



Portobello Town Hall

REPORT AND FINANCIAL STATEMENTS

Period 1 August 2024 to 31 July 2025

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REPORT AND FINANCIAL STATEMENTS: PERIOD 1 AUGUST 2024 TO 31 JULY 2025

Reference and Administrative information

Trustees	Fiona Barr (until 30 th May 2025) Jon Davey (until 10 th October 2024) Wendy Davies (Chair) Beth Dunant Sally Dyson Damian Harney (Secretary) Lawrence Marshall Morag Phillips Stewart Reid (Treasurer) Bethan White
Registered Address	147-149 Portobello High Street Edinburgh EH15 1AF
Charity Number	SC051106
Independent Examiner	Johann Goree OnPoint Accounting Group Duddingston Yards Duddingston Park South Edinburgh EH15 3NT
Bank	Triodos Bank UK Ltd Deanery Road Bristol BS1 5AS

Trustees' Annual Report 2024/25

The group formerly known as Portobello Central SCIO is now formally known as Portobello Town Hall.

Last year at our AGM we passed a resolution to change our name, back to the name that this building has been known as since it opened in 1914 - Portobello Town Hall. We dropped the "SCIO" from our name but it is still our organisational form. We are still a SCIO registered with OSCR (the Scottish Charity Regulator) but we don't need to use it in our everyday communications.

OSCR approved the change along with 2 other constitutional changes which were also agreed at the last AGM. The changes related to the process of election/ re-election of trustees.

Our charitable aims, as set out in our constitution remain:

- the advancement of citizenship or community development
- the advancement of the arts, heritage, culture or science
- the provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.

In July 2025 we held a facilitated staff/ trustee strategy day to refresh our strategy.



Tenementals

Our Vision

We will host an inspiring and inclusive programme that reflects both local and wider cultural and social interests, supports sustainability and contributes to the economic and social development of the area.

We will be Edinburgh's seaside destination for live events and more — a core part of the local area where everyone feels welcome and where everyone wants to hold their events.

Strategic Priorities

- **Venue:** To make the building and the outside space accessible, fit for purpose, welcoming and safe.
- **Finance:** To generate income to ensure core and project-based costs are secured.
- **Our offer:** To provide a programme that appeals to a wide demographic, encourages participation, and builds a strong base of supporters, volunteers and members.
- **People:** To ensure that staff and trustees have the skills and knowledge needed to build and maintain thriving organisation and a safe and healthy workplace.

The Building

Last year we reported that we had received a grant of £90,000 from the Department of Levelling Up Community Ownership Fund to **refresh** the hall and make some renovations to the bathrooms and kitchen.

We also received a grant of £10,500 from the Architectural Heritage Fund to employ an architect and a quantity surveyor to guide us through the process of building warrants, permissions and tendering.

Some of that income was received and spent in the financial year covered by this report. After the final spend there was a remaining task of installing an accessible toilet in the men's toilet area. In December 2024 we received a grant of £10,000 from the National Lottery's Awards for All fund to complete the work. By the time of the AGM in November, it will be a work in progress to be completed by the end of November.

We continue to make small improvements to the building, keeping the "green" rooms fresh, getting locks for the balcony doors when the balcony is not in use, maximising the very little storage space we have by keeping it in good order etc.

The building needs more care than we can provide from income from hirers. We have big ticket issues such as a very old boiler and the need for more technical infrastructure particularly for the stage. They are competing with smaller ticket issues which could be seen as repairs and renewals such as sanding/ painting/ varnishing the floor of the main hall and the stage, buying backcloth curtains for the stage, external sockets for the food

trucks that come with festivals or big gigs or even weddings. We do what we can when money allows. We aim to do more fundraising in the coming year.

The Hires/Events



Our priority has always been the inside space and as a result the outside space has not had the attention we would have liked. There have been various volunteer sessions to tidy up the space, but it needs more than just a little pruning or weeding. We have a number of ideas for raising funds for specific projects and hopefully the outside space will get to the top of the list soon.

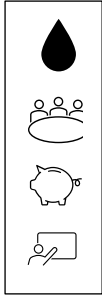
Many of our hires are now repeat business. We continue to have a strong relationship with Stage Door Entertainment, the Makers' Markets, as well as the less frequent but regular and well attended boxing, wrestling, reggae/dub nights, Northern soul, Portobello Bookshop events, and much more.

New developments this year include Imagineate (Edinburgh's International Children's Festival) as well as our first year as a venue for Edinburgh Festival Fringe hosting the very successful Welcome to the Fringe, Palestine mini festival. This will enable us to offer more fringe events in 2026.

We also strive for continuous improvement in our offer and there have been some upgrades to sound and lighting.

