

Charity Registration No. 1088975

Company Registration No. 03929839 (England and Wales)

**QUEENS HALL ARTS**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# QUEENS HALL ARTS

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Rachel Adam Clare Forsythe Philip Garner Derek Kennedy Angeline Lucas Gary Lyons Susan Martin Anthony Newton Kathryn Nicholson David Pritchard Jonathan Tull Lynn Turner
<b>Secretary</b>	Katy Taylor
<b>Charity number</b>	1088975
<b>Company number</b>	03929839
<b>Principal address</b>	Beaumont Street Hexham Northumberland NE46 3LS
<b>Registered office</b>	Beaumont Street Hexham Northumberland NE46 3LS
<b>Independent examiner</b>	J Hart Stokoe Rodger LLP St Matthews House Haugh Lane Hexham Northumberland NE46 3PU
<b>Bankers</b>	Barclays Bank Plc Priestpopple Hexham Northumberland NE46 1PE
<b>Solicitors</b>	Nicholson Portnell Priestpopple House Hexham Northumberland NE46 1PL

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# QUEENS HALL ARTS

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# QUEENS HALL ARTS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

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The trustees present their report and financial statements for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

### Objectives and activities

The company's objectives are:-

To advance public education and appreciation of the arts in all their forms, particularly but not exclusively, for the benefit of the people in the Counties of Northumberland, Cumbria, Tyne & Wear and Durham through the provision, maintenance and management of Queen's Hall Arts Centre, Hexham and by any other charitable means that the trustees may from time to time think fit.

In 2016 a new mission statement was agreed by the Trustees. This informed delivery subsequently provided the structure for successful medium-term funding bids to Arts Council England and Northumberland County Council.

**OUR MISSION is to be the creative heart of the community delivering great arts experiences and supporting professional and aspiring artists.**

### THE CREATIVE HEART OF THE COMMUNITY

- a. A welcoming and stimulating environment for all to experience a broad range of arts activities.
- b. Theatre, studio and gallery spaces and other resources at the Queen's Hall Arts Centre for the presentation of work to the highest possible standard.
- c. A focal point for cultural organisations where links and partnerships can be developed.
- d. Engagement with the full diversity of our community.
- e. Resources that can be easily accessed by a large rural catchment.

### GREAT ARTS EXPERIENCES

- f. A range of shows, exhibitions and other events that are both entertaining and stimulating.
- g. High quality touring work from across the country (and beyond) that reflects the diversity and range of contemporary arts interests in Britain.
- h. In-house and commissioned work that is informed by a relationship with the community.
- i. Participatory activities that are fulfilling and develop skills.
- j. Great events and other activities across West Northumberland (and beyond).

### SUPPORTING PROFESSIONAL AND ASPIRING ARTISTS

- k. Commissions, productions & co-productions.
- l. Residencies.
- m. Mentoring and other long-term support.
- n. Training and skills development opportunities.
- o. A high proportion of our work with and for young people.
- p. Technical and organisational support for artists opening new productions.
- q. Networking, collaborating and taking part in partnership initiatives.
- r. Programming new and challenging work.
- s. Contributing to a viable arts ecology, regionally and nationally.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

# QUEENS HALL ARTS

## TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

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### Public benefit

Queen's Hall Arts is committed to the educational and social advancements that benefit from its activities and to making those activities as accessible as possible. We provide year round participatory activities both in community and educational settings. The artistic programme at the arts centre includes a range of events which reflect a wide variety of local interests, creating opportunities for audiences and performers. Our ticket pricing policy includes discounts to students, and those on low incomes. Exhibitions in the gallery are free. We provide and subsidise outreach events to small communities across a large part of Northumberland.

### Achievements and performance

The annual report for 2020/21 is significantly different from previous reports as it covers the period of the Covid-19 global pandemic. Queens Hall Arts (QHA) closed their doors in mid-March 2020 and remained closed until it was legal, practical and financially viable to reopen in August 2021. The restrictions on venues opening and the availability of exhibitions and performances meant that QHA was closed to the public for the whole of the period covered by this annual report.

QHA is heavily reliant on earned income, from ticket sales, room hire and secondary spend and thus the organisation faced significant losses in 2020/21. To support QHA to weather the storm of Covid-19 a working group was created, meeting weekly online, comprised of trustees and staff.

To enable the working group to focus, QHA's mission was condensed to:

OUR MISSION is to be the creative heart of the community delivering great arts experiences, building creative partnerships, and supporting professional and aspiring artists.

We will provide a welcoming and stimulating environment for all to experience a broad range of arts activities, which are entertaining and engaging (both on and off-line).

We will engage fully with our diverse community and create resources that are accessible to a large rural catchment area.

We will present and commission work of the highest possible standard informed by our community.

The focus of the organisation during this financial year covered the following areas:

1. **Financial viability**
2. **Staying connected with our community and audiences**
3. **Supporting the creative sector in region**
4. **Presenting and commissioning quality artistic work**
5. **Planning the reopening of the arts centre**

The performance of QHA in 2020/21 will be assessed in line with these priorities.

