

**PONTHIR VILLAGE HALL**  
(A registered Charity)

**CHARITY NUMBER 524348**

TRUSTEES REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 March 2025

Richard Alsept Chartered Accountant  
16 Burlington Terrace  
Cardiff  
CF5 1GG

PONTHIR VILLAGE HALL

**LEGAL AND ADMINISTRATIVE INFORMATION**

NAME OF CHARITY: Ponthir Village Hall

ORGANISATION TYPE: Charity

REGISTERED No: 1198034

TRUSTEES: Paul Buffery  
Neale Wood  
Karl Gauden  
Myfanwy Bowen  
Philip Kenney

PRINCIPAL OFFICE: Ponthir Village Hall  
Caerleon Road  
Ponthir  
Gwent  
NP18 1GX

INDEPENDENT EXAMINER: Richard Alsept Chartered Accountant  
16 Burlington Terrace  
Cardiff  
CF5 1GG

BANKERS: Lloyds Bank

## PONTHIR VILLAGE HALL

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## **TRUSTEES REPORT FOR THE PERIOD ENDED 31 MARCH 2025**

### **Introduction**

The Trustees present their report and the financial statements for the year ended 31 March 2025.

The Trustees have prepared the annual report and financial statements in accordance with the provisions of the statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in January 2019.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governance**

Ponthir Village Hall (PVH) is a registered charity which is managed by a board of trustees (BOT) according to a new constitution adopted in November 2022. Prior to the new constitution the charity was managed according to the original deed of trust adopted in 1966.

### **Trustees**

The Board of Trustees consists of a maximum of 12 trustees, who are charity trustees for the purpose of charity law. Up to 7 are nominated by appointing local bodies and the remaining are elected trustees. As of July 2025, there are 5 current trustees. A number of trustees left during the last year having worked extremely hard to deliver both the improvements funded by the grant funding and the other actions identified when the new team took over at the end of 2022.

All Trustees give their time voluntarily and receive no benefits from the Charity. No Trustee received any remuneration for services as a Trustee during the year ended 31 March 2025. The Trustees and the charity receive support from Torfaen Voluntary Alliance on governance, new trustee induction and other areas.

### **Related parties and relationships with other organisations**

The Charity is not affiliated with any other organisation.

### **Risk Management**

Where appropriate, policies and procedures or systems have been put in place to mitigate the risks the Charity might face. Torfaen Council provides support on key duty of care tasks with key activities managed via their online Ramis system.

Two individuals associated with the running of the hall, prior to the new BOT being appointed in December 2022, have been taking action under employment legislation, claiming unfair dismissal.

## PONTHIR VILLAGE HALL

The current trustees are confident that there is no case to answer and that their unfair dismissal claim will be unsuccessful. There is a current police investigation into the actions of these individuals, and some of their family, when they were in control of the charity and we believe these may lead to criminal charges.

An Employment Tribunal hearing was scheduled for October 2025. However, this was postponed allowing the police criminal investigation into the actions of the claimants to be completed. The police stated under oath to the ET court that the investigation was complex and wide ranging and involved these individuals.

These issues have been reported to the charity commission under a serious incident report originally submitted in January 2023.

### **OBJECTIVES AND ACTIVITIES**

The aim of the charity is to provide a facility (the hall) for social welfare, educational, recreational and leisure time activities with the objective of improving the condition of life for the inhabitants of the local community.

Ponthir Village Hall is popular facility which is used extensively for a wide range of activities and events. Charitable and community activities make up most of these events. The price of hiring the hall for community and charitable groups is kept as low as possible, and the hall is effectively subsidising these activities because the costs of running the hall exceed the prices charged. The hall, therefore, relies on generating revenue from hiring the facility to private users for functions and parties to break even financially.

Overall activity levels increased in the year despite the hall having to close for around 5 weeks to allow improvements to be completed.

### **Achievement and Performance**

The operations and performance of the hall continue to improve. In the financial year 2024 / 2025 the charity obtained a significant amount of grant funding which allowed long overdue improvements to the hall facilities to be completed. The trustees would like to thank all the organizations which helped.

In total over £140K of grant funding was obtained and the planned improvements were successfully delivered on time and within budget. The objective of these improvements was to improve the facilities in order to make the hall more attractive to users, thereby increasing revenues and enabling the charity to be financially self-sufficient.

