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JUBILEE INSTITUTE  
BRIDGE STREET  
ROTHBURY MORPETH  
NORTHUMBERLAND  
NE65 7SD  
CHARITY No 227913



## **TRUSTEES' ANNUAL REPORT 2008-2009**

**Report compiled on behalf of trustees by John Lewis**

This report is compiled from the full versions of the various reports made to the AGM of the Jubilee Institute on 28<sup>th</sup> May 2009. The first section is the report from the Chair which provides an overall review of the year. This is followed by the Treasurer's report explaining the financial position. When reading this it will be necessary to refer to the accounts provided in Annex 1. There is then a report from the Vice Chair on the use that has been made of the Jubilee Institute's facilities over the past year, showing how this has developed over time. His visual aids are provided as an Annex 2 to this report. The fourth report is from the secretary of our Patrons Scheme, which provides an important source of support, in particular guaranteed income. Finally, the minutes of the AGM are provided for completeness.

### **1. Report from the Chair**

The chairman, John Lewis, reported as follows:

On the publicity leaflet of the Jubilee Institute it says succinctly that we provide the community centre for Upper Coquetdale. This brief claim lies at the heart of all that we do here, whether as patrons, trustees, staff, users or associated helpers and well-wishers. It is a real pleasure to be involved with an organisation with such unity of purpose, where money is always the means to an end and never the end itself. I am happy to report that during the past year the trustees have pursued their charitable objectives with vigour and determination. I would like to illustrate that point by running over some key aspects of the year and, when I have finished, by answering any further questions you may have.

Two unpredictable events were sent by the gods to test us. The first was the flood of September 2008. The crisis immediately required a co-ordinating centre for relief activity and temporary accommodation for the flood victims to receive shelter, refreshment and advice. For these purposes the doors of this building were thrown open at once, remaining open throughout the long first and worst night and for several days afterwards. The use of the Jubilee Institute for flood victim meetings and related fund-raising activities continued for months.

Then there was the gas crisis of early February. Once again there was a sudden need for a co-ordinating centre for relief agencies, gas workers, the distribution of heating appliances and information, and once again the Jubilee Institute was the obvious place. This time more regular users of our facilities

had to be turned away, even after gas supply had been restored to the Hall. The CADS production was in jeopardy, prompting urgent consideration of the relative social merits of gas relief work and the annual show. Fortunately alternative accommodation was found for the relief work. We were also compensated financially for the use of the Hall on this occasion.

We are in no doubt that the decisions we took about opening our doors in an emergency were the right ones, and our users were very supportive and helpful when their activities were disrupted. However, we are now aware of potential legal conflicts here which we intend to avoid next time through a change to user contracts. Naturally, we hope there is never actually a next time.

We have been trying for some time to bring our constitution up to date and make it reflect the aims and uses of the Hall as it is now, rather than as it was many years ago. The most difficult part of this has been to disentangle ourselves legally from some binding, but no longer appropriate, aspects of the original deeds. Thanks to a great deal of advice from a knowledgeable patron, we are now very close to a solution and are looking forward to the positive step of designing our new constitution shortly, with the help of the Charities Commission. More next year.

We are particularly pleased with the past year's social programme. The concert by Kathryn and Peter Tickell last year was a sell-out, and the huge and early demand for tickets was extraordinary. The concert itself fulfilled all expectations. The Northumbrian evening a few weeks ago was also a night to remember: an impressive display of local talent, a Hall full of laughter and goodwill, a rural community at its best. Added to which, we had an enthralling puppet show just before Christmas and an enjoyable jazz night in October. The Tickell concert and the puppet show were made available to us through Highlights, and we plan to continue our collaboration with this facilitating organisation.

As you may know, the cinema is run by a sub-committee that responds to the trustees, unlike CADS, which is an independent entity and hence is not covered at this AGM. The entertainment provided by the cinema has improved substantially in quality during the year thanks to some excellent and persistent work carried out on the sound system. Of special note was the showing of Mamma Mia at which the audience was many times its usual size and packed the Hall. The hugely enjoyable singing and dancing on screen spilled over into the Hall, providing further entertainment for the rest of the audience.