# QUEENS HALL ARTS

## TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2021*

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### Financial viability

Covid-19 had an immediate & devastating impact on QHA with the cancellation of all programming and events, resulting in significant immediate losses, including:

- Lost income from ticket sales for cancelled QHA performances, initially refunding ticket income amounting to over £72K. There was a second wave of cancellations in June 2020 amounting to over £16K.
- Lost income through sponsorship from local businesses, up to £3000 per quarter.
- Lost income from bar & ice cream sales, including Hexham Book Festival, which is one of the busiest events, normally attracting around 7500 visitors to the building (over £7K per quarter).
- Lost hire fees & recharges from all community & amateur group performances, which amounts to a significant income stream over the summer period (£13K in Quarter 1 2019/20).
- Lost franchise income from QHA café and reduced rental income from creative businesses based in the building.
- Lost ticket income from future performances, including Christmas 2020 production which would have gone on sale from Easter 2020.
- Lost income from all paying groups accessing regular cultural classes, clubs & all one-off workshops.
- Lost income from front-of-house and gallery sales.

It was obvious that that the working group needed to mitigate these financial losses and build reserves to support the reopening of QHA and ensure a viable future for the organisation.

To these ends, QHA were able to use the government's Job Retention Scheme to support staff whose roles were operational, including box office, technical and outreach. The Artistic Director/CEO and the General Manager were the only staff who were not placed on the furlough scheme, and continued to work from home. As the furlough scheme was developed QHA used flexi-furlough to bring back some staff for particular projects or tasks.

QHA also reviewed all non-essential expenditure and made savings on utilities costs by switching lighting and heating suppliers, as well as cancelling non-essential services such as waste collection. QHA were also able to raise over £4,400 from donations, mainly through converted ticket sales.

# QUEENS HALL ARTS

## TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2021*

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The next strategic stage was for QHA to apply for grant support and this included successful bids to:

- Arts Council England (ACE) Emergency Response Fund £36,428 (July 2020)
- ACE Culture Recovery Fund Round 1 £147,563 (October 2020) which included funds to build reserves to replace those used early in the pandemic as well as build reserves to help support QHA through an uncertain future.
- ACE Culture Recovery Fund Round 2 £71,764 (March 2021)
- NCC Covid-19 Business Grant £25K
- Garfield Weston Foundation £50K to support core funding
- Power to Change Covid Grant £25K
- £10K pilot funding for Animating Hexham.
- The Kellet Fund/The Wellesley Trust Fund at the Community Foundation serving Tyne and Wear and Northumberland provided grants of £19,430
- ACE Studio Grant of £14,576 awarded for the QHA Opening Project
- ACE and Future Arts Centre funding of £12K marking the National Lottery's 25th birthday

During 2019, QHA secured £206,000, from ACE, towards a £275,000 capital project to address issues with the building which negatively impact on accessibility, programming and financial sustainability. The capital project, *Opening Doors*, focused on the studio theatre, backstage and circulation spaces. There was limited access to our studio space, inadequate circulation for wheelchairs and poor signage and other requirements for people with other disabilities, and no disabled access at all to our stage door and main stage area. *Opening Doors* addressed all of these issues through a programme of capital works to enable QHA to welcome everyone into the building and to offer a diverse range of programming. Work was due to commence in the Summer of 2020 but was inevitably impacted by Covid19 in terms of both securing match funding and implementing the capital works.

After an initial period of stabilisation, QHA recommenced work on this project (new completion date October 2021), with successful applications to ACE (Capital Kickstart Fund) £30,651 and Foyle Foundation £25,000 for match funding.

Through the focused activity on financial sustainability, QHA have been able to remain financially viable and build reserves to support the organisation into the future

# QUEENS HALL ARTS

## TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2021*

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### **Staying connected with our community and audiences**

Despite enforced closure of the venue throughout 2020/21 QHA has continued to offer programmes of activity for communities, many reaching beyond those able to engage with culture digitally. By delivering via phone and post as well as online, QHA have ensured that some of the most vulnerable communities are supported to maintain social connections and active involvement in creative activity.

QHA continued to support 3 youth theatre groups, Tam Lin Youth Folk Band and 3 youth music projects in partnership with Hexham based Core Music.

The Projectors is the regular youth theatre for young people aged between 16 and 25 years with Autism Spectrum Disorder (ASD) and/or communication difficulties, funded by The Wellesley Trust Fund. The group took well to Zoom, working on whole-group activities as well as in smaller groups. The group focused on writing a new piece, which was rehearsed, filmed and uploaded onto the QHA website and will be performed live when the venue reopens

Members of QHA's Youth Theatre groups engaged with 'Lockdown', an online project exploring young peoples' experiences of being locked down in a rural county. The group have written/devised their own piece of work which was filmed. In addition, youth theatre started the Cultural Conversation project. In partnership with Hexham Book Festival, QHA youth theatre connected with Latvian youth theatre students as the 1st phase of a 3-year project.

