



Ponteland Memorial Hall

Trustees' Annual Report

1 April 2023 – 31 March 2024

*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

Karen Buckham	(Elected 25 January 2024)
Steve Colman	
Balaji Dorani	(Vice-Chair)
Victoria Grace	(Resigned 30 November 2023)
Alan Hall	(Resigned 26 October 2023)
John Harrison	(Chair)
Charles Laidlaw	(Elected 30 November 2023)
John Lowdon	
Dominic McVey	
Colin Ord	(Elected 27 April 2023)
Emma Patterson	
Vinita Raheja	(Elected 27 April 2023, Resigned 26 September 2024)
Adam Storey	(Elected 29 February 2024)
Gavin Townsend	(Elected 26 January 2023, Resigned 30 May 2024)
Gareth Turney	(Resigned 23 October 2023)
Jackie Walker	(Resigned 29 June 2023)

Ponteland Memorial Hall

Financial Period

1 April 2023 – 31 March 2024

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 received the following income from contracts (other than grant agreements) with central government or local authorities:

£330.00 from NHS Blood and Transplant

Income from government grants

During the period the charity received grants of

- £10,000 from Ponteland Town Council for Roof Repairs
- £6,600 from Ponteland Town Council for Heating Repairs and Control Upgrades
- £5,000 From Northumberland County Council (Community Chest) for Roof Repairs

Income from outside the UK

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

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Operating and spending outside England and Wales

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

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.

Ponteland Memorial Hall

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

The focus of the Trustees during the period 1 April 2023 – 31 March 2024 has been to build on the changes to the Hall's governance and operations implemented during the previous year.

Although a number of Trustees left during this period they were replaced by new Trustees with an equally diverse set of backgrounds including a number with business and commercial experience. All are enthusiastic and passionate about making the Hall a success. It is a testament to the approach to governance at the Hall that these new Trustees have been inducted and have made valuable contributions soon after joining.

Although the number of Trustees will normally be kept at around 12, the Constitution was amended so that the maximum number of Trustees is 15.

Historic records for the hall dating back to 1922 have been deposited with Northumberland Archives.

New online accounting and room booking systems have been consolidated. Heating controls have been upgraded and can now be controlled remotely.

The Hall organised a number of events during the period:

Coronation Tea Party

Ponteland Antiques show

Charity Retro Disco

Ponteland Winter Ale Festival

Remembrance Day Refreshments

Ponteland Memorial Hall

Major refurbishment of the Upper Lounge has been undertaken. This includes the laying of a Harlequin professional dance floor, redecoration, installation of air conditioning, installation of ballet barres and a new sound system to form a dedicated dance studio. Rebranded as “the Studio” it was opened by the Mayor of Ponteland Cllr Overbury in November 2023.

The new Studio has attracted a leading regional dance school as a principal dance school at the Hall and various other activities including pilates and Zumba.

The Ponteland Repertory Society and Preppies Youth Theatre present numerous productions throughout the year in the Hall.

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 its fresh approach, promotion via social media along with other routes to market is attracting new users 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.

The turnaround plan has successfully turned a deficit from 2022-23 of -£30,343 to a surplus of £30,497. The majority of the surplus was invested in the Studio.

Unfortunately, the level of investment required in the near term is more than can be realized using retained surplus. A programme of identifying and applying for 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 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

Ponteland Memorial Hall

- secured its place as central to community life and activities in Ponteland.
- seen by the local populace as their hall and their community facility.

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 2022 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

All of these have been achieved.

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.

Enquiries and bookings are healthy and the hall feels a lot busier with weddings, engagements, birthday parties, concerts, dance, arts and craft, markets and theatrical productions.

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.

2024/26 onwards

Going forward we are working towards developing an income stream from letting out the Bungalow although this will require a significant amount of investment to refurbish it.

14 January 2025

Ponteland Memorial Hall

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 2024.

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: 16 January 2025

Ponteland Memorial Hall

Statement of Financial Activities for the Year Ended 31 March 2024

	Notes	2024	2023
		Unrestricted & total funds	Total funds
		£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	5	22,186	6,050
Other trading activities	2, 5	88,557	53,867
Investment income	3, 5	32	26
Total		110,775	59,943
EXPENDITURE ON			
Raising funds		8,928	4,911
Other		71,351	85,375
Total		80,279	90,286
NET INCOME/(EXPENDITURE)		30,496	(30,343)
RECONCILIATION OF FUNDS			
Total funds brought forward		24,666	55,009
TOTAL FUNDS CARRIED FORWARD		55,162	24,666

The notes on pages 13 to 18 form part of these financial statements

Ponteland Memorial Hall

Balance Sheet 31 March 2024

	Notes	2024 Unrestricted & total funds £	2023 Total funds £
FIXED ASSETS			
Tangible assets	6	20,634	5,126
CURRENT ASSETS			
Debtors	7	2,225	-
Cash at bank		35,737	21,040
NET CURRENT ASSETS		37,962	21,040
Creditors: amounts falling due within one year	8	(1,674)	-
TOTAL ASSETS LESS CURRENT LIABILITIES		56,922	26,166
ACCRUALS AND DEFERRED INCOME	9	(1,760)	(1,500)
NET ASSETS		55,162	24,666
FUNDS			
Unrestricted funds		55,162	24,666
TOTAL FUNDS		55,162	24,666