The trustees spend a lot of time worrying about the fabric of the building and the state of the facilities provided within it. We have to execute a continuous programme of maintenance and improvement. This year considerable time, effort and money has been expended on the Cheviot Room, and I hope you agree that it has been well worth while. We have also turned the Howarth Room into an attractive small meeting room. Other projects have included shelving in the cellar (with a major investigation and partial resolution of damp therein), additional under-stage flooring, attention to serious damp in the Bridge Street entrance, purchase of tables and chairs, and many other minor items. An agreement was reached with CADS to share costs on stage

improvements that would be of general use, and subsequently we have taken (or will shortly take) our share of flooring, lighting, sound and portable staging costs.

As you know, the team of trustees is very much a working team, and this year I have encouraged each trustee to take on some specific aspects of management of the Hall's activities. This they have done willingly and diligently. Every time I have described some task that has been carried out, or some event that has been successful, then one or more trustees have been working very hard to make it happen. I could not have wished for a more supportive group of trustees, and I thank them all sincerely for that support. One of our number, Freda Bettany, had to stand down during the year because of ill health and I want to thank her particularly for her contribution. She is still very ill and I am sure that you would all want me to convey our best wishes to her.

There are two other trustees who I am going to name: Margaret Hammond and Sandra Gutherson. These two ladies have been trustees of the Jubilee Institute since 1986 – that is for 23 years each. Heaven knows how many social events they have organised here. As long as they remain as trustees, it is impossible for any other trustee to leave the committee on the grounds that they have done the job for long enough. Margaret and Sandra deserve our special thanks for their prolonged contribution.

I also want to name our Caretaker and Booking Clerk, Fiona Foreman. She is the unsung hero of the Jubilee Institute, always reliable, always available, always working behind the scenes. It is impossible to imagine how we would cope without her.

The trustees also rely on a number of people who are not trustees to carry out regular (unpaid) duties or provide substantial advice, most notably Joan Wilkinson, Mike Jevons and Bill Flett. I want to thank all of them at this meeting for their contributions over the past year. I also want to thank the tradesmen who provide regular services for the Jubilee Institute in a manner that is particularly helpful to us, especially Alan Swann, Paul Appleby, and the electricians PRESS.

And finally the Patrons, our shareholders who ask for no return or dividend. Thank you for your contributions and for the interest in the future of the Jubilee Institute that these contributions express.

## **2. Report from the Treasurer**

The joint treasurer, Siobhan Sheehy, reported as follows (see Annex 1 for the accounts to which she refers):

I have summarised our financial activity for the year ended 31<sup>st</sup> March 2009 and this summary has been circulated. By way of explanation, as treasurer I keep our finances on a simple annual basis – i.e. what comes into and goes out of the bank in any year. For deciding what we can or can't afford that works perfectly.

The charity commission however, prefers our accounts done on a different basis with a balance sheet, and those are the official ones which David Logan Wood, our auditor, has kindly prepared and which have also been circulated. The differences in the figures are largely due to payments going out or income being banked in this financial year, but for invoices or room bookings which relate to the previous year. Also, with any improvements or new fixtures and fittings I have shown them fully paid for in this year (which is after all what we did!), whereas in the official accounts they are shown as assets on the balance sheet and only a portion of their cost i.e. depreciation on them, is charged as an expense in this year.

Hopefully that hasn't left you too confused.

Anyway, from my simplified statement you can see that income from hall bookings at £19,879 just covered our normal running costs of £18,048 with a little to spare.

For everything else we have to find additional funds, and this year you can see our various 'improvements' cost £14,086. So how did we pay for them?

We are lucky to still have many generous patrons who provided over £4,700 of income this year. As a committee we fundraise with social events and the annual duck race. This year the cinema has also been a good source of additional income and between these activities we raised about £2,300. Finally, whenever we have a project or specific equipment to purchase we apply to all and sundry for grants, and this year we secured total grants of £6,700. With bank interest of just under £1500 we found an additional £15,400 to fund these improvements.

So I am happy to report that in the year, at least as far as I'm concerned, we had a surplus of income over expenditure of just over £3000.

However, on a less positive note, during the year one of our long term tenants, Learning Choices, left us for larger premises in Alnwick so our rental income will probably be reduced next year. I only hope we can keep our running costs down so that we are in the same surplus position next year. For the financial certainty it provides, we are anxious to secure another long term tenant, so if you hear of anyone needing a small self contained office, workspace or studio, then please point them in our direction.

David Logan Wood is here and both he and I will be happy to answer any questions you may have on the figures, official or otherwise.

