



Ponteland Memorial Hall

Trustees' Annual Report

1 April 2022 – 31 March 2023

*Ponteland Memorial Hall at the heart of the community
serving residents in Ponteland and the surrounding area*

Ponteland Memorial Hall

Legal and Administrative Information

Ponteland Memorial Hall is a Charitable Incorporated Organisation Number 1188263

Address

Ponteland Memorial Hall

Darras Road

Ponteland

Newcastle upon Tyne

NE20 9NX

Trustees during the period

Robert Ramsay (Chair until 8 September 2022) (Resigned 30 September 2022)

David Goodchild (Resigned 30 September 2022)

Peter Cowey (Resigned 6 October 2022)

Victoria James (Resigned 6 October 2022)

Emma Patterson

Balaji Dorani

Jacqueline Walker

Dominic McVey (Elected 23 June 2022 (Resigned 22 December 2022)
(Elected 24 February 2023)

John Harrison (Elected 8 September 2022) (Chair from 8 September 2022)

John Lowdon (Elected 8 September 2022)

Steve Colman (Elected 8 September 2022)

Gareth Turney (Elected 3 November 2022)

Alan Hall (Elected 1 December 2022)

Victoria Grace (Elected 26 January 2023)

Gavin Townsend (Elected 26 January 2023)

Ponteland Memorial Hall

Financial Period

1 April 2022 – 31 March 2023

Serious Incidents

None

Fundraising

During the period:

- Funds were raised from the public.
- The charity did not work with any professional fundraisers.
- The charity did not work with any commercial participators.

Grant Making

During the period the charity did not issue any grants.

Income from government contracts

During the period the charity did not receive income from contracts (other than grant agreements) with central government or local authorities.

Income from government grants

During the period the charity received grants of

- £3,272 from Ponteland Town Council for CCTV
- £2,750 from Ponteland Town Council for Strategic Consultancy

Income from outside the UK

During the period the charity received no income from outside the UK.

Operating and spending outside England and Wales

During the period the charity did not send money or operate outside England and Wales.

Ponteland Memorial Hall

Subsidiaries

The charity does not have any subsidiaries.

Trustee payments

None of the trustees received any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses.

Employees

None of the employees received total employee benefits in excess of £60,000.

Volunteers

During the period, excluding the trustees, the charity had no UK volunteers.

Financial controls

The financial controls were reviewed on 6 October 2022

Objects

The objects of the charity are:

To further or benefit the residents of Ponteland and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power:

To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

The Trustees continue to maintain and operate The Ponteland Memorial Hall, a valuable community and historic asset. The Trustees' ambition is to make the building and its facilities centre stage in Ponteland as it enters its second century. Local people of all ages, backgrounds and abilities will benefit from a welcoming and well-run facility.

Ponteland Memorial Hall

Activity

In the summer of 2022, a new group of individuals came together to take control of the charity reverse its decline, avoid bankruptcy and return it to its previous position as a popular community asset.

The first task was strengthening governance. A new team of Trustees was put together. They come from a diverse set of backgrounds including a number with business, commercial, hospitality and entertainment experience. All are enthusiastic and passionate about making the Hall a success. A new Chair, Vice Chair and Treasurer were appointed and are supported by Community, Services and Development committees. Delegated authority has been tightened. The Trustees now meet formally monthly. These meetings and control procedures ensure sound management and smooth operation of the Hall.

A great deal of work has been undertaken to introduce modern systems. On the business side new online accounting and room booking systems have been introduced. New CCTV has been installed (with support from Ponteland Town Council).

To address the financial deficit all staff were made redundant, and the Hall is now operated through a combination of the Trustees, volunteers, hirer self-setup and professional cleaners. A detailed review of expenditure has already yielded benefits with reduced heating, insurance and telecoms costs.

The Hall's target market is based around existing users of the Hall but with the intention to improve the facilities, booking arrangements and making the Hall more welcoming to new users. The Trustees are convinced that with a fresh approach, promotion via social media along with other routes to market new users can be attracted to the Hall. The Hall's versatility with offerings such as a licensed bar run by the well-respected Pont Tap team and ample parking will be promoted. It is central to the Trustee's approach to be user friendly and with the emphasis on community involvement.

Ponteland Memorial Hall

Activity (cont)

As part of this new approach, we have announced the removal of the unpopular Parking Eye car parking management system which will take effect during June 2023. This decision has been well received across the community. We have reached out to Ponteland Town Council and other stakeholders including Ponteland Tennis and Bowling Clubs and so that any new arrangements for car parking management at the Hall will have their support. The Hall is now open seven days a week where previously it was five.