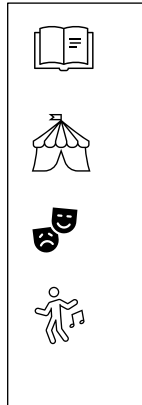
Below is an infographic which shows the diversity of the events that we have hosted this year. There have been 341 unique bookings across the year. This count includes rehearsals for musicals and pantomimes as well as multiple shows of the same event. It also covers get ins and get outs for weddings, parties and other events.

Since out last AGM on 9th October 2024 we have had **341 bookings**




- 4 blood donation sessions
- 4 fundraising events
- 1 jobs fair
- 16 meetings
- 4 training sessions

9 markets 



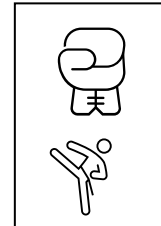
- 18 music gigs
- 5 musicals
- 5 theatre shows
- 2 book events
- 6 ceilidhs
- 3 circus shows
- 8 comedy nights
- 8 dance shows
- 7 festivals
- 1 phenomenal panto



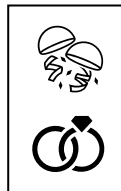
1 TV recording 

6 boxing events


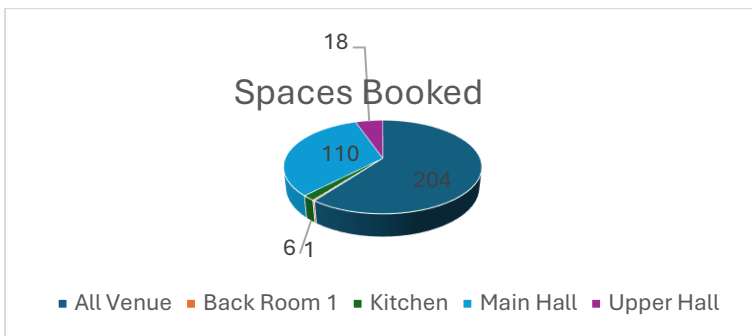
3 MMA bouts
5 wrestling nights



- 6 weddings
- 1 engagement party
- 11 parties



we have 4 permanent members of staff

Spaces booked	
All Venue	204
Back Room	1
Kitchen	6
Main Hall	110
Upper Hall	18

The Board of Trustees

For most of the year we were 9 trustees and at the beginning of the year we trialled having bi-monthly governance meetings alternating with bi-monthly operations meetings. The bi-monthly governance meetings began to have very long agendas so this model was changed recently to bring governance meetings back to monthly.

The staff

We came into this year with 4 members of staff providing between them, 60 hours of work a week covering venue management, admin and event stewarding.

We are still growing and understanding the needs of a venue hosting such a variety of events. Our staff team are focussed on venue management, generating hires, administration and event stewarding. Over the course of the past twelve months we have benefitted from the addition of a temporary assistant venue manager and now from the knowledge and experience of a Technical Manager again on a short term basis. The learning that we are gaining from these people is cementing the foundations of our work to create a sound but flexible knowledge base and operating model for the future.

In addition to staff focused purely on operating the building we were successful in securing a grant from the Scottish Building Society which was administered through Foundation Scotland. This funded a part time volunteer co-ordinator between September 2024 and April 2025.

We also successfully applied for a grant to fund a part time (7.5 hours a week) volunteer coordinator for 8 months between September 2024 and April 2025. The funding was from The Scottish Building Society administered through Foundation Scotland.

The members

We have over 300 members and see many of you at various events across the year. We are grateful for your continued support. As we settle into the business of operating the venue we have reduced the frequency of the regular newsletter from monthly to quarterly. This means it's slightly longer read but always relevant.