### **3. Review of Hall Use**

Clive Wilkinson's report to the AGM was subsequently summarised as follows (see Annex 2 for the visual aids he showed at the meeting):

Interesting facts and figures were presented in the form of a slide show and revealed the wide variety of users, organisations and numbers of people using the Jubilee Institute on a regular and less regular basis. The number of bodies passing

through the Jubilee Institute's doors totaled approx 78 a day, 544 a week and around 28,309 people a year. However none of the information presented included data about emergency users who used the building because of the flood and gas emergencies last year, so the figures are actually much higher. There was a detailed breakdown of the formal and informal users and organisations, explanation of room use and monthly bookings all of which showed how very important the building and all the various activities which go on in it are for the local community.

#### **4. Patrons Scheme Report**

Joan Wilkinson reported as follows:

The number of patrons including spouses and partners at the moment is 69. We are slightly down on numbers this year – three members having moved away from the area. We are delighted to welcome new patrons, Bill and Sheila Flett, who joined the scheme at the beginning of the financial year.

Patrons continue to donate a substantial amount of money to the Jubilee Institute – this year £3787.00 on which a further £946.75 has been claimed back from the Inland Revenue, thus making a total of £4733.75. This year the amount we can claim under the Gift Aid scheme has been reduced because of the change of the basic rate of tax from 22% to 20% on 6<sup>th</sup> April 2008.

We very much appreciate the financial support given by our patrons and couldn't make the improvements we do without it. Last year we used your contributions for new flooring to the main stage at a cost of £2167. Also the Cheviot Room has finally been refurbished at a total cost of £5243 using the remaining patrons' contributions to add to the £2000 donated from Alnwick District Council. The new carpet, furniture and kitchen units have given the Cheviot Room a much needed face lift thus providing a more attractive room to hire out.

The Jubilee Institute is a large building used by many groups of people. The regular sum of money donated by the patrons is essential to the running costs of Rothbury's community centre. We are currently thinking of new ideas to encourage new members to join the Patrons Scheme. If you have anyone in mind who may be interested, there are information packs available.

I would like to thank you all very warmly for the generous support you give. Thank you.

## **5. Minutes of AGM of the Jubilee Institute Rothbury**

(This meeting took place on 28<sup>th</sup> May 2009 at 7.30pm)

Trustees Present: J Lewis (Chair), C Wilkinson (Deputy Chair), P Lewis, S Sheehy (Joint Treasurers) J Filtness (Secretary), I Armstrong, S Gutherson, M Hammond, M Wallace

Patrons Secretary: J Wilkinson

Also present: 18 local residents including patrons and user group representatives

### 5.1 Welcome

John Lewis welcomed all present to the AGM being held in the newly refurbished Cheviot Room, and invited all to wine and cheese refreshments on completion of the business.

### 5.2 Apologies

Paul Hawkins, Helen Roberts, Anthea Wilby-Chalk, Shirley Harrison, Dave Richardson, Eric and Ruth Howarth, Monica and Jack Ronaldson, Angus Armstrong.

### 5.3 Minutes of Annual General Meeting held on 29<sup>th</sup> May 2008

These were approved as a true record and signed by J Lewis, with the correction of M Wallace's name.

### 5.4 Matters arising

No matters were raised.

### 5.5 Treasurers Report (presented by S Sheehy)

*The summary in these minutes is replaced by the full report and accounts in Section 2 above.*

### 5.6 Patrons Scheme Report (presented by J Wilkinson)

*The summary in these minutes is replaced by the full report in Section 4 above.*

### 5.7 Review of Hall Use (presented by C Wilkinson)

*The summary in these minutes is reproduced in Section 3 above and the slides shown at the AGM are reproduced in full in an Annex to this report.*

### 5.8 Report from the Chair (presented by J Lewis)

*The summary in these minutes is replaced by the full report in Section 1 above.*

### 5.9 Election of Management Trustees for 2009/2010

All the present trustees have offered themselves for re-election and Shirley Harrison and Helen Roberts have also offered to be considered for election as trustees. J Lewis proposed that this group should be elected en bloc as trustees, J Filtness seconded the proposal and the meeting unanimously agreed. This means there will be 13 trustees on the management committee and the various posts on the committee will be agreed at the first trustees meeting in the autumn.

### 5.10 A.O.B.

David Logan-Wood asked to be given a copy of the new constitution as soon as it is available.

I Armstrong thanked J Lewis for his good leadership and support as chair over the last year and everyone fully supported this.

The meeting closed at 8.15pm.