QHA's Creative Age project was delivered through a combination of online workshops and posted-out activity packs. The primary aim of the project remained to reach out to and engage with older people (age 50+) at risk of loneliness and isolation. The project has become even more valuable to regular participants during the pandemic as many are vulnerable due to age and/or underlying health conditions and are unable/unwilling to leave their homes. Creative Age provides a lifeline in terms of links to others and regular weekly activities, as well as providing a sense of purpose in relation to making and sharing (virtually) items made with others.

Following the success of their previous writing courses for young people, Queen's Hall Arts and Hexham Book Festival teamed up to offer five free on-line masterclasses. The line-up included song-writing, poetry and prose. The young people went on to be mentored and supported in recording their own work.

The community engagement element of Animating Hexham, a pilot project delivered in partnership with Northumberland County Council and Historic England, commenced at the end of this financial year with the selection the 6 animation commissions and recruitment of community animators.



# QUEENS HALL ARTS

## TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2021*

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### **Supporting the creative sector in the region**

QHA was well positioned to maintain, establish and develop cross-sector partnerships, contributing to the rebuilding of our economy and communities through activity supporting employment, education, mental health and town centre vibrancy.

QHA has continued to employ over 15 freelance creative professionals to deliver sessions and services including songwriter, fundraiser, marketing support and workshop leaders. In addition, our digital platform commissioned 12 artists and Christmas with the Hobs provided that work for 11 creative professionals from the North East including an animator, actors, producer and musical director.

Throughout this year QHA has not only maintained existing networks, but strengthened them:

- As the chair of Hexham Cultural Network, QHA has played a key role in bringing together the cultural organisations within the area to support one another and share best practice during the pandemic.
- QHA has taken on the cultural lead on the delivery of the Hexham Highstreet Heritage Action Zone in partnership with Northumberland County Council.
- QHA continues to work in partnership with the Bait, Creative People and Place projects in South-East Northumberland.
- Part of the Made in the North East consortium, co-ordinated by Dance City and which has funding by Esme Fairbairn Foundation. QHA has worked with 7 partner organisations to commission new dance performances.
- Northumberland Theatres - working together to share best practice and programming.
- The Future Arts Centres initiative has brought together arts centres across the country to support each other during the pandemic.
- Northumberland Commissioning Hub: QHA has worked with Alnwick Playhouse, funded by ACE, to commission a new Christmas play for 2022.

# QUEENS HALL ARTS

## TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2021*

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### **Presenting and commissioning quality artistic work**

2018/19 saw QHA create the organisation's first in-house Christmas Production. This is part of 5-year strategic plan which focuses on Christmas productions and creates opportunities to generate earned income and reach a broad audience, particularly people who are traditionally low engagers with theatre and the arts. The first production, A Viking Christmas, provided work for 12 performers/creative professionals from the North. In 2020/21, Northumberland Commissioning Hub, commissioned a writer to create the script for the 2021 Christmas production.

With no opportunity to present a Christmas production on the stage in 2020, QHA worked in partnership with Alnwick Playhouse and Berwick Maltings to created their first animation project – *The Hobs at Christmas*. For QHA alone this resulted in engagement with 20 schools, 1 care home, the Great North Children's Hospital and over 1500 views from the general public. 65% of bookings were from NE postcodes, others were from as far afield as Belfast, Inverness, Wales and Brighton, Montreal, California, Prague and Barcelona.

QHA and ARC Stockton co-commissioned Kitchen Zoo to make 8 online episodes for families available over the Easter Holidays 2021. Bumbling About is a series of pocket-sized online stories and crafts about busy bees aimed at 3-7 year olds and their families

Unsung Heroes was QHA's contribution to Here and Now, a national and local celebration of culture within communities. 40 brand new projects took place in and around 40 arts centres across the country, led by artists and co-created with local people.

The QHA project was supported by ACE and Future Arts Centres, marking The National Lottery's 25th birthday. For it, songwriter Bridie Jackson worked with communities in and around Hexham to collect stories about the everyday people who have inspired them. These stories were transformed into song and recorded by local musicians. This project will culminate in 'mini gigs' wherever they are simply by pointing their camera phone at a postcard which will make the musicians pop up to perform the songs on a 'postcard stage'. As well as a smartphone app, there will also be an interactive exhibition at the Queen's Hall in early 2022.

# QUEENS HALL ARTS

## TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

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### Planning reopening of the arts centre

Throughout 2020/21 QHA have refined plans to reopen the venue for performances, exhibitions and groups. This planning has been adapted in response to government guidance and the customer feedback, both from QHA and national research. The QHA plans to reopen in 3 phases:

PHASE 1(May/July 2021) Staff and building prepared for reopening.