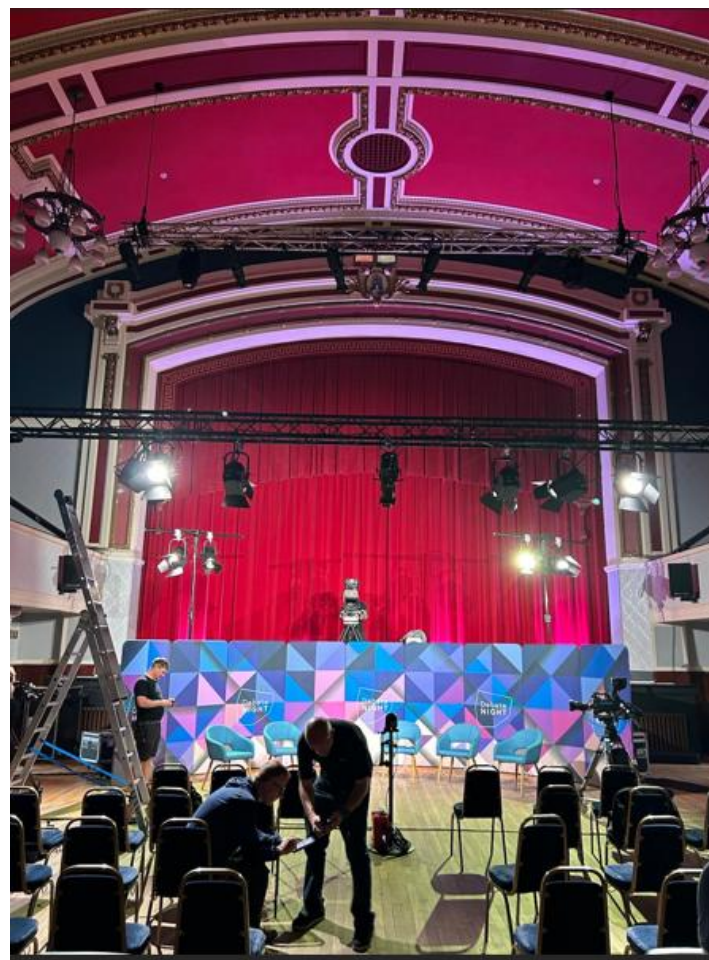
Volunteers

We have sets of tasks where we have identified that volunteers can help us; stewarding at events, gardening and DIY.

When the Volunteer Coordinator was in post, the volunteer activity was primarily concentrated around public performance events, particularly through Stage Door Entertainment's musical theatre productions. These shows provided consistent, structured roles for volunteers such as stewarding, front-of-house support and audience assistance. Some hires specifically asked for volunteers. Others bring their own crew and some bring highly trained security staff.

It was more difficult to attract a consistent group of gardeners. Regular call outs for gardening volunteers always brought one or two new volunteers but developing a consistent group to call upon regularly was more difficult. The outside space might seem a dispiriting task as there so much to do. We are grateful to “Keep Party Tidy” for coming to our rescue.

We do have a few very competent (and professional) D-I-Y Volunteers but our biggest success with D-I-Y was when 16 Senior Managers from the Scottish Building Society came for a day to paint the long corridors. It was team building (and some fun) for them, and it was a very good job done for us.



Preparing for debate night Scotland

Receipts and Payments Independent Examiner's Report to the trustees of Portobello Central SCIO

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2025 which are set out on pages 9-15.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

John Goree, Onpoint Accounting

October 2025

Portobello Central SCIO

Statement of Receipts and Payments period ended 31 July 2025

	Note	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
Receipts:							
Building hires		176,245	-	176,245	114,407	-	114,407
Donations	6	858	-	858	334	-	334
Grants	7	500	51,495	51,995	-	60,000	60,000
Fundraising	8	41	-	41	2,428	-200	2,228
Loan received		-	-	-	20,000	-	20,000
Other incoming resources	9	150	-	150	280	-	280
Total Receipts		177,784	51,495	229,289	137,449	59,800	197,249
Payments:							
Charitable activities	10	203,412	63,971	267,383	153,373	45,500	198,873
Governance Costs	11	84	-	84	99	-	99
Total Payments		203,496	63,971	267,467	153,472	45,500	198,972
Surplus / (Deficit) for the year		-25,702	-12,476	-38,178	-16,023	14,300	-1,723
Transfer between funds		-	-	-	-	-	-
Surplus / (Deficit) for the year		-25,702	-12,476	-38,178	-16,023	14,300	-1,723

Portobello Central SCIO
Statement of Balances period ended 31 July 2025

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
Opening cash at bank and in hand	36,309	14,500	50,809	52,332	200	52,532
Surplus / (Deficit) for the year	-25,702	-12,476	-38,178	-16,023	14,300	1,723
Closing cash at bank and in hand	10,607	2,024	12,631	36,309	14,500	50,809
Liabilities						
Loans outstanding	27,180	-	27,180	30,000	-	30,000
Pension contributions	289	-	289	140	-	140
PAYE	1,447	-	1,447	416	-	416
Total Liabilities	28,916	-	28,916	30,556	-	30,556

During the year to 31 July 2024, Portobello Central SCIO obtained a loan of £20,000, repayable over 5 years on commercial terms from Social Investment Scotland. At the end of the current accounting period £17,180 of this loan was outstanding (2024: £20,000). Over the next 12 months, £3,504 of capital is repayable (2024: £3,090). During an earlier year the organisation obtained an interest-free loan of £10,000 from one of its members. No repayments are due within the next 12 months and there are no restrictions on how the loan may be utilised.

Portobello Central SCIO

Notes to the accounts for the period ended 31 July 2025

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or grant-giver or when funds are raised for specific purposes. During the year the charity received £51,995 of grants of which £500 was unrestricted (2024: £60,000, nil unrestricted). All other income, including fundraising, was unrestricted.

3 Related party transactions

No remuneration was paid to the trustees or any connected persons during the period covered by these accounts (2024: nil).