## ANNEX 1

### Financial summary for year ended 31st March 2009

	£	£
<b>INCOME</b>		
Income from room hire		19,789
Other income:		
Patrons donations	4,865	
Fundraising	1,077	
Cinema income	1,295	
Specific purpose grants	6,703	
Interest	1,494	
Total other income		15,434
<b>Total Income</b>		<b>35,223</b>
<b>EXPENDITURE</b>		
<b>NORMAL RUNNING COSTS</b>		
Caretakers wages and NIC	2,659	
Gas,electricity,water and telephone	7,040	
Insurance	1,211	
Repairs and maintenance	6,193	
Admin costs,sundries and licences	945	
<b>Total running costs</b>		<b>18,048</b>
<b>IMPROVEMENTS AND ADDITIONS</b>		
Laptop, projector and screen	1,695	
Padded chairs for cinema	2,163	
Reflooring of main stage	2,167	
Meeting room tables	307	
Demountable dais	2,511	
Cheviot Room refurbishment	5,243	
<b>Total Improvements</b>		<b>14,086</b>
<b>Surplus of income over expenditure</b>		<b>3,089</b>

## **ANNEX 2: Visual Aids to support Clive Wilkinson's presentation**

### **Slide 1**

Who uses the Jubilee Institute?



### **Slide 2**

Bodies passing through the Jubilee  
Hall's doors  
2008/2009

- 78 per day
- 544 per week
- 28,309 in the year

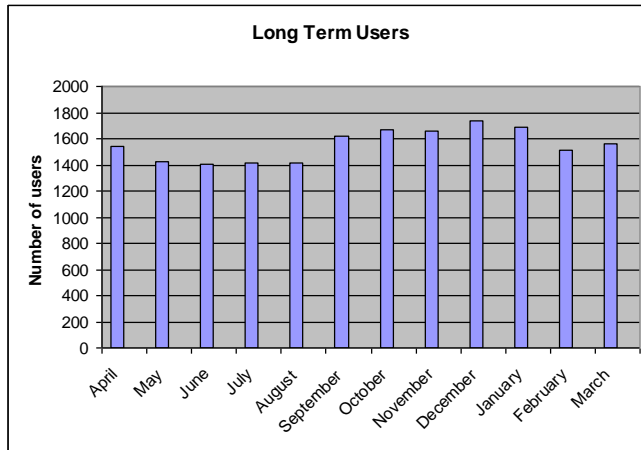
### **Slide 3**

Long Term Users

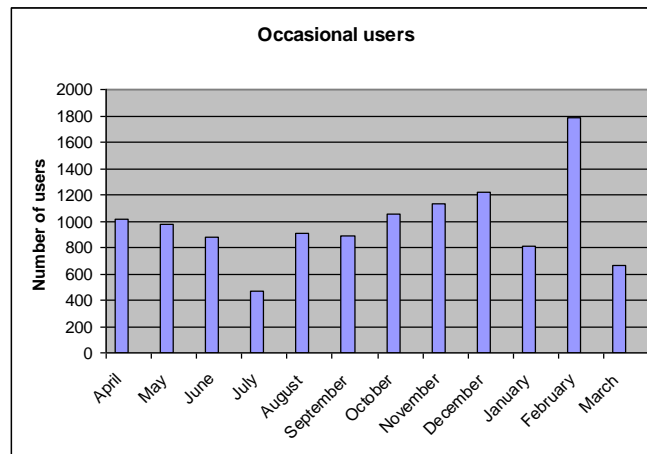
- C.A.D.S.
- Over 60s
- Youth Project
- Alnwick Adult Training
- Uniformed Organisations



