive and accessible to the whole community of Biggar and its surrounding area.

One of the key successes of the festival management model is that many events are run by individual arts groups, individuals or businesses rather than the BLF committee. This joint arrangement is strongly advocated and supported by the committee as a means of:

- ensuring that 'ownership' remains largely with the arts groups of the area
- facilitating the role of the committee as largely one of coordination and oversight
- enabling the committee to focus its direct promotional activities on events beyond the scope or interests of other groups.

The participation of local arts groups is fundamental to the success of the festival. It is this that generates a sense of 'place' and identity, and this participation must be nurtured as a key resource for future festivals. The committee works with a wide range of arts groups in and around the town and is very aware of the obligation it has, and the opportunity the festival brings, to promote their wellbeing.

The committee is, however, also aware of its obligation to broaden the appeal of the festival beyond the local. It takes the view that attracting the participation of artistes from further afield, particularly those recognised at a national or international level, will both encourage local participants in their efforts for higher standards and attract wider audiences. The committee will, therefore, seek to augment local participation with a range of 'headline' events, across the arts and, where necessary, encourage local groups to improve the quality and variety of event they promote.

¹ Eighteen miles west of Peebles, via the A72, A701 and A702, is the old market town of Biggar, just across the regional border, in South Lanarkshire. Biggar stands on the A702, the main route from the M74 to Edinburgh, and makes a pleasant and convenient stopping-point for those driving to the capital from the south. The town centre has had a recent makeover and there are enough places of interest to warrant a few hours here.

<http://www.scotland.org.uk/guide/Biggar>

It has become clear that the mix of events within the festival does not represent a balanced spread across the arts. In particular, we are aware that drama and literature based events are not adequately represented within the programme. The Corn Exchange², the town's main theatre venue and home of Biggar Theatre Workshop, is closed for refurbishment throughout much of 2010. Nevertheless, it is hoped that it will have re-opened in time for the 2010 festival. The refurbishment of the Corn Exchange will provide a major boost to the quality of venue available for theatrical/literary events. The committee will, therefore, work both with Biggar Theatre Workshop and others to develop an improved range of theatre productions within the programme.

Atkinson Pryce, the town's bookshop and the only independent bookshop in Lanarkshire, has been extremely successful as the principal promoter of literature events which have clearly demonstrated the benefits to the local economy from the active participation of local business. The committee will continue to encourage the growth of 'literature' based events and seeks to broaden their appeal for wider audiences. It will also seek to develop closer links with a broader spectrum of local business in order to use the festival as an instrument of economic development for the area.

The committee recognises that the audience for many events is drawn from a relatively tight socio-economic grouping in Biggar and its surrounding communities. The failure to achieve a broader mix of audiences and event participation is contrary to the committee's stated aim of holding or encouraging events that result in the attendance of audiences not previously reached. As part of its effort to widen the appeal of the festival in 2009 it promoted two major events:

- a comedy evening with Fred McAulay
- a Football Focus evening with Alan Rough and Ewan Cameron.

The success of these events, both financially and in terms of the audiences they gained, was encouraging and the committee will continue to seek opportunities to hold similar events in coming years.

The committee also recognises the need to develop the festival in a way that will attract audiences from further afield. Tourism plays a key role in Biggar's economic welfare and the committee is aware of the economic development opportunities provided by the festival. It will, therefore, continue to develop its links with local businesses, public sector tourism and economic development agencies and arts bodies to improve marketing and publicity and to ensure that both the festival and Biggar gain from the knowledge and experience that is available.

Resources

Undoubtedly, one of the key features of Biggar is the level of local participation in cultural activity throughout the year. The town (population c3000) has a wide range of arts and culture based groups including, for example, Biggar Museums Trust, Biggar Singers, Biggar Theatre Workshop, Biggar Music Club, Clydesdale Folk Club, a writers circle and various art groups. It is also the base community for the Brownsbank Writing Fellowship based at Brownsbank Cottage, once home to Hugh MacDiarmid.³ A list of local arts groups that participated in the 2009 festival is given in Appendix F.

These groups are a key resource for the festival and are not only responsible for many of the events that take place but also for much of the voluntary organisational activity required. They have shown themselves both able and eager to develop and promote events in and around the festival. One of the key tasks for the committee is to work with them to develop and enhance the festival in coming years. Appendix G shows a breakdown of work undertaken by volunteers on behalf of the 2009 festival. Based on average hourly earnings⁴ this work was valued at well over £28,000.