Key Improvements completed in the last year included the following: -

## PONTHIR VILLAGE HALL

- Major renovation of the building including electrics, low energy lighting, building work, decoration, new flooring and layout improvements
- Investment in the kitchen facilities and additional furniture which has enabling the hall to offer improved catering
- Installation of a solar panel system.
- Creation of an improved website and social media sites.

A huge amount of work was required from the trustees, staff and volunteers to deliver these improvements in a very short timescale, and everyone associated with the charity is grateful for these efforts.

As part of the programme associated with the social enterprise challenge the charity created a detail business plan, and despite ongoing challenges the hall is on track to achieve its objective of increasing the numbers using the facilities, along with being financially self-sufficient by the end of 2026.

Prices for using the hall for charity and community groups were not increased in the year.

### **Ongoing Challenges**

The hall continues to face challenges due to inflation, employment costs and the general issues impacting the hospitality sector. These are being managed and plan to break even financially in the next year.

The charity will limit applications for new grants over the next year because there is a need to absorb the improvements made recently, and also the effort of delivering the recent improvements has put major strain on the trustees and staff.

## **FINANCIAL REVIEW**

The charity remains grateful for the help and support given by local authority and other funders, and by local clubs, groups and residents who have supported and used the Village Hall during the year.

This review covers the 12-month period to 31<sup>st</sup> March 2025.

The charity generates a significant proportion of its operating income from running a bar, from events and from facility hire, together with grant income. Total income in the year ended 31<sup>st</sup> March 2025 was £217,283 (2024: £107,052), this included grant income of £134,666 (2025: £27,726), with £81,748 from the main operating activities. The grants included £133,666 from Local Authority projects, specifically targeted at upgrading and improving the Hall facilities. All of these grants were fully spent in the year.

Total expenditure was £219,908 (2025: £111,728). This included £144,829 on the Hall improvements and upgrades, funded by the grant income referred to above. Other operating charitable costs were £75,079. That meant a small operating, unrestricted fund surplus of £8,538 in the year. The overall deficit, including the restricted grant funded expenditure was a small deficit for the year of £2,625 (2025: £4,726 deficit).

On 31<sup>st</sup> March 2025, total funds were £30,738 (2024: £33,363). Of this amount, £39,204 (2024: £32,653) was held in bank and cash balances. All of the total net funds were unrestricted.

With respect to Hall improvements of a capital nature, the charity has adopted a policy of fully expensing these items to the Statement of Financial Activities in the year of purchase. The charity considers that as all of these items relate to the Hall building and infrastructure, there is minimal commercial or resale value, and therefore there is no carrying value of fixed assets in these accounts.

### **Grant Making Policy**

The Charity does not make grants.

### **Investment Policy**

The charity holds no investments, other than reserve funds held in interest bearing bank deposit accounts, and as such has no formal investment policy.

### **Reserves Policy**

The Trustees aim to have a reserve of sufficient unrestricted funds to cover three months' operating costs, plus exit charges. This figure has been identified following consideration of the main financial risks to the charity. On 31 March 2025 free unrestricted reserves held amounted to approximately 5 months' operating costs, and therefore this policy was met.

The strategy is to continue to maintain reserves through economies of scale wherever possible, suitable cost control, and seeking additional funding to meet essential expenses which underpin the provision of service to members. The Trustees regularly review the level of unrestricted reserves at Management Committee meetings with the aim of ensuring that

a temporary shortfall in grant funding does not have an immediate impact on services for members. Funding is sought against individual projects to enable the charity to fulfil its aims and objectives without a disproportionately high drawdown of unrestricted reserves; the Trustees authorise a new project only when sufficient funds have been obtained.

### **Statement of Trustees' Responsibilities**

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year; in preparing those financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is not appropriate to assume that the charity will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Responsibilities of the Trustees**

Trustees who served during the year and up to the date of this report are set out under Legal and Administrative Information. In accordance with charity law, as the charity's Trustees, we certify that:

- so far as we are aware, there is no relevant information of which the charity's examiner is unaware; and
- as Trustees we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounts information and to establish that the charity's examiner is aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in January 2019).

Approved by the Trustees on 11<sup>th</sup> November 2025 and signed on their behalf by:

Paul Buffery, Treasurer



**INDEPENDENT EXAMINERS REPORT ON THE UNAUDITED FINANCIAL STATEMENTS  
TO THE TRUSTEES OF PONTHIR VILLAGE HALL (the 'Charity').**

I report to the Charity Trustees on my examination of the accounts of the above Charity for the year ended 31<sup>st</sup> March 2025, which are set out on pages 7 to 14.