4 Reserves Policy

During the course of the year, Portobello Central SCIO adopted a Reserves Policy as required by our regulator. This sets a level of reserves deemed sufficient to allow for either an orderly close down of the operation or to deal with an extended denial of access to the Town Hall. Specifically, it includes potential redundancy costs, the refund of outstanding customer deposits and other outstanding costs and commitments. It is not expected that a charity will be able to generate and retain sufficient reserves early in its life.

Actual reserves are tested against the policy on an annual basis at the charity's financial year end. As anticipated, the level of charitable funds held at 31 July 2025 fell short of the requirements of the Reserves Policy.

5 Restatement

During the finalisation of the reporting process associated with the COF grant and to facilitate reporting, the portion of expenditure incurred during 2023/24 and allocated to the grant was revised. There were no changes to the total income and expenditure for that period. The restated and original figures are reported on pages 14-15. All schedules on pages 9-13 show the restated values in respect of the accounting period which ended on 31 July 2024.

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
6 Donations						
Crowdfunder	-	-	-	-	-	-
Gift Aid received	-	-	-	-	-	-
Other donations	858	-	858	334	-	334
Total Donations	858	-	858	334	-	334
7 Grants Received						
Architectural Heritage Fund	-	6,615	6,615	-	-	-
Community Ownership Fund	-	30,000	30,000	-	60,000	60,000
Foundation Scotland	500	4,880	5,380	-	-	-
National Lottery	-	10,000	10,000	-	-	-
Total Grants	500	51,495	51,995	-	60,000	60,000
8 Fundraising						
Ceilidh 2023	-	-	-	2,428	-200	2,228
Other	41	-	41	-	-	-
Total Fundraising	41	-	41	2,428	-200	2,228

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
9 Other incoming resources						
Interest Income	150	-	150	280	-	280
Other	-	-	-	-	-	-
Total Other Incoming Resources	150	-	150	280	-	280
10 Cost of charitable activities						
Consultants	993	6,615	7,608	9,760	-	9,760
Employment Costs	55,756	8,500	64,256	25,768	10,000	35,768
Property Costs	57,406	805	58,211	39,607	-	39,607
Refurbishment	52,930	47,476	100,406	48,239	45,700	93,939
Loan repayment	5,345	-	5,345	-	-	-
Other costs	30,982	575	31,557	19,799	-	19,799
Total Cost of Charitable Activities	203,412	63,971	267,383	143,173	55,700	198,873
11 Governance Costs						
Independent Examiner's fee	-	-	-	-	-	-
Bank charges	96	-	96	99	-	99
Other	-	-	-	-	-	-
Total Governance Costs	96	-	96	99	-	99

Portobello Central SCIO

Statement of Receipts and Payments period ended 31 July 2024 - restated

	RESTATED			ORIGINAL		
	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
Receipts:						
Building hires	114,407	-	114,407	114,407	-	114,407
Donations	334	-	334	334	-	334
Grants	-	60,000	60,000	-	60,000	60,000
Fundraising	2,428	-200	2,228	2,428	-200	2,228
Loan received	20,000	-	20,000	20,000	-	20,000
Other incoming resources	280	-	280	280	-	280
Total Receipts	137,449	59,800	197,249	137,449	59,800	197,249
Payments:						
Charitable activities	153,373	45,500	198,873	143,173	55,700	198,873
Governance Costs	99	-	99	99	-	99
Total Payments	153,472	45,500	198,972	143,272	55,700	198,972
Surplus / (Deficit) for the year	-16,023	14,300	-1,723	-5,823	4,100	-1,723
Transfer between funds			-	-	-	-
Surplus / (Deficit) for the year	-16,023	14,300	-1,723	-5,823	4,100	-1,723

Portobello Central SCIO**Statement of Balances period ended 31 July 2024 - restated**

	RESTATED			ORIGINAL		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	Funds	Funds	Funds	Funds	Funds	Funds
	2024	2024	2024	2024	2024	2024
	£	£	£	£	£	£
Opening cash at bank and in hand	52,332	200	52,532	52,332	200	52,532
Surplus / (Deficit) for the year	-16,023	14,300	-1,723	-5,823	4,100	-1,723
Closing cash at bank and in hand	36,309	14,500	50,809	46,509	4,300	50,809

Cost of charitable activities - restated

Consultants	9,760	-	9,760	9,760	-	9,760
Employment	25,768	10,000	35,768	25,768	10,000	35,768
Property	-	-	39,607	39,607	-	39,607
Refurbishment	58,439	35,500	93,939	48,239	45,700	93,939
Loan Repayment	-	-	-	-	-	-
Other costs	19,799	-	19,799	19,799	-	19,799
Total cost of Charitable Activities	153,373	45,500	198,873	143,173	55,700	198,873