## Slide 4

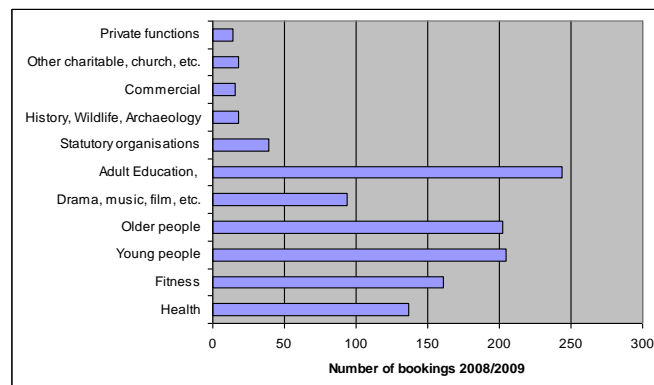


## Slide 5



## Slide 6

Types of organisations using Jubilee Hall



**Slide 7**

### Adult Education

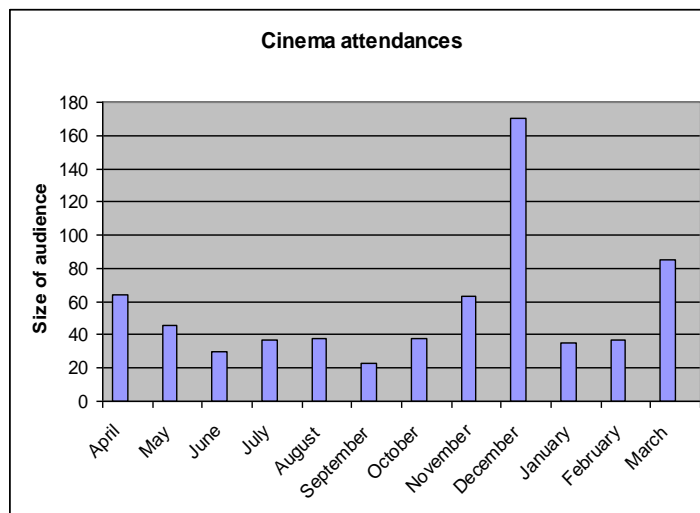
- Adult Education classes
- Fly tying classes
- Learning Choices meetings (now moved)
- WEA classes
- Alnwick Adult Training

**Slide 8**

### Drama, Music & Film

- Band Practice Group
- Bell Ringers functions
- Brinkburn Festival
- Coquetdale Amateur Dramatic Society
- Community Cinema
- Rothbury Cinema Club
- Upper Coquetdale Film Group
- 20,000 Voices
- Pipers

**Slide 9**



**Slide 10**

**Young People, Women  
& the 'Not So Young'**

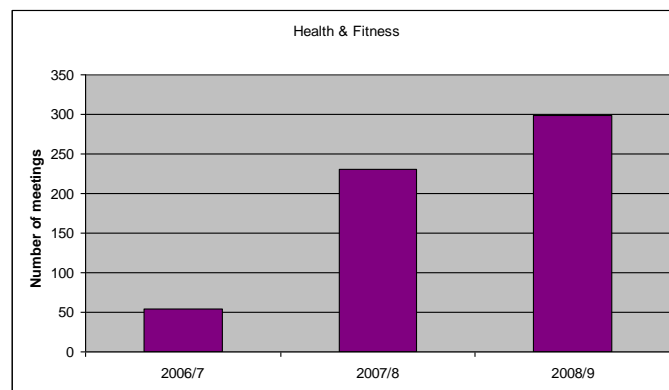
- Uniformed organisations
  - Scouts, Cubs, Beavers, Explorers
- Youth Project
- Jesters
- WI
- North Northumberland Women's Network
- Over Sixties

**Slide 11**

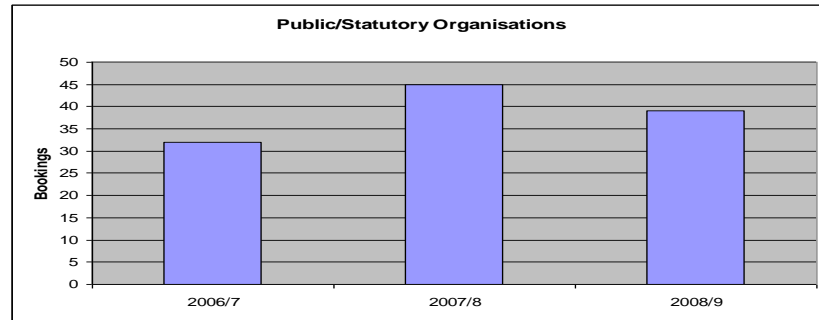
**Health & Fitness**

- AA
- Macmillan
- Slimming World
- Weightwatchers
- Parkinson's Society
- Football Club
- Keep Fit
- Northumberland Adventure
- Outdoor Pursuits
- Yoga