- Using flexi-furlough to bring staff back to undertake specific tasks

- Update staff training

- Strategic planning days for staff team

- Prepare building for COVID secure re-opening

- Blended working for office-based staff

- Welcoming back plan for audiences

PHASE 2 (August 2021)

- Volunteer induction and training

- Plan to reopen bar and front of house sales

- Small-scale exhibition in Gallery 1

- Showcase events working in partnership with English Folk Expo.

- Data collection to support audience development plan

PHASE 3 (Sept 2021)

- All staff return to contract hours

- Seasonal programme of events, exhibitions and workshops fully launched.

- Season launch

- Detailed timeline for Audience Development plan

### Financial review

The income and expenditure account on page 12 shows a surplus of £232,947 on unrestricted funds of total income to total resources expended. Designated funds shows a surplus of £98,357 for the year. The Restricted and Designated funds will cushion the financial impact of the long lasting effects of the global pandemic. This will also ensure that QHA does not become vulnerable to short and medium term spending cuts.

### Risk Assessment

The Trustees to conduct an annual risk management review and put in place any required plans or procedures. As licensed premises the Queen's Hall is subject to regular inspection from statutory and other regulatory bodies to ensure compliance and good practice in a number of areas including health and safety, environmental health, and management of performing rights. Financial reports are produced by management on a quarterly basis and presented to board meetings. These reports are also subject to scrutiny by the Finance and Risk Committee.

# QUEENS HALL ARTS

## TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

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### Reserves policy

During this exceptional year the board has built reserves beyond the usual as laid out in historic reserves policy. These additional reserves will protect the organisation during the uncertainty of reopening and welcoming audiences back. The board recognise that there will be continuing impacts from the pandemic beyond 2021 including booking and spending patterns, additional staff training and covid security expenses, as well as restrictions or reductions in public funding. In order to ensure that QHA remains financially viable in the medium term, the board viewed it as prudent to build additional reserves.

### Plans for the future

The major challenge for QHA will be the period between re-opening and rebuilding earned income to previous levels, which we expect to take up to two years. QHA can make a huge contribution to the recovery of our community. The breadth of our programmes, including live performance, creative learning activities, festivals, exhibitions and community-led events, enables the organisation to engage people from across the demographic spectrum. QHA has a wide reach across the North East both in terms of networking and also working in partnership with culture and heritage. QHA can also act as an incubator for creative talent, supporting many freelance artists and practitioners to develop and share their practice.

Our future plans include:

- Investing in staff both in terms of training and to share staff expertise with Northumbrian theatres.
- Re-engaging with audiences, building new audiences and ensuring the organisation is resilient.
- Continuing to invest in the building to upgrade facilities and services, as well as keeping up to date with regular maintenance.
- Evaluating delivery to inform future engagement strategy.
- Creating a clear strategy for the activity that will be delivered in the new Studio Theatre and using this delivery to help shape the business plan in future years and support our audience development plans.
- Continuing investment into in-house productions. These will allow QHA to continue to claim Theatre Credits, develop the skills within the organisation to produce new work and provide opportunities for regional artists and performers.
- Increasing levels of earned income by exploring opportunities for building hire, bar sales and art sales.
- Continuing to expand on the Digital programme, with a particular focus on the Unsung project which brings together song-writing and augmented reality.
- Delivery of the Hexham Heritage Highstreet Action Zone 3-year cultural programme within the community.
- Work with the rural film clubs to increase our impact the rural hinterland by developing screened performances.
- Seeking funding to develop projects that focus on community creativity, wellbeing and mental health.

# QUEENS HALL ARTS

## TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

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### Structure, governance and management

Queens Hall Arts is a company limited by guarantee governed by its Memorandum and Articles of Association dated 2009. It is registered as a charity with the Charity Commission. There are currently 8 members, each of whom agree to contribute £1.00 in the event of the charity winding up. The members are also the directors of the limited company.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Simon Frith	(Resigned 25 January 2021)
Andrew Harvey	(Resigned 24 January 2021)
Susan Martin	
David Pritchard	
Kathryn Nicholson	
Philip Garner	
Jonathan Tull	
Derek Kennedy (NCC)	
Antony Newton	(Appointed 25 January 2021)
Clare Forsythe	(Appointed 25 January 2021)
Rachel Adams	(Appointed 13 July 2021)
Angeline Lucas	(Appointed 13 July 2021)
Lynn Turner	(Appointed 13 October 2021)
Gary Lyons	(Appointed 13 October 2021)

The appointment of trustees is set out in the Articles of Association:-

Nominated Member:-

1 by Northumberland County Council - (NCC)

Elected Members:-

Between 4 and 11 Members by resolution in a general meeting and/or co-opted at a meeting of the Board.

The recruitment of new members is periodically undertaken by the Board, which follows an open and fair recruitment process taking due account of the skills needed by the company and the desire for its membership to reflect the diversity of the local population.

Nominees appointed by the local authority are subject to the appointment processes of this body and the guidelines on appointment to public office as they apply to local government nominees.