The festival has also developed a considerable degree of goodwill with major artistes participating in recent years and we recognise the importance of these to both the growth of BLF and to the profile it has gained. The committee will continue to seek support and participation from nationally and internationally known figures within the arts world as a key part of the drive to develop the quality, range and profile of BLF events.

² <http://www.biggarcornexchange.org.uk/index.asp>

³ The Brownsbank Writing Fellowship aims to maintain Brownsbank Cottage as a centre of literary activity. The Fellowship is supported by the Scottish Arts Council and South Lanarkshire Council and is responsible to the Brownsbank Committee for promoting creative writing and literary awareness throughout South Lanarkshire while using Brownsbank Cottage as a base from which to develop his or her own literary work. The Fellow spends around 17.5 hours per week pursuing his or her own writing and 17.5 hours per week on a range of activities which aim to develop creative writing and literary appreciation in the community. <http://brownsbank.weebly.com/brownsbank-fellowship.html>

⁴ Based on the median gross hourly earnings of £10.99 for April 2009 taken from the Annual Survey of Hours and Earnings, ONS, November 2009. <http://www.statistics.gov.uk/pdffdir/ashe1109.pdf>

The growth of the festival since its inception, together with generous grant aid through the European Union's 'Leader +' programme⁵ has enabled the committee to:

- bring in nationally known artistes
- develop and promote a broader programme of events
- widen the audience base for the festival
- begin to develop international links
- promote the festival to a wider area of Scotland
- retain the services of an Administrator

The committee is very aware that like every other arts festival, BLF cannot generate the revenues needed to maintain itself directly through ticket sales, merchandising and small scale local patronage/sponsorship. The key to sustained future development will be a combination local revenue generation and public sector grant aid or significant commercial sponsorship.

Biggar Little Festival has now reached a point where a partnership with a major sponsor would bring considerable opportunities for both parties. The Committee will, therefore, actively seek cooperation with an organisation or company which would benefit the community, have broadly the same ethos as the festival and would in turn benefit from the considerable PR and promotional opportunities the festival would bring.

The committee recognises that working with major potential sponsors, whether in the public or private sectors to put together a financial package to take BLF forward, represents possibly its greatest challenge. It has, therefore, established a funding sub-group, whose remit will include taking forward the issue of sponsorship. The committee is satisfied that the festival provides a number of opportunities to bring together the interests of the festival with those of corporate sponsors.

Conclusions

It is clear that BLF has become a key part of the cultural landscape in and around Biggar and that it is of growing significance to the Scottish cultural scene. Its growth, together with the enthusiasm of a wide range of supporters locally to see it go forward is extremely encouraging.

The committee is now clear as to its priorities and objectives for the foreseeable future. But it is also aware of the challenges it faces in creating a high quality festival balanced across the arts and attractive to a broader range of audiences. Key to such success will be the resources available, both human and financial. The committee will continue to work with:

- a wide range of local arts groups to encourage their continued participation and their efforts to maintain or improve standards
- higher profile artistes from further afield to enhance the quality of the programme and the profile of the festival
- local businesses and others to retain local sponsorship and to enable the festival to play a role in the area's economic development
- public sector and major commercial sponsors to secure the longer term financial viability of the festival.

Signed on behalf of the committee:

Mike Chad

Chair

Alec Taylor

Hon Secretary

⁵ Leader+ is one of four initiatives financed by EU structural funds and is designed to help rural actors consider the long-term potential of their local region. http://ec.europa.eu/agriculture/rur/leaderplus/index_en.htm

BLF Vision Statement 2008 -2012

Biggar Little Festival will become more colourful and vibrant while retaining its brand and its character as a festival of the five arts:

- art and craft
- dance
- drama
- literature
- music

each art element being interpreted broadly and creatively.

Biggar Little Festival will welcome performers, exhibitors and audiences from:

- throughout Biggar's community
- surrounding communities and more widely in Scotland
- other parts of the UK
- other parts of the world.

Biggar Little Festival will develop its character by:

- achieving a better balance between the five arts – more drama and literature
- introducing additional expressions of the arts eg comedy in drama, foods in craft
- inviting high profile artists, in one or more of the five elements, each year
- using themes to link guest artists and events eg an international or cultural focus
- adding a radio event.