**Respective and basis of report**

The trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the '2011 Act').

Having satisfied myself that the accounts 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 your charity's accounts as carried out under Section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

In respect of the year ended 31<sup>st</sup> March 2025, I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did 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.

*Richard Alsept*

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Richard Alsept  
Chartered Accountant  
16 Burlington Terrace  
Cardiff  
CF5 1GG

11<sup>th</sup> November 2025

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31 March 2025

		Unrestricted Funds	Restricted Funds	Total y/e 31 March 2025	Total y/e 31 March 2024
	Note	£	£	£	£
<b>INCOME</b>					
Activities and Events	3	31,918	-	31,918	41,555
Donations	3	588	-	588	-
Grants received	3	1,000	133,666	134,666	27,726
Facilities Hire	3	49,830	-	49,830	37,510
<i>Investment income:</i>					
Interest received		281	-	281	261
<b>Total Income</b>		<b>83,617</b>	<b>133,666</b>	<b>217,283</b>	<b>107,052</b>
<b>EXPENDITURE</b>					
Charitable activities	4	75,079	144,829	219,908	111,728
<b>Total Expenditure</b>		<b>75,079</b>	<b>144,829</b>	<b>219,908</b>	<b>111,728</b>
Net Income/(expenditure)		8,538	(11,163)	(2,565)	(4,676)
Transfer between funds		-	-	-	-
Net Movement in Funds		8,538	(11,163)	(2,625)	(4,676)
Funds Reconciliation: Fund balances brought forward		22,200	11,163	33,363	38,039
<b>Fund balances carried forward</b>		<b>30,738</b>	<b>-</b>	<b>30,738</b>	<b>33,363</b>

The statement of financial activities includes all gains and losses in the year / period.  
All incoming resources and resources expended derive from continuing activities.

**BALANCE SHEET AS AT 31 March 2025**

	Notes	March 2025 £	£	March 2024 £	£
FIXED ASSETS	2		-		-
CURRENT ASSETS					
Stock		1,100		1,310	
Cash at bank and in hand		<u>39,204</u>		<u>32,653</u>	
		40,304		33,963	
CURRENT LIABILITIES					
Amounts falling due within one year	6	(9,566)		(600)	
Net Current Assets			9,566		33,363
NET ASSETS			<u>30,738</u>		<u>33,363</u>
Restricted Funds		-		11,163	
Unrestricted General Funds		30,738		22,200	
TOTAL CHARITY FUNDS	11		<u>30,738</u>		<u>33,363</u>

These financial statements were approved by the Board of Trustees on 11<sup>th</sup> November 2025 and signed on its behalf by:

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Paul Buffery, Treasurer and Trustee

## **1 ACCOUNTING POLICIES**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period and in the preceding year.

### **a. Basis of accounting**

The financial statements are prepared under the historical cost convention and in accordance with the provisions of Financial Reporting Standard 102, Section 1a Small Entities, and the Charity Statement of Recommended Practice, (Charities SORP (FRS 102) 2019), as well as the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

### **b. Fund accounting**

Unrestricted funds are incoming resources received or generated for charitable purposes. They are available for use at the discretion of the trustees in the furtherance of the general objectives of the charity.

Restricted funds can only be applied for a particular purpose as defined within their objects.

### **c. Income**

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Income which is received by way of grants, donations and gifts to the charity is included in full in the Statement of Financial Activities upon receipt. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Bank interest and other investment income is included when receivable.
- Income from charitable activities is derived from activities and Hall hire and is accounted for as the charity earns the right to consideration by its performance.

Gift Aid receivable is included in income when there is a valid declaration from the donor.

Volunteers – the value of any volunteer help received is not included in the accounts but is described and acknowledged in the Trustees' report.

**d. Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes unrecoverable VAT.

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Operation and development of the charity includes all costs incurred by the charity in the delivery of its activities and services.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees.

**e. Fixed assets**

Fixed assets are stated at cost less accumulated depreciation.

All small items of a capital nature, together with capital items which are fully grant funded, are fully expensed in the Statement of Financial Activities in the year in which they are purchased.