The financial statements were approved by the Board of Trustees and authorised for issue on 16 January 2025 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 2024

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 2024

2. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Fundraising events	4,675	43
Room bookings	64,693	38,814
Bar income (Gross)	10,849	6,024
Tennis and Bowls Clubs	2,840	1,895
Car parking	3,450	7,091
Other income	1,474	-
Garage rental	576	-
	88,557	53,867

3. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	32	26

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Ponteland Memorial Hall

Notes to the Financial Statement – continued for the Year Ended 31 March 2024

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	6,050
Other trading activities	53,867
Investment income	26
Total	<hr/> 59,943 <hr/>
EXPENDITURE ON	
Raising funds	4,911
Other	85,375
Total	<hr/> 90,286 <hr/>
NET INCOME	(30,343)
RECONCILIATION OF FUNDS	
Total funds brought forward	55,009
TOTAL FUNDS CARRIED FORWARD	<hr/> 24,666 <hr/>

Ponteland Memorial Hall

Notes to the Financial Statement – continued for the Year Ended 31 March 2024

6. TANGIBLE FIXED ASSETS

	Plant & Machinery £	Fixtures & fittings £	Totals £
COST			
As at 1 April 2023	3,272	3,563	6,835
Additions	2,359	20,597	22,956
As at 31 March 2024	5,631	24,160	29,791
DEPRECIATION			
As at 1 April 2023	818	891	1,709
Charge for the year	1408	6,040	7,448
As at 31 March 2024	2,226	6,931	9,157
NET BOOK VALUE			
At 31 March 2024	3,405	17,229	20,634
At 31 March 2023	2,454	2,672	5,126

7. DEBTORS

	2024 £	2023 £
Trade debtors	1,110	-
Other debtors	106	-
Prepayments and accrued income	1,009	-
	2,225	-

8. CREDITORS: amounts falling due within one year

	2024 £	2023 £
Taxation and social security	37	-
Other creditors	1,637	-
	1,674	-

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Notes to the Financial Statement – continued for the Year Ended 31 March 2024

9. ACCRUALS AND DEFERRED INCOME

	2024	2023
	£	£
Accruals and deferred income	1,760	1,500

10. MOVEMENT IN FUNDS

	At 1/4/23 £	Net movement in funds £	At 31/03/24 £
Unrestricted funds			
General fund	24,666	30,496	55,162
TOTAL FUNDS	24,666	30,496-	55,162

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	110,775	(80,279)	30,496
TOTAL FUNDS	110,775	(80,279)	30,496

Comparatives for 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

Comparative 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)

Ponteland Memorial Hall

Notes to the Financial Statement – continued for the Year Ended 31 March 2024

10. MOVEMENT IN FUNDS – continued

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

	At 1/4/22 £	Net movement in funds £	At 31/03/24 £
Unrestricted funds			
General fund	55,009	153	55,162
TOTAL FUNDS	55,009	153	55,162

The 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	170,718	(170,565)	153
TOTAL FUNDS	170,718	(170,565)	153

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

PONTELAND MEMORIAL HALL

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

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	486	
Grants	21,700	6,050
	22,186	6,050
Other trading activities		
Fundraising events	4,675	43
Room bookings	64,693	38,814
Bar income (Gross)	10,849	6,024
Tennis and Bowls Clubs	2,840	1,895
Car parking	3,450	7,091
Other income	1,474	-
Garage rental	576	-
	88,557	53,867
Investment income		
Deposit account interest	32	26
	32	26
Total incoming resources	110,775	59,943
EXPENDITURE		
Other trading activities		
Bar purchases	6,298	4,911
Event purchases	2,630	-
	8,928	4,911
Support costs		
Management		
Wages	3,371	33,035
Rates and water	4,206	4,018
Insurance	4,912	5,000
Light and heat	8,646	4,459
Telephone	783	1,444
Repairs and renewals	22,168	12,752
Advertising	1,682	241
Sundries	512	4,168
Cleaning & waste	9,814	2,917
	12,008	68,034
Finance		
Plant and machinery	1,408	818
Fixtures and fittings	6,040	891
	7,448	1,709

This page does not form part of the statutory financial statements

PONTELAND MEMORIAL HALL

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

	2024 £	2023 £
Finance Other		
Subscriptions	1,121	
Computer costs	1,661	586
Donations	475	
	<hr/> 3,257	<hr/> 586
Governance costs		
Accountancy and legal	2,055	2,162
Legal fees	0	12,884
Other professional fees	2,158	
	<hr/> 4,213	<hr/> 15,046
Total resources expended	<hr/> 80,279	<hr/> 90,286
Net income/(expenditure)	<hr/> 30,496	<hr/> (30,343)

This page does not form part of the statutory financial statements