Biggar Little Festival will expand by:

- seeking more venues for the October Festival, in and around Biggar
- increasing entertainment at Biggar Day Out – more entertainment areas, sequence of performers
- taking the arts to the people eg schools, residential settings
- adding five Festival days , spread throughout the year
- increasing its audiences, local, national and international.

Principles underpinning the vision are to:

- keep developing
- be open to new ideas
- welcome diversity
- develop the organisation's capacity
- make continuous improvement in quality
- take some risks
- act within the organisation's developing capabilities
- keep the organisation's activities under review
- take evidence and facts into account in making decisions
- keep fun at the heart of the Festival.

Biggar Little Festival will need:

- an amended constitution
- a larger committee
- sub groups to lead on each art element, Biggar Day Out, specific projects
- more volunteers
- paid administrator
- more secure funding
- a recognised central 'hub' for October Festivals
- a business plan.



SC036411

Constitution

1 Name

The organisation shall be known as Biggar Little Festival hereafter referred to as 'the Group'.

2 Objective

The Group shall be a charitable organisation whose objective is to promote the advancement of **the arts, education and community development** within Biggar and its surrounding communities, without distinction of race, religion, gender, political or other opinions, by:

- developing Biggar and its surrounds as a community where the arts are encouraged and promoted
- encouraging links between local arts groups
- promoting exhibitions and performances
- developing opportunities for local, national and international artists to demonstrate their talents in Biggar and its surrounds
- encouraging artistic understanding and participation.

3 Membership

3.1 Membership of the Group shall consist of:

- Elected Trustees
- Patrons
- Volunteers on the list of registered volunteers.
- Others interested in promoting the interests of the festival.

3.2 Patrons and volunteers will remain members for as long as the patron is 'paid up' or the volunteer remains on the list of registered volunteers. Patrons and volunteers not wishing to become members will be excluded.

3.3 Others interested in promoting the interests of the festival, wishing to become members by completing a membership form, will remain in membership for five years, after which they must renew their membership.

3.4 A register of members will be kept by the Secretary.

4 Committee

4.1 The affairs of the Group shall be conducted by a committee (the Trustees) which shall consist of a Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary (Office Bearers) together with additional elected members.

4.2 Office bearers shall be selected by the Trustees from among their membership.

4.3 The Trustees shall have the power to do all things necessary for the fulfilment of the Group's objective. They shall be responsible for running the affairs of the Group and shall take decisions on its behalf. Committee meetings shall require the presence of four Trustees to be quorate.

4.4 The term of office for Trustees shall be for 2 years. At the conclusion of a term of office, a Trustee may stand for re-election.

4.5 Membership of the committee shall be honorary. However the Trustees shall have the power to use any professional assistance necessary to ensure the efficient and effective fulfilment of their responsibilities.

4.6 The Trustees may borrow such moneys as they think fit to fulfil the objective of the Group.

5 Annual General Meeting

5.1 The Annual General Meeting (AGM) of the Group shall be held early in May each year in order to:

- approve the minutes of the previous year's AGM
- receive reports from the Trustees
- receive the certified accounts for the previous year
- elect Trustees
- consider changes to the Constitution
- deal with any other competent business.

5.2 Not less than 14 days notice of the AGM shall be given to members.

5.3 Accidental failure to give notice to any member shall not invalidate the proceedings of the AGM

5.4 The members present at the AGM shall constitute a quorum.

6 Extraordinary General Meeting

6.1 An Extraordinary General Meeting (EGM) of members shall be called:

- in pursuance of a resolution of the Trustees
- at any time within 28 days of the receipt by the Chairperson or Secretary of a requisition in writing by at least 10 members, stating fully the reasons for such a meeting.

6.2 Not less than 14 days notice of any EGM shall be given to members.

6.3 Accidental failure to give notice to any member shall not invalidate the proceedings of the EGM

6.4 The members present at an EGM shall constitute a quorum.

7 Voting

7.1 Decisions put to a vote at either an AGM or EGM shall be resolved by simple majority of members at the meeting.

7.2 The Chairperson shall have a second, or casting vote in the event of an equality of votes.

7.3 No amendment shall be made to the constitution unless notice of such is given 14 days prior to the AGM or EGM.

8 Finance

8.1 The financial arrangements of the Group shall be managed in accordance with the requirements of appropriate legislation and regulations.

