



LONGFRAMLINGTON MEMORIAL HALL

DEVELOPMENT PLAN 2025 – 2030

Charity No: 251952

EXECUTIVE SUMMARY

This Development Plan sets out a clear mission and describes how the Management Trustees will achieve this whilst complying with the original Governing Document and current Charity Commission legal and regulatory requirements.

The Mission is simple, to ensure that the Hall continues as a space for the community to use and enjoy. To achieve this a series of activity plans have been drawn up covering:

- Governance
- Buildings and Safety
- Hall Usage and Booking
- Publicity
- Fundraising and Events
- Community
- Finance and Regulation

Each activity plan has at least one clearly defined Managing Trustee leader with its own objectives and activities which must contribute to the overall Mission. Individual activities and the current financial position and forecasts are updated at monthly Managing Trustee Committee meetings.

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1. MISSION STATEMENT

To ensure that the Longframlington Memorial Hall continues as a financially viable, safe and inclusive space for the local community to use and enjoy whilst complying with both the original Governing Document and current Charity Commission legal and regulatory requirements.

2. PLANNING OVERVIEW

The purpose of this Plan is to support the Managing Trustees in achieving the aims laid out in the Mission Statement. A number of key planning areas have been defined, each having their own high level objectives and more detailed action plans.

Individual members of the Managing Trustee team will take the lead in each of the planning areas, supported by others as and when required. Individual action plans will be reviewed at monthly Managing Trustee meetings and the document will be formally updated to a new version on an annual basis.

The full plan will be formally presented to residents at the Annual General Meeting.

3. GOVERNANCE

To ensure that the Managing Trustees comply with their responsibilities as laid out in the Governing Document and other requirements as defined in law and laid out by the Charities Commission. (Lead: Secretary plus Chair / Deputy Chair)

4. BUILDINGS AND SAFETY

To ensure that buildings and premises are maintained to a high standard of useability and cleanliness at all times and that future costs are identified and fed into the long term financial plan. (Lead: Shared / Buildings Officer)

5. HALL USAGE AND BOOKING

To develop and maintain a booking system that is both accessible and easy to use in order to maximise Hall usage and revenues. Monitor charging structures by comparable venues and make recommendations for changes. (Lead: Booking Secretary)

6. PUBLICITY

To ensure that residents within the Hall's catchment area and beyond are aware of the facilities on offer in order to maximise usage and revenues. (Lead: Publicity Coordinator)

7. FUNDRAISING AND EVENTS

To develop a programme of fundraising activities and grant applications to meet the short and longer term requirements identified in this Plan. (Lead: Events Coordinator)

8. COMMUNITY

Ensure that the Memorial Hall becomes embedded as a worthwhile asset in the Longframlington community, meeting both recreational and wider health and wellbeing needs. (Lead: Shared)

9. FINANCE AND REGULATION

Ensure that accounts are maintained to meet both statutory and management requirements and oversee the development of long term financial planning required to meet the Trust's aims. (Lead: Treasurer plus Business & Financial Planning)

APPENDIX A

Financial Plan 2022 – 2025

This is a summary extracted from a detailed financial model. The basic assumptions are for a modest growth in direct income and no grants, with a more pessimistic approach on expenditure.

LONGFRAMLINGTON MEMORIAL HALL FINANCIAL PLAN 2025 - 2030

	Actuals →		Forecasts →				
	2024	2025	2026	2027	2028	2029	2030
INCOME							
Hall Facilities	13,840	13,807	13,945	14,085	14,225	14,368	14,511
Events	8,919	7,412	7,783	8,172	8,580	9,010	9,460
Grants & Crowdfund	30,000	5,548	-	-	-	-	-
Donations	100	2,350	350	350	350	350	350
Other	1,881	847	1,385	1,445	1,507	1,572	1,641
TOTAL INCOME	54,740	29,964	23,463	24,051	24,663	25,299	25,962
EXPENDITURE							
Heat and Light	2,557	8,288	3,510	3,761	4,037	4,341	4,675
Premises & Equipment	32,333	28,003	17,482	6,730	7,053	5,908	6,299
Rent and rates	336	467	511	559	613	672	736
Consumables	3,893	4,722	5,731	4,963	5,206	5,461	5,729
Fees & Licences	1,977	2,629	2,711	2,879	3,059	3,252	3,459
Other	-	10	100	100	100	100	101
TOTAL EXPENDITURE	41,097	44,118	30,045	18,992	20,068	19,734	20,999
NET INCOME	13,643	(14,154)	(6,582)	5,059	4,595	5,566	4,963
CASH POSITION B/F	29,715	43,358	29,204	22,622	27,681	32,276	37,841
CASH POSITION C/F	43,358	29,204	22,622	27,681	32,276	37,841	42,804
Contingency & Reserve	15,000	15,750	16,538	17,364	18,233	19,144	20,101
Funding Excess / Shortfall	28,358	13,454	6,084	10,316	14,043	18,697	22,703

APPENDIX B

Managing Trustees

The following Managing Trustees were elected at the last Annual General Meeting. The Committee of the Managing Trustees then carried out its own elections to appoint Officers and other coordination role holders as indicated below.

Emma Beal (Building Maintenance Coordinator)

Yvonne Bell (Events)

Ian Chapman (Business and Financial Planning)

Stephen Greenway (Secretary)

Simon Hadden (Chair / Health & Safety)

Jane Kartupelis (Deputy Chair / Publicity and Events / Fire Safety / Safeguarding)

Geoff Osmond (Booking Secretary)

Paul Setton (Treasurer)

Sylvia Taynton (Volunteer Coordinator)

The Constitution requires that the three longest serving Trustees stand down prior to each Annual General Meeting. They may offer themselves for re-election.