**Slide 12**



**Slide 13**

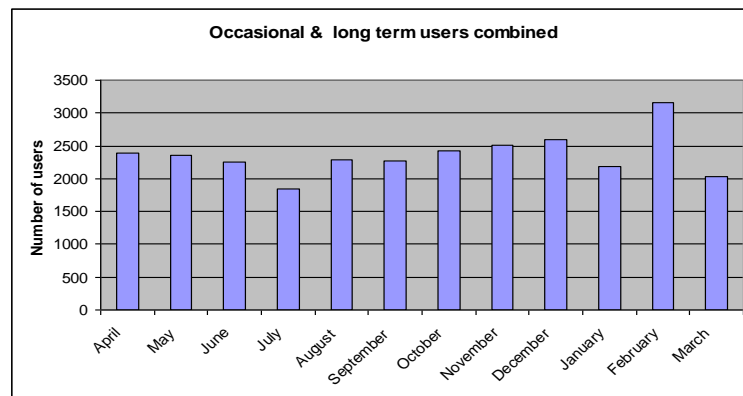


**Slide 14**

### Public/Statutory organisations using the Jubilee Institute

- ADC
- Cartington PC
- Churches
- Community Action Group
- C.A.N.
- Democratic Services
- Forestry Commission
- Housing Services
- Kingston Property Services
- NNPA
- Northumbria Police
- Rothbury PC
- R.S.P.C.A.
- Water
- Youth Offending Service

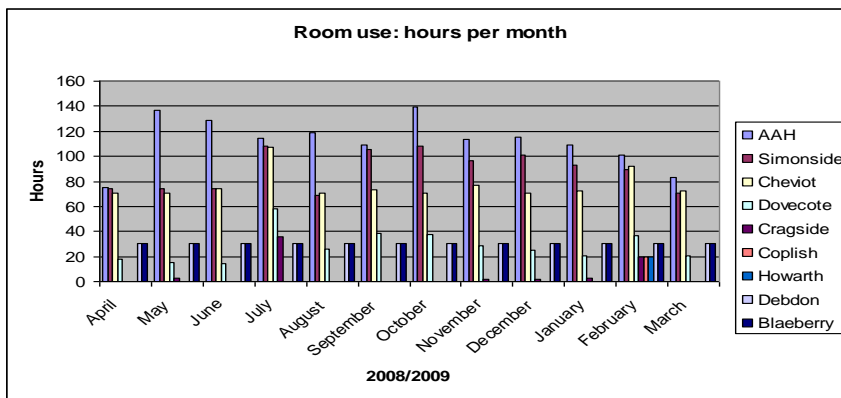
**Slide 15**



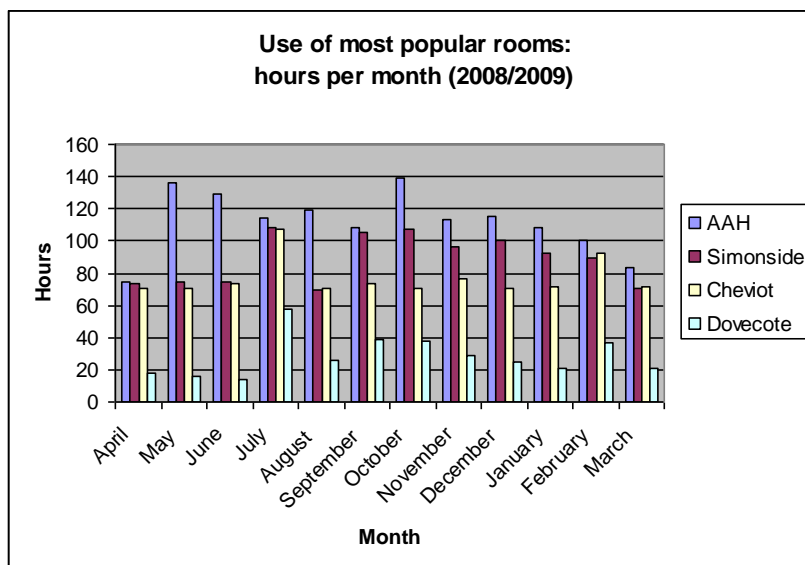
**Slide 16**

Which rooms are used?

**Slide 17**



**Slide 18**



## Slide 19

### Use of other space

- Storage:
  - 1<sup>st</sup> Floor: Scouts
  - Cupboard in Coplish Room: CADS
  - Loft: CADS & Others
  - Under stage
- Thrum & Debdon Rooms: Youth Project 24/7
- Blaeberry Room: Used by Youth Project, but available for other users
- Coquetdale Room (Computers): Rarely used now

## Slide 20

### Under-used Rooms

- Coquetdale (computers)
- Cragside
- Howarth

## Slide 21

### The newly refurbished Howarth Room