8.2 The Financial year shall run from 1st April to the last day of March each year.

8.3 All monies raised by or on behalf of the Group shall be applied to further its objective and for no other purpose, except:

- the payment, in good faith, of reasonable and proper fees to professional and technical advisers,
- the repayment to Trustees and volunteers of reasonable out-of-pocket expenses
- the purchase of appropriate insurances.

8.4 The Treasurer shall be responsible for the preparation of the annual accounts for submission to OSCR and presentation to the AGM.

8.5 All cheques drawn on the Group's funds shall be signed by a minimum of two Trustees nominated by the committee as bank signatories.

9 Dissolution

If, upon the dissolution of the Group, there remains after the settlement of all debts and liabilities, any property whatsoever, the same shall not be paid to the members of the Group, but shall be transferred to another charitable organisation or organisations having objectives similar to those of the Group. The organisation shall be determined by the members of the Group at or before the time of dissolution.

Committee Member Profiles

Mike Chad (Chair)

After studying Electrical Engineering, Mike pursued interest in computers led him into Systems Analysis firstly with Rolls Royce, then with a software house and a computer manufacturer. He subsequently spent 26 years in Management Consultancy gaining broad experience in both the public and private sectors. Now self-employed as a Professional Development Consultant, Mike specialises in learning & development. He has developed and presented numerous training programmes, mainly in Business Analysis, Project Management, and associated disciplines. He also undertakes regular consulting assignments for the BCS - The Chartered Institute for IT (of which, he is a Chartered member and Fellow). As well as being Chair of BLF, Mike is a Trustee and/or committee member of several local organisations, including Biggar Music Club, Jazz in Biggar, Biggar Kirk, Biggar Big Band and Biggar & District Community Heritage.

Guy Heath (vice-chair)

Guy is a senior nurse at a local 'addictions' hospital. Originally a member of the Tinto Folk Festival organising group, Guy became a founder member of the Biggar Little Festival committee for which, as well as serving as VC, he organises 5 Festival Club evenings, the Open Stage events and organises 'sound' for all events in the BLF programme that require it.

For many years Guy has been active in the Biggar Theatre Workshop both as an actor and more recently as director of a number of plays (including Bird Cage, Major Barbara, The Rivals and The King and I). He is chairman of the Clydesdale Folk Club, plays guitar and sings, and also belongs to the Biggar Ukulele Ensemble.

Jim Softley (Treasurer)

Married with 2 daughters, a son and a step son, Jim was born in Glasgow and moved from Manchester to Biggar in 2002. He began his career with HM Customs & Excise at London Heathrow Airport where he went on to work for two major European Airlines and an International Logistics Company in London and Manchester before successfully owning and running his own air cargo and air charter business since 1993. Jim has a keen interest in the arts, including amateur dramatics and music. He is also the current treasurer of Clydesdale Folk Club.

Alec Taylor (Secretary)

Alec has a long background in local government corporate policy and performance review. For the last 16 years of his career until retirement in 2009, he worked with the Accounts Commission, later Audit Scotland, as a Portfolio Manager with particular responsibility for monitoring and reporting on Local Government, Fire & Rescue and Police service performance across Scotland. He joined the committee of BLF in 2009, taking lead responsibility for the organisation of Biggar Day Out. He has a particular interest in organisational governance, and he agreed to become Secretary in February 2010. He is a keen member of a local choir and Clerk to the Board of his church.

Isobel Hunter (Minute Secretary)

Isobel worked for almost forty years in the financial sector managing institutional and private client investment portfolios. Latterly, she was Director in charge of private clients and investment strategy for Adam & Company Investment Management in Edinburgh. She decided to retire in 2007 to spend more time helping her husband to run Skirling House, a 5 star guesthouse just outside Biggar. She joined the Committee of BLF in 2008 and is Chairman of the Publicity Sub-Committee. She is also Chairman of the Church of Scotland Investors Trust, and as a member of the Parishes of Upper Tweeddale Worship Workshop, rather to her surprise, finds herself leading church services three or four times a year.

Katy Brown

Katy is now a retired primary teacher but still has some involvement in schools through both voluntary work and supply teaching. She became involved with Biggar Little Festival over six years ago and has had great pleasure from her involvement with it and from watching it grow. It has opened new horizons for her and nourished her love of art. Katy looks forward to helping develop the festival over the coming years. She enjoys local activities like yoga, bridge, art and craft groups, choir and samba band, and often wonders how she ever had time to work? She recently joined The Biggar Civic Society which also satisfies her interest in geography.