Stabilizing the financial position of the Hall has been an essential element of the turnaround plan. Through a combination of cost reduction, increasing activity and husbanding cash the Hall operations will, going forward, generate a surplus. A careful balance has been sought with commercial style activities making a full contribution with support for more community style events.

Although a return to generating surpluses bodes well for the future of the Hall, its reserves have been run down to a low level which in itself is a significant risk. In addition to bringing the reserves up to an appropriate level the Hall urgently needs a programme of investment. This investment will encompass improvements to the Hall facilities as well undertaking essential repairs.

Unfortunately, the level of investment required in the near term is more than can be realized using retained surplus. A programme to identify and source grants is underway. This is already proving to be challenging for a number of reasons: Previous interactions with funding bodies, socio-economic status of Ponteland and the economic downturn. The quicker we can obtain the investment is obtained the quicker the Hall can be repaired and then improved.

Nevertheless, the outcome over the next two to three years will be a Hall which is:

- in a good state of repair
- well-managed and financially sound
- secured its place as central to community life and activities in Ponteland.
- seen by the local populace as their hall and their community facility.

Ponteland Memorial Hall

Aims

To bring professional management to the Hall's operations and finances. It is a registered charity, but it has to generate income to meet its operating costs and to produce surpluses for investment in the Hall's facilities.

For the Hall to gain recognition as a user-friendly place. The Trustees want to see community involvement and engagement. Events linked with friends and family will be encouraged. The Trustees intend to seek out ways to work with and collaborate with other charities and voluntary groups.

To modernise and improve the Hall's facilities and to make the customer experience a favourable one from booking to conclusion.

Immediate Goals

When the new group of Trustees took over in the Autumn a turnaround plan was developed to achieve the following within a year:

- Booking of the Hall facilities to be as quick and easy as possible
- Immediate online access re Hall availability
- Facilities to be clean and well-presented
- Hall to be secure with modern lighting, locks and systems
- Easy customer access to car parking
- Any urgent repairs to be undertaken
- Hall to be on a sound financial footing
- Pursuit of programme of investment in Hall facilities

We are making good progress in achieving them.

Ponteland Memorial Hall

Target Market and Offering

The Hall, one of the largest community buildings in Northumberland, is a flexible space for events, parties, and functions. The Hall is quite unique in Ponteland in the scale and range of facilities available. We have carefully assessed what we can offer against other locally available facilities. This extends from sit down dinners for 150 people to theatre-style shows and celebrations for up to 260.

Our recently updated website (www.pontelandmemorialhall.com) sets out details of rooms, seating and table arrangements together with user friendly rental packages and options.

Over the last six months there have been an increasing number of enquiries and bookings. The word seems to be out about the Hall being open to new ideas and events.

The level of interest shown leads us to believe that our fresh, user-friendly approach, our versatility and our hire rates are together demonstrating real interest in the markets which we are seeking to serve.

Much as we wish to develop a successful operation for the hire of the hall for weddings, engagements, birthday parties, concerts, dance, arts and craft, markets and theatrical productions, the Trustees intend to create an ambitious programme of events produced by the Hall itself. Some of the events planned by the Hall for 2023 include:

- | | |
|-------------------|--------------------------|
| • 7 May 2023 | Coronation Tea Party |
| • 19 -21 May 2023 | Alan Reed Art Exhibition |
| • 17 Jun 2023 | Country Night |
| • TBC Autumn 2023 | Charity Retro Disco |
| • 24-25 Nov 2023 | Winter Ale Festival |

2023/26 onwards

Going forward we aim to develop an income stream from letting out the Bungalow although this will require a significant amount of investment to refurbish it. We hope to maintain some income from an alternative car parking management system to Parking Eye.

Ponteland Memorial Hall

Immediate Repairs & Capital Spend Programme

The Hall is in need of some significant immediate repairs. The Lounge roof leaks badly and requires replacing. The rear store has floor and roof water ingress damage and also requires repair. Once repaired it will be converted into a separate dressing room to help us accommodate theatrical productions with children.

It would also be of major benefit to carry out some upgrades such as the toilet facilities located at the front of the Hall. In addition, there are some very large capital projects which would help to modernise the Hall and improve its appeal to hirers and users.