The Board of directors, which can have between 5 -12 members, administers the charity. The Board meets approximately every 2 months and there are committees covering Finance & Risk, Operations and External Relations which meet regularly. Additionally there are working groups which act in an advisory capacity. A chief executive, the Artistic Director, is appointed by the trustees to manage the day to day operations of the charity. To facilitate effective operations, the Artistic Director has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and artistic programme.

# QUEENS HALL ARTS

## TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2021*

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The charity has a close relationship with Northumberland County Council and Arts Council England. These two bodies provide essential core funding to the company. Ongoing funding is subject to annual reviews and agreements on performance targets.

The Queen's Hall, where the bulk of the company's activities take place, is leased from Northumberland County Council, at a peppercorn rent.

The company operates sub-leases at the Queen's Hall: -

To Customer Services, Northumberland CC.

To cafe operators, which under the terms of its lease is required to provide agreed levels of service to arts centre users (in addition to its independent commercial operations).

To small start-up companies in the Creative Spaces area.

There is no structural connection between the companies.

### **Asset cover for funds**

Note 17 sets out an analysis of the assets attributable to the various funds and a description of those funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

The trustees' report was approved by the Board of Trustees.

**Jonathan Tull**

Chair

10 December 2021

# QUEENS HALL ARTS

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF QUEENS HALL ARTS

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I report to the trustees on my examination of the financial statements of Queens Hall Arts (the charity) for the year ended 31 March 2021.

### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

J Hart  
Stokoe Rodger LLP

St Matthews House  
Haugh Lane  
Hexham  
Northumberland  
NE46 3PU

Dated: 10 December 2021

# QUEENS HALL ARTS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds	Designated funds	Restricted funds	Total 2021	Total 2020
	Notes	£	£	£	£	£
<b><u>Income and endowments from:</u></b>						
Grants and donations	2	603,639	-	60,406	664,045	351,590
Operation of arts services	3	61,896	-	-	61,896	380,726
Investments	4	44	-	-	44	116
Other income	5	8,232	-	-	8,232	25,846
<b>Total income and endowments</b>		<u>673,811</u>	<u>-</u>	<u>60,406</u>	<u>734,217</u>	<u>758,278</u>
<b><u>Expenditure on:</u></b>						
Raising funds	6	<u>-</u>	<u>12,000</u>	<u>16,850</u>	<u>28,850</u>	<u>19,097</u>
Charitable activities	7	<u>329,786</u>	<u>721</u>	<u>52,011</u>	<u>382,518</u>	<u>698,531</u>
<b>Total resources expended</b>		<u>329,786</u>	<u>12,721</u>	<u>68,861</u>	<u>411,368</u>	<u>717,628</u>
<b>Net incoming/(outgoing) resources before transfers</b>		344,025	(12,721)	(8,455)	322,849	40,650
Gross transfers between funds		<u>(111,078)</u>	<u>111,078</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		232,947	98,357	(8,455)	322,849	40,650
Fund balances at start of financial year		<u>32,202</u>	<u>135,200</u>	<u>478,406</u>	<u>645,808</u>	<u>605,158</u>
<b>Fund balances at end of financial year</b>		<u>265,149</u>	<u>233,557</u>	<u>469,951</u>	<u>968,657</u>	<u>645,808</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# QUEENS HALL ARTS

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	10		556,641		577,899
<b>Current assets</b>					
Stocks	11	900		3,500	
Debtors	12	42,248		46,095	
Cash at bank and in hand		443,564		147,339	
		<u>486,712</u>		<u>196,934</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(74,696)</u>		<u>(129,025)</u>	
Net current assets			412,016		67,909
<b>Total assets less current liabilities</b>			<u>968,657</u>		<u>645,808</u>
<b>Income funds</b>					
Restricted funds	15		469,951		478,406
Designated funds			233,557		135,200
Unrestricted funds			<u>265,149</u>		<u>32,202</u>
			<u>968,657</u>		<u>645,808</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 10 December 2021

Jonathan Tull  
Trustee

Company Registration No. 03929839

# QUEENS HALL ARTS

## STATEMENT OF CASH FLOWS

**FOR THE YEAR ENDED 31 MARCH 2021**

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	Notes	2021 £	£	2020 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	19		296,181		54,814
<b>Investing activities</b>					
Investment income received		44		116	
		<hr/>		<hr/>	
<b>Net cash generated from investing activities</b>			44		116
<b>Net cash used in financing activities</b>			-		-
			<hr/>		<hr/>
<b>Net increase in cash and cash equivalents</b>			296,225		54,930
Cash and cash equivalents at beginning of year			147,339		92,409
			<hr/>		<hr/>
<b>Cash and cash equivalents at end of year</b>			443,564		147,339
			<hr/> <hr/>		<hr/> <hr/>

# QUEENS HALL ARTS

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2021

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#### 1 Accounting policies

##### Company information

Queens Hall Arts is a private company limited by guarantee incorporated in England and Wales. It is registered as a charity with the Charity Commission. The registered office is Beaumont Street, Hexham, Northumberland, NE46 3LS.

##### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

The trustees, having regard to the nature, size and complexity of the charity, have assessed the financial risks affecting the charity and its operations for the 12 months from approval of the accounts, taking into account the core funding from Northumberland County Council being renewed annually and the core funding from Arts Council England being agreed until 2020/21, and thus consider it appropriate to prepare accounts on a going concern basis.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

##### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt.

Grants are recognised in full in the financial period to which it relates, in accordance with the offer letter from the appropriate funding body.

# QUEENS HALL ARTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### 1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under the headings that aggregate all costs to that category. Charitable activity costs includes expenditure relating to the operation of the theatre and art centre and includes both the direct costs and support costs relating to these activities. Support costs include central function expenditure. Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold property improvements	Over the length of the lease or 10% per annum straight line
Plant and machinery	25% per annum straight line
Fixtures, fittings & equipment	25% per annum straight line

#### 1.7 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# QUEENS HALL ARTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 2 Grants and donations

	Unrestricted funds	Designated funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£	£
Donations and gifts	11,439	-	-	11,439	34,793
Grants receivable for core activities					
- Northumberland County Council	98,528	-	-	98,528	92,915
- Arts Council England	120,321	-	-	120,321	118,147
Other project income	50,000	-	60,406	110,406	100,876
Other	-	-	-	-	3,660
Job Retention Scheme Support	87,616	-	-	87,616	1,199
Covid Support from Government, Local Authorities and other bodies	235,735	-	-	235,735	-
	<u>603,639</u>	<u>-</u>	<u>60,406</u>	<u>664,045</u>	<u>351,590</u>
<b>For the year ended 31 March 2020</b>	<u>230,032</u>	<u>84,220</u>	<u>37,338</u>		<u>351,590</u>
<b>Other Project Income</b>					
Garfield Weston Foundation	50,000	-	-	50,000	-
The Kellet Fund/The Wellesley Trust					
Fund at the Community Foundation	-	-	19,430	19,430	20,500
ACE Studio Grant	-	-	14,576	14,576	-
Here and Now	-	-	12,000	12,000	-
ACE Recovery Grant Money	-	-	10,000	10,000	-
Grants < £10,000 (See Note 15)	-	-	4,400	4,400	16,838
Arts Council Catalyst Match	-	-	-	-	63,302
Designated < £10,000 (See Note 16)	-	-	-	-	236
	<u>50,000</u>	<u>-</u>	<u>60,406</u>	<u>110,406</u>	<u>100,876</u>
<b>Covid Support from Government, Local Authorities and other bodies</b>					
NCC Covid-19 Business Grants	41,500	-	-	41,500	-
Arts Council England Emergency Response Fund	36,428	-	-	36,428	-
Power to Change Covid Grant	25,000	-	-	25,000	-
Culture Recovery Fund Round 1	132,807	-	-	132,807	-
	<u>235,735</u>	<u>-</u>	<u>-</u>	<u>235,735</u>	<u>-</u>

# QUEENS HALL ARTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 3 Operation of arts services

	Ticket sales and commission	Theatre and room hire and library service charges	Front of house sales and commission	Recharge income	Total	Total
	2021	2021	2021	2021	2021	2020
	£	£	£	£	£	£
Sales within charitable activities	7,182	54,655	10	49	61,896	380,726
	<u>7,182</u>	<u>54,655</u>	<u>10</u>	<u>49</u>	<u>61,896</u>	<u>380,726</u>

#### For the year ended 31 March 2020

	Ticket sales and commission	Theatre and room hire and library service charges	Front of house sales and commission	Recharge income	Total
	£	£	£	£	2020
	£	£	£	£	£
Sales within charitable activities	227,820	90,715	54,267	7,924	380,726
	<u>227,820</u>	<u>90,715</u>	<u>54,267</u>	<u>7,924</u>	<u>380,726</u>
Analysis by fund					
Unrestricted funds	227,820	90,715	54,267	7,924	380,726
	<u>227,820</u>	<u>90,715</u>	<u>54,267</u>	<u>7,924</u>	<u>380,726</u>

### 4 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	44	116
	<u>44</u>	<u>116</u>

### 5 Other income

	2021	2020
	£	£
Cafe franchise and service charges	732	25,846
Museum and Galleries Exhibition Tax Credits	7,500	-
	<u>8,232</u>	<u>25,846</u>

# QUEENS HALL ARTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 6 Raising funds

	Designated funds	Restricted funds	Total	Restricted funds
	2021 £	2021 £	2021 £	2020 £
<u>Fundraising and publicity</u>				
Staff costs	12,000	16,850	28,850	18,476
Support costs	-	-	-	621
	<u>12,000</u>	<u>16,850</u>	<u>28,850</u>	<u>19,097</u>
Fundraising and publicity	<u>12,000</u>	<u>16,850</u>	<u>28,850</u>	<u>19,097</u>
	<u>12,000</u>	<u>16,850</u>	<u>28,850</u>	<u>19,097</u>