John Riley

John has a background in sales and financial services which led him to be a partner in a local estate agency business for the past 14 years, until he sold out in March 2009. He has a passion for environmental issues and in 2005 initiated Scottish Action on Climate Change and the local carbon reduction organisation "Carbon Neutral Biggar". John has always had a keen interest in music and in 2005 organised the first Celtic Music Festival in Lanark. Since then he has been involved in organising various musical events, bringing a wide range of musicians to Biggar Little Festival. He started the Biggar Samba Band in 2007 and is currently an enthusiastic member of the Biggar Ukulele Orchestra.

Emma Stewart

Emma has worked in the environment sector for 13 years, the last 10 of which have been in public service with a government agency. A qualified project manager, her job requires a wide range of skills which often pull on her interests in heritage, land management and interpretation. A new member to the committee in 2010, Emma has been an avid supporter of BLF since moving to Biggar almost 4 years ago. She has helped community groups in Biggar deliver projects relating to the local environment and heritage in her own time and is now looking forward to assisting with the delivery of BLF.

John Rutherford

John is a chartered accountant (FCA) who moved to Biggar in 2002 when he took over as chief executive of the UK seafood support organisation (Sea Fish Industry Authority). His career before that also was in primary food production, first at finance director level and later as managing director of the largest farmer-controlled animal feed and requisite supply business (Countrywide Farmers plc). He has wide experience in chairing non-executive, collaborative and not-for-profit groups, focusing on strategy development, risk management and project delivery. He is fortunately married to Judi, passionate about fellowship within the Biggar community but lacks an artistic bone in his body.

Lesley Armstrong (Administrator)

Lesley is a qualified Solicitor specialising in domestic conveyancing. Following several years in private practice she set up her own business providing conveyancing, estate agency and locum services to Solicitors. She was awarded the contract of Administrator for BLF in 2009 and following a successful year retained the contract for 2010. She was particularly involved in the registration process, publicity, updating the BLF website and helping organise Biggar Day Out. She is a keen horsewoman and actively involved in Peebles & District Riding Club.

2010 Financial Statement

Income	2010	2009	2008	2007	2006
	£	£	£	£	£
Leader +	12093	3683	9763	0	0
South Lanarkshire Council	0	1100	1039	1750	1500
Other Granr income	4260				500
Trust Funds				0	0
Community Groups			500	250	502
Donations	269		239	365	297
Sponsorship	3375	2275	2720	1800	1880
Patrons	1148	571	1198	994	965
Merchandise	55	51	404	408	1194
Bank Interest	2	6	162	71	60
Miscellaneous Income	250	51	228	116	63
Cash/Bank Adjustments		39		0	0
Box office sales	10600	12638	7815	4591	2336
Internet sales	2215				
Internet sales charge	127				
Other event income	112				
Festival Fair	794	961	449	518	275
Gift Aid			186		0
Pre Festival income	964	1460			
	36263	22833	24703	10863	9572
Expenditure					
Adminstrator	6780	5780	6240		
Central Administration		560	1663	364	397
Marketing	1764	4717	1498	798	2243
Insurances	866	814	814	845	682
Volunteer Expenses	494	1008	81	0	0
Printing	3637				
Other Central Costs	674	243	604	791	327
Venue Hire	3549	196	301	475	865
Artists/Workshop Leader Fees	4525	5487	3003	1304	2656
Other Event Costs	50	1696	90	293	1567
Ticket monies repaid to event organisers	7604	7271	4494	3352	0
Sponsor money paid				350	
Merchandise		122	1609		0
Equipment hire/transport	421	2063	300	725	0
Bank/licence charge			0	20	0
Miscellaneous			203		
adjustment from 2009	349				
	30714	29955	20898	9317	8737
Surplus/ Loss for Year	5549	-7122	3805	1546	835
	36263	22833	24703	10863	9572
BALANCE SHEET AS AT 31 DECEMBER 2009					
	2010	2009	2008	2007	2006
Current Assets					
Cash at Bank	9095	3999	10392	6806	6300
Paypal account	502	49	219	0	4
	9598	4048	10611	6806	5260
Represented By					
Surplus at 31 December 2008	5549	-7122	6806	5260	4425
Add Surplus for Year	4048	10611	3805	1546	835
		559			
	9598	4048	10611	6806	5260