**f. Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**g. Trade debtors**

Trade debtors are amounts due from funders for merchandise sold or services performed in the ordinary course of business. Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

**h. Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities. Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

## 2. Tangible Fixed Assets

The charity operates from leasehold premises at Ponthir Village Hall. The premises is leased from Torfaen Borough Council at a peppercorn rent. The lease on the premises runs until 2045.

All items of a capital nature purchased by the charity in the year have been fully expensed in the Statement of Financial Activities as expenditure is incurred, and there is no carrying value of fixed assets in these accounts.

## 3. Income

	Unrestricted Funds	Restricted Funds	Total y/e 31 March 2025	Total y/e 31 March 2024
Activities, <i>Hire and Events</i>	£	£	£	£
Bar Sales	31,918	-	31,918	38,348
Facility Hire	49,830	-	49,830	39,574
Donations received	588	-	588	-
	82,336	-	82,336	77,922
<b><i>Charitable activities</i></b>				
<i>Grants received / receivable:</i>				
Community Facilities	-	40,128	40,128	-
Food 4 Growth	-	13,545	13,545	-
Community Enterprise	-	50,000	50,000	-
Decarbonisation (solar)	-	25,993	25,993	-
Warm Welcome	-	4,000	4,000	-
Torfaen BC – Community Resilience Grant	-	-	-	4,463
National Lottery Community Fund	-	-	-	19,313
Torfaen CBC	-	-	-	200
Torfaen Voluntary Alliance	-	-	-	3,750
Other grants	1,000	-	1,000	1,143
	1,000	133,666	134,666	28,869
<b><i>Interest receivable</i></b>				
Bank interest receivable	281	-	281	261
<b>Total</b>	<b>83,617</b>	<b>133,666</b>	<b>217,283</b>	<b>107,052</b>

**4. Expenditure**

	Unrestricted Funds	Restricted Funds	Total y/e 31 March 2025	Total y/e 31 March 2024
	£	£	£	£
<b><i>Charitable Activities:</i></b>				
<b><i>Bar and Events:</i></b>				
Bar and events stock	17,322	-	17,322	19,763
Function and Event costs	-	-	-	1,464
<b><i>Staff Costs:</i></b>				
Salaries and wages	37,854	14,286	52,140	46,260
<b><i>Property Costs:</i></b>				
Maintenance and Hall improvements	3,269	127,748	131,017	26,650
Utilities, rates and waste	9,769	2,795	12,564	10,906
Licences and insurance	2,645	-	2,645	2,554
Other Hall costs	2,288		2,288	2,453
Bank Charges	1,332	-	1,332	1,078
	<b>74,479</b>	<b>144,829</b>	<b>219,308</b>	<b>111,128</b>
<b><i>Governance</i></b>				
Examination fees	600	-	600	600
	<b>600</b>	<b>-</b>	<b>600</b>	<b>600</b>
<b>Total</b>	<b>75,079</b>	<b>144,829</b>	<b>219,908</b>	<b>111,728</b>

**5. Creditors: amounts falling due within one year**

	<b>31 March 2025 £</b>	<b>31 March 2024 £</b>
Creditors & accruals	9,566	600
Total	<u>9,566</u>	<u>600</u>

**6. Staff costs and numbers**

During the financial period the charity had an average of 3 employees and their remuneration was made up as follows:

	<b>2025 £</b>
Salary and wages	52,140
Total	<u>52,140</u>

No employee received emoluments of more than £60,000.

**7. Analysis of net assets between funds**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total £</b>
Current Assets	31,270	9,034	40,304
Creditors and accruals	(532)	(9,034)	(9,566)
Total	<u>30,738</u>	<u>-</u>	<u>30,738</u>

**8. Remuneration of management committee**

Trustees received no remuneration, other than the reimbursement of expenses properly incurred in relation to attendance at meetings and charity activities.

No payments were made to Trustees or other related parties for services as a Trustee.



**11. Fund balances**

	<b>Balance 1 April 2024 £</b>	<b>Incoming Resources £</b>	<b>Resources Expended £</b>	<b>Trfs £</b>	<b>Balance 31 March 2025 £</b>
Unrestricted Funds	22,200	83,617	75,079	-	30,738
Restricted Funds:					
National Lottery					
Community Fund	11,163	-	11,163	-	-
Other Restricted Grants	-	133,666	133,666	-	-
	<b>33,363</b>	<b>217,283</b>	<b>219,908</b>	<b>-</b>	<b>30,738</b>