The Trustees have contact information for a number of funding bodies which are in the market to support community facilities such as Ponteland Memorial Hall. It is the intention to progressively approach these organisations. The Trustees also have access to specialist advice to help with developing bids and improve the chances of success with applications for funding.

The Trustees consider that the details set out in this plan demonstrate the significant change in direction which has begun to take place at the Memorial Hall. The projected revenues, the containment of costs, the introduction of robust systems and controls all point towards a well-run, community-orientated, local facility.

Independent examiner's report to the trustees of Ponteland Memorial Hall

I report to the charity trustees on my examination of the accounts of Ponteland Memorial Hall (the Trust) for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.



Brian Russell FCA

The Institute of Chartered Accountants in England and Wales

Russell & Co.
1st Floor, The Smithyside
7 Bell Villas
Ponteland
Newcastle upon Tyne
NE20 9BD

Date: ..19 January 2024

Ponteland Memorial Hall

Statement of Financial Activities for the Year Ended 31 March 2023

	Notes	2023 Unrestricted fund	2022 Total funds
		£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	2	6,050	38,564
Other trading activities	3	53,867	45,049
Investment income		26	-
Total		59,943	83,613
EXPENDITURE ON			
Raising funds		4,911	180
Other		85,375	82,843
Total		90,286	83,023
NET INCOME/(EXPENDITURE)		(30,343)	590
RECONCILIATION OF FUNDS			
Total funds brought forward		55,009	54,419
TOTAL FUNDS CARRIED FORWARD		24,666	55,009

The notes on pages 14 to 18 form part of these financial statements

Ponteland Memorial Hall

Balance Sheet 31 March 2023

	Notes	2023	2022
		Unrestricted fund	Total funds
		£	£
FIXED ASSETS			
Tangible assets		5,126	-
CURRENT ASSETS			
Cash at bank		21,040	55,009
NET CURRENT ASSETS		21,040	55,009
TOTAL ASSETS LESS CURRENT LIABILITIES		26,166	55,009
ACCRUALS AND DEFERRED INCOME		(1,500)	-
NET ASSETS		24,666	55,009
FUNDS			
Unrestricted funds		24,666	55,099
TOTAL FUNDS		24,666	55,099

The financial statements were approved by the Board of Trustees and authorised for issue on 19 January 2024 and were signed on its behalf by:

.....
J Harrison - Trustee

Ponteland Memorial Hall

Notes to the Financial Statement – continued for the Year Ended 31 March 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant & Machinery	25% straight line
Fixtures & fittings	25% straight line

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Ponteland Memorial Hall

Notes to the Financial Statement – continued for the Year Ended 31 March 2023

2. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Fundraising events	43	-
Room bookings	38,814	30,475
Bar income (Gross)	6,024	478
Tennis and Bowls Clubs	1,895	1,634
Car parking	7,091	5,706
CJRS - Furlough	-	4,954
Other income	-	1,802
	<hr/> 53,867	<hr/> 45,049

3. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	26	-
	<hr/> 26	<hr/> -

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Ponteland Memorial Hall

Notes to the Financial Statement – continued for the Year Ended 31 March 2023

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	38,564
Other trading activities	45,049
Total	83,613
EXPENDITURE ON	
Raising funds	180
Other	82,843
Total	83,023
NET INCOME	590
RECONCILIATION OF FUNDS	
Total funds brought forward	54,419
TOTAL FUNDS CARRIED FORWARD	55,009

6. TANGIBLE FIXED ASSETS

	Plant & Machinery £	Fixtures & fittings £	Totals £
COST			
Additions	3,272	3,563	6,835
DEPRECIATION			
Charge for the year	818	891	1,709
NET BOOK VALUE			
At 31 March 2023	2,454	2,672	5,126
At 31 March 2022	-	-	-

7. ACCRUALS AND DEFERRED INCOME

	2023 £	2022 £
Accruals and deferred income	1,500	-

Ponteland Memorial Hall

Notes to the Financial Statement – continued for the Year Ended 31 March 2023

8. MOVEMENT IN FUNDS

	At 1/4/22 £	Net movement in funds £	At 31/03/23 £
Unrestricted funds			
General fund	55,009	(30,343)	24,666
TOTAL FUNDS	55,009	(30,343)	24,666

Net movement in funds, included in the are as follows

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	59,943	(90,286)	(30,343)
TOTAL FUNDS	59,943	(90,286)	(30,343)