### 7 Charitable activities

	2021 £	2020 £
Staff costs	213,214	238,656
Depreciation and impairment	21,258	21,258
Operation of arts services - activities undertaken directly and support costs	145,546	436,117
	<u>380,018</u>	<u>696,031</u>
Governance costs	2,500	2,500
	<u>382,518</u>	<u>698,531</u>
<b>Analysis by fund</b>		
Unrestricted funds	329,786	645,632
Designated funds	721	19,737
Restricted funds	52,011	33,162
	<u>382,518</u>	<u>698,531</u>

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

# QUEENS HALL ARTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 9 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Art Centre Activities	13	14

#### Employment costs

	2021 £	2020 £
Wages and salaries	198,898	225,763
Social security costs	7,413	11,139
Other pension costs	18,903	20,230
	<u>225,214</u>	<u>257,132</u>

Full time equivalent of these employees equated to 9 (2020 - 9).

There were no employees whose annual remuneration was £60,000 or more.

### 10 Tangible fixed assets

	Leasehold property improvements £	Plant and machinery £	Fixtures, fittings & equipment £	Total £
<b>Cost</b>				
At 1 April 2020	700,266	44,942	68,118	813,326
At 31 March 2021	<u>700,266</u>	<u>44,942</u>	<u>68,118</u>	<u>813,326</u>
<b>Depreciation and impairment</b>				
At 1 April 2020	154,570	41,616	39,241	235,427
Depreciation charged in the year	7,288	1,596	12,374	21,258
At 31 March 2021	<u>161,858</u>	<u>43,212</u>	<u>51,615</u>	<u>256,685</u>
<b>Carrying amount</b>				
At 31 March 2021	<u>538,408</u>	<u>1,730</u>	<u>16,503</u>	<u>556,641</u>
At 31 March 2020	<u>545,696</u>	<u>3,326</u>	<u>28,877</u>	<u>577,899</u>

All tangible fixed assets are used in furtherance of the Charity's Objects.



# QUEENS HALL ARTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 11 Stocks

	2021 £	2020 £
Raw materials and consumables	900	3,500

### 12 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	12,431	11,586
Other debtors	29,817	34,509
	42,248	46,095

### 13 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	-	7,920
Trade creditors	8,600	21,704
Other creditors	9,836	27,266
Accruals and deferred income	56,260	72,135
	74,696	129,025

### 14 Retirement benefit schemes

#### Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit and loss in respect of defined contribution schemes was £18,903 (2020 - £20,230).

# QUEENS HALL ARTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 15 Restricted funds

The income funds of the charity include restricted funds comprising the following balances of donations and grants held on trust for specific purposes:

	Movement in funds					Movement in funds					
	Balance at 1 April 2019	Incoming resources	Resources expended	Transfers	Investments gains/losses	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Investments gains/losses	Balance at 31 March 2021
	£	£	£	£	£	£	£	£	£	£	£
Capital Grant Funds	469,855	-	(6,027)	-	-	463,828	-	(6,027)	-	-	457,801
The Kellett Fund/The Wellesley Trust Fund at the Community Foundation serving Tyne & Wear and Northumberland	2,500	20,500	(12,672)	-	-	10,328	19,430	(19,758)	-	-	10,000
Catalyst Evolve, Arts Council England	19,097	-	(19,097)	-	-	-	-	-	-	-	-
ACE - Studio Grant	-	-	-	-	-	-	14,576	(14,576)	-	-	-
Reach - Audience Development Start	-	-	-	-	-	-	3,000	(3,000)	-	-	-
Journey to Jordon	-	1,198	(1,198)	-	-	-	900	-	-	-	900
The 1989 William Charitable Trust	1,875	-	(1,875)	-	-	-	500	(500)	-	-	-
Shears Foundation	-	3,000	-	-	-	3,000	-	(3,000)	-	-	-
Theatre Tickets for Kids	-	1,990	(1,990)	-	-	-	-	-	-	-	-
Future Arts Centres' Travel Grant	-	1,750	(500)	-	-	1,250	-	-	-	-	1,250
Sunderland Culture	-	500	(500)	-	-	-	-	-	-	-	-
HCP Vikings	-	5,000	(5,000)	-	-	-	-	-	-	-	-
Here and Now	-	3,400	(3,400)	-	-	-	-	-	-	-	-
ACE Recovery Grant Money	-	-	-	-	-	-	12,000	(12,000)	-	-	-
	-	-	-	-	-	-	10,000	(10,000)	-	-	-
	493,327	37,338	(52,259)	-	-	478,406	60,406	(68,861)	-	-	469,951

## QUEENS HALL ARTS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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#### 15 Restricted funds

(Continued)

The capital grants from Northumberland County Council and Tynedale District Council, including the new Creative Spaces funds, together with phase one and two income, are for long term development, improvement and refurbishment of the Queens Hall. The resources expended represents the depreciation charge for the year on the these restricted fund fixed assets. All capital funds are represented by capital assets.