Approved by the trustees and signed on their behalf

James Softley
Treasurer

Date 29th Jan 2011

2009 Media Coverage

Publication	Circulation	Date	Headline	Ad Value	PR Value
Herald	39,657	07.10.09	Biggar Little Festival Oct 15 to 25	£310.50	£931.50
Carlisle Gazette	11,679	08.10.09	Biggar Little Festival	£2,956.50	£8,869.50
Herald	39,657	10.10.09	Biggar Little Festival 2009 Ad	£1,606.50	£4,819.50
Herald	39,657	10.10.09	Cathie Rae Quintet Corn Exchange, Biggar	£388.80	£1,166.40
Sunday Herald	43,392	11.10.09	Ian Rankin	£217.50	£652.50
Evening Times	79,087	13.10.09	Top Ten Events Biggar Day Out	£73.75	£221.25
Evening Times	79,087	14.10.09	Comedy night with Fred MacAulay & Bruce Morton	£103.25	£309.75
Evening Times	79,087	14.10.09	Top Ten Events Biggar Day Out	£73.75	£221.25
Evening Times	79,087	15.10.09	Top Ten Events Biggar Day Out	£73.75	£221.25
Evening Times	79,087	14.10.09	Times Out - Comedy	£236.00	£708.00
Lanark Gazette	11,679	15.10.09	Biggar Little Festival	£2,956.50	£8,869.50
Herald	39,657	16.10.09	She's Biggar.....And I'm Little	£2,642.76	£7,928.28
Evening Times	79,087	16.10.09	Comedy night with Fred MacAulay & Bruce Morton	£103.25	£309.75
Evening Times	79,087	16.10.09	Top Ten Events - Biggar Day Out	£73.75	£221.25
Totals for October				£11,816.56	£35,449.68

Analysis provided by South Lanarkshire Leader Team.

Local Groups associated with BLF 2009

Belly Dance
Biggar Art Group
Biggar Big Band
Biggar Big Band Samba Band
Biggar Camera Club
Biggar Music Club
Biggar Seguisers
Biggar Singers
Biggar Theatre Workshop
Biggar Ukulele Ensemble: The Dukes of Uke
Biggar Writers Group
Bizzyberry Art Group
Biggar Youth Project
Broughton Junior Choir
Clydesdale Folk Club
Come Ceilidh
Eastfield and Harthill Flute Orchestra
Jazz in Biggar
Lanark Spinners
Madainn Art Group
Mansefield Arts & Crafts
Medwyn Art Group
Odd Productions
Painting for Pleasure
Scottish Country Dance Class
Biggar Civic Society
Biggar High School
Biggar Primary School and other primary schools in the Biggar cluster
Biggar Kirk
Biggar Lacemakers
Biggar Museums Trust
Biggar Puppet Theatre
Biggar Rotary Club
Biggar Tinto Scout group
Bob Smith's Art Group
Brownsbank Cottage Trust (last home of Hugh MacDiarmid)
KODA
Lanark Pipe Band