Comparatives for movement in funds

	At 1/4/21 £	Net movement in funds £	At 31/03/22 £
Unrestricted funds			
General fund	54,419	590	55,009
TOTAL FUNDS	54,419	590	55,009

Comparative net movement in funds, included in the are as follows

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	83,613	(83,023)	590
TOTAL FUNDS	83,613	(83,023)	590

Ponteland Memorial Hall

Notes to the Financial Statement – continued for the Year Ended 31 March 2023

8 MOVEMENT IN FUNDS – continued

A current 12 months and prior 12 months combined position is as follows:

	At 1/4/21 £	Net movement in funds £	At 31/03/23 £
Unrestricted funds			
General fund	54,419	(29,753)	24,666
TOTAL FUNDS	54,419	(29,753)	24,666

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	143,556	(173,309)	(29,753)
TOTAL FUNDS	143,556	(173,309)	(29,753)

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

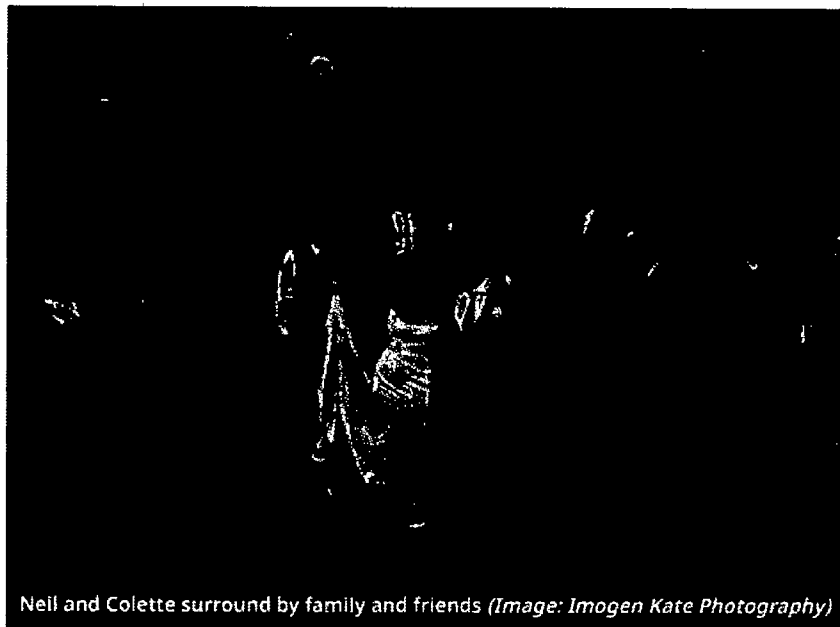
Ponteland Memorial Hall

Detailed statement of Financial Activities for the Year Ended 31 March 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations		2,468
Grants	6,050	36,096
	6,050	38,564
Other trading activities		
Fundraising events	43	-
Room bookings	38,814	30,475
Bar income (Gross)	6,024	478
Tennis and Bowls Clubs	1,895	1,634
Car parking	7,091	5,706
CJRS - Furlough	-	4,954
Other income	-	1,802
	53,867	45,049
Investment income		
Deposit account interest	26	-
Total incoming resources	59,943	83,613
EXPENDITURE		
Other trading activities		
Bar purchases	4,911	180
Support costs		
Management		
Wages	33,035	34,764
Rates and water	4,018	2,923
Insurance	5,000	4,689
Light and heat	4,459	4,906
Telephone	1,444	1,789
Repairs and renewals	12,752	32,220
Advertising	241	38
Sundries	4,168	-
Cleaning & waste	2,917	1,199
	68,034	82,528
Finance		
Plant and machinery	818	-
Fixtures and fittings	891	-
	1,709	-
Finance Other		
Computer costs	586	-
Governance costs		
Accountancy and legal	15,046	315
Total resources expended	90,286	83,023
Net (expenditure)/income	(30,343)	590

This page does not form part of the statutory financial statements

Appendix



Neil and Colette surround by family and friends (Image: Imogen Kate Photography)

"We would like to say thank you to ... the Memorial Hall where the staff were fantastic ..."

Neil Winchester and Colette Parks, Hexham Courant 26 March 2023



"Thank you very much to you and your colleagues for all the support and help you all provided which enabled us to produce our first show as an independent society. We were all so happy with the outcome and we also have a lot of very happy children and parents!" Carole Davies –

Producer Ponteland Preppies 28 March 2023