The Kellett Fund/The Wellesley Trust Fund at the Community Foundation serving Tyne & Wear and Northumberland - This represents grants received for the purposes of developing and delivering creative participatory projects in the community.

Catalyst Evolve, Arts Council England - This represents grant funding to expand fundraising capacity over a three year period.

Start - This represents income for the purposes of providing workshops and theatre tickets.

The 1989 Willian Charitable Trust - This represents grants received for the purposes of contributing to core costs to enhance and extend outreach and community work.

Shears Foundation - This represents grants received for the purposes of delivering creative environmental work in schools.

Theatre Tickets for Kids - This represents funding for the purposes of subsidising theatre tickets for schools in the local area.

Futures Arts Centres' Travel Grant - This represents funding for the purposes of of making connections to support international working.

Sunderland Culture - This represents grants received for the purposes of the production of "A Viking Christmas".

HCP Viking - This represents funding received for the purposes of the production of "A Viking Christmas".

ACE - Studio Grant - This was awarded for QHA Opening Doors Project which reconfigures the backstage, studio and dressing rooms to ensure they are accessible for performers, audiences and staff

Reach - Audience Development - This was funding to support marketing and outreach activity that reaches out to non-arts attendees.

Here and Now - ACE and Future Arts Centres funding to marking The National Lottery's 25th birthday.

ACE Recovery Grant Money - funds to build reserves to replace those used early in the pandemic as well as build reserves to help support QHA through an uncertain future.

# QUEENS HALL ARTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 16 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds						Balance at 31 March 2021
	Balance at 1 April 2019	Incoming resources	Resources expended	Balance at 1 April 2020	Resources expended	Transfers	
	£	£	£	£	£	£	£
Capital Refurbishment - Toilets	30,217	-	(394)	29,823	(394)	-	29,429
Phase 2 Development Project	25,422	-	(327)	25,095	(327)	-	24,768
Building Development Fund	6,005	-	-	6,005	-	36,078	42,083
Mark Jon Bolderson Percussion Fund	1,205	-	-	1,205	-	-	1,205
Art with Heart	7,868	236	(4,972)	3,132	-	-	3,132
Dementia Friendly Activity	-	15,682	(4,242)	11,440	-	-	11,440
Children's Theatre Outreach	-	5,000	(1,500)	3,500	-	-	3,500
Arts Council Catalyst Match	-	63,302	(8,302)	55,000	(12,000)	-	43,000
Covid Reserve	-	-	-	-	-	75,000	75,000
	<u>70,717</u>	<u>84,220</u>	<u>(19,737)</u>	<u>135,200</u>	<u>(12,721)</u>	<u>111,078</u>	<u>233,557</u>

The Capital Refurbishment and the Phase 2 Development Funds represents funds previously set aside and expended for capital development, improvement and refurbishment of the Queens Hall. The resources expended represents the depreciation for the year on these designated fund fixed assets.

The Building Fund represents a provision set aside to finance larger periodical building maintenance and developments that are not carried out on an annual basis.

The Art With Heart Fund represents income to support projects associated with the subject of bereavement.

Dementia Friendly Activity represents funds set aside for the purposes of helping those with Dementia and their families access the venue and arts activities.

Childrens' Theatre Outreach represents funds set aside for the purpose of support Children and families access theatre.

Arts Council Catalyst Match represents funds set aside for the purpose of supporting fundraising and communications activity.

M J Bolderson Percussion Fund – funding to support young people access percussion performances and activity

Art with Heart – funding reserved for activity around the subject of bereavement

Covid Reserve - these funds are designated to mitigate the costs associated with reopening the venue including Covid security measures, restricted audiences, staff and volunteer training.

# QUEENS HALL ARTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 17 Analysis of net assets between funds

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:								
Tangible assets	44,643	54,197	457,801	556,641	59,153	54,918	463,828	577,899
Current assets/(liabilities)	220,506	179,360	12,150	412,016	(26,951)	80,282	14,578	67,909
	<u>265,149</u>	<u>233,557</u>	<u>469,951</u>	<u>968,657</u>	<u>32,202</u>	<u>135,200</u>	<u>478,406</u>	<u>645,808</u>

The restricted fund balance is made up of the cash expended on the capital development of the Queens Hall and cash set aside for other projects.

# QUEENS HALL ARTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### 18 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

19 Cash generated from operations	2021 £	2020 £
Surplus for the year	322,849	40,650
Adjustments for:		
Investment income recognised in statement of financial activities	(44)	(116)
Amortisation and impairment of intangible assets	721	721
Depreciation and impairment of tangible fixed assets	20,537	20,537
Movements in working capital:		
Decrease in stocks	2,600	-
Decrease/(increase) in debtors	3,847	(31,627)
(Decrease)/increase in creditors	(54,329)	24,649
<b>Cash generated from operations</b>	<b>296,181</b>	<b>54,814</b>