Taken from the BLF 2009 Programme

Voluntary work undertaken to support BLF 2009

Event	Organisation	Organisers Hours		Unpaid Performers Hours	
Comedy Night	BLF	JR 6 Hours	6		
Visit to the Garden of Cosmic Speculation	BLF	SP 6 Hours	6		
Football Forum	BLF	JR 6 Hours	6		
Canzona-Absolwent and Biggar Singers	BLF/ Biggar Singers	BLF 20 Hours	20	Biggar Singers Rehearsals 12 weeks x 2 Hours x 15 Singers	360
A Funny Valentine	BLF	BLF 5 Hours	5		
BiggART	BLF	BLF Volunteers 42 Hours x 2	84		
BiggART at BYP	BLF	BLF 5 Hours	5		
Festival Club	BLF	BLF 4 x 3 Hours x 2	24	4 Hours	4
Biggar Day Out	BLF	Volunteer Stewards 30 Hours	30		
Street Entertainment	BLF	BLF 5 Hours	5	4 x 2 Hours	8
Festival Fair	BLF	Volunteers at Fair 12 Hours	12		
Open Stage	BLF	BLF 4 Hours x 2	8	6 Hours	6
Youth Open Stage	BLF	BLF 4 Hours	4	4 Hours	4
Andy & Flora Munro	Andy & Flora Munro	BLF 2 Hours	2	2 Hours x 2	4
Heffalumps and Woozles	Atkinson Pryce			2 Hours x 4	8
Tales by the Fireside	Atkinson Pryce			2 Hours	2
An Evening with Ian Rankin	Atkinson Pryce	BLF 4 Hours	4		
Storytelling with Jill Dow	Atkinson Pryce			2 Hours	2
Hidden Biggar	Atkinson Pryce			2 Hours	2
Young Musician Competition	BHS	BLF 4 Hour	4	20 Performers x 20 Minutes	6
Biggar Big Band Open Rehearsal	Biggar Big Band			10 x 2 Hours	20
Crafty Fun	Biggar Brownies				
Biggar on the Outside	Biggar Gallery				
Biggar Photo Hunt	Biggar Gallery				
Festival Service	Biggar Kirk	BLF 2 Hours	2		
Scotland's Earliest People	Biggar Museums Trust	BLF 1 Hour	1		
Zephirus Saxophone Quartet	Biggar Music Club	BLF 3 Hours	3		
Street Gallery	Biggar Primary School/ BLF	BLF 2 Hours	2		
Douglas Cameron Magician	Biggar Toddlers	BLF 1 Hour	1		
Writers Unblocked!	Biggar Writers Group	BLF 1 Hour	1	4 Hours	4
Brownsbank Ceilidh	Brownsbank	BLF 1 Hour	1	4 Hours	4
Biggar Shorts	BTW	BLF 4 Hours	4	12 weeks x 4 x 10 cast	480
Mostly Musicals	BTW	BLF 3 Hours	3	12 weeks x 2 x 12 cast	288
Life Drawing (2 days)	Carol Taylor				
Clay Modelling (3 or 5 day workshop)	Carol Taylor				
Carol Taylor Studio Open	Carol Taylor	BLF 1 Hour	1		
Tam White and Rab Noakes in Concert	Clydesdale Folk Club	BLF 5 Hours	5		
An Evening with Bryan Evans	Daisy Frame	BLF 2 Hours	2		
Bryan Evans Exhibition	Daisy Frame	BLF 1 Hour	1		
Eastfield and Harthill Flute Orchestra	Eastfield and Harthill Flute Orchestra	BLF 2 Hours	2	12 x 2 Hours	24
Fascinator Workshop	Hazel Henderson				
Jazz in Biggar: The Cathie Rae Quintet	Jazz in Biggar	BLF 4 Hours	4		
Play and Sing	Julie Morrice				
Belly Dance Workshop	Kate Deacon				
Little Scottish Youth Showcase	KODA	BLF 3 Hours	3	12 x 3 Hours	36
Madainn Art Group Exhibition	Madainn Art Group				
Dance and Danceability	Neil Broadbridge				
Dance American Style!	Neil Broadbridge				
Juno and the Paycock	Odd Productions	BLF 3 Hours	3		
Felt Making Workshop	Pat Mackenzie				
Pips and Panda and the Magic Egg	Purves Puppets	BLF 1 Hour	1		
Nessie Meets Morag	Purves Puppets	BLF 1 Hour	1		
Puppet Theatre Doors Open	Purves Puppets				
Charity Ball	Rotary Club				
Stonehouse Male Voice Choir	Stonehouse Male Voice Choir	BLF 3 Hours	3	15 x 3 Hours	45
Kool Kats Klick	Susan M-J				
Stone Carving Workshop	Susheila Jamieson				
Henna Painting	Taj Mahal				
Taj's Traditional Treats	Taj Mahal				
Herbalist Workshop	Victoria Chanin				
An Evening with Herbalist Victoria Chanin	Victoria Chanin				
Poultry Keeping					
Poultry Keeping					
			269		1307
Other					
Box Office	BLF	BO Roster 216 Hours	216		
Internet Ticket Sales	BLF	Administration 30 Hours	30		
Committee Meetings	BLF	12 Meetings x 2 Hours x 8	192		
Sub Group Meetings	BLF	12 Meetings x 2 Hours x 6	144		
Programme Production	BLF	BLF 30 Hours	30		
Programme Distribution	BLF	BLF 10 Hours	10		
Treasurers Hours	BLF	30 weeks x 4 Hours	120		
Other Committee Hours	BLF	BLF Committee	250		
			992		
		Total organiser hours	1261	Total unpaid performer hours	1307
		Value	£13,858.39		£14,363.93