



**The Queen's Award
for Voluntary Service**

JUBILEE INSTITUTE ROTHBURY

CHARITY No 227913

ANNUAL REPORT 2014-15



**Project Part-Financed
by the European Union**

**European Regional
Development Fund**

HALLMARK



**a quality
standard scheme
for village halls**

Hallmark 1 achieved

1. ADMINISTRATIVE DETAILS

1.1 Address Jubilee Institute
Bridge Street
Rothbury
Morpeth
Northumberland
NE65 7SD

1.2 Trustees during 2014-15

Pat Moloney	Chair and cinema
John Lewis	Vice-chair & secretary
Heather Lister	Minutes Secretary
Brian Cusack	Treasurer
Pat Lewis	Treasurer
Ken Branson	Facilities management
Margaret Hammond	Social secretary
Brian Hesler	Security
Steven Bridgett	External liaison and funding
Shirley Harrison	Social secretary
Robin Murray	Website management
David Richardson	Facilities management
John Wylam	Patrons secretary

1.3 Employees

The charity has one paid employee, a part time caretaker and booking clerk.

1.4 Governing document

The governing document under which the charity operates is a Scheme (Trust Deed) adopted on 15th October 2009 prepared with the guidance of the Charity Commission. Title to the land and property covered by the Scheme is vested in the Official Custodian for Charities. The Scheme specifies that the trustees should be elected each year at the Annual General Meeting, and their number should be between 10 and 15. The trustees subsequently elect the chair, secretary and treasurer from among their number. On appointment trustees are provided with copies of the Scheme and relevant Charity Commission guidance concerning their duties and responsibilities. Ten meetings of trustees are normally held each year. All trustee time is given voluntarily and no trustee receives any remuneration or other financial benefit.

2. PURPOSE AND BACKGROUND

2.1 Object of the Charity

This is stated in the Scheme as follows:

The object of the charity is the provision and maintenance of the Jubilee Institute, Rothbury, for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions, including use for:

- (a) meetings, lectures and classes; and
- (b) other forms of recreation and leisure-time occupation

with the object of improving the conditions of life for the inhabitants.

2.2 The Jubilee Institute, its use and financial support

The Jubilee Institute is a large building with a variety of rooms and facilities, ranging from the 250-seater Angus Armstrong Hall through three meeting rooms for up to 50 people down to a number of smaller rooms and storage areas. There is a kitchen and further kitchen facilities in two other rooms. The main hall has a stage, film projection and surround sound. The building is right at the centre of Rothbury and has provided a social centre for the area for many years. The premises are licensed for public entertainment and the licence also currently covers the sale of alcohol.

The main source of income comes from hiring rooms to individuals and organizations for a wide variety of purposes. All room hire is covered by contracts agreed between the trustees and the user or user group. Current users with long-term contracts include the Scouts, a Youth Centre, a club for the over 60s, the Coquetdale Amateur Dramatic Society, and a day care centre. There is a wide range of 20 to 30 other regular users covering such activities as Keep Fit, the study of local history, Council meetings, public meetings of the Police, U3A sessions, music rehearsals, and wildlife study. Individual bookings include uses for wedding celebrations, music festivals, dances, parties, elections and the Blood Transfusion Service. Occasionally commercial organizations hire the facilities but preference is always given to non-profit making organizations.

An invaluable degree of financial security to the affairs of the Jubilee Institute is provided by the Patrons Scheme through which local inhabitants make regular donations, often increased by GiftAid. This allows the trustees to make improvements to the premises that would otherwise not be possible. The trustees also run social events of various types to raise funds. Grants for capital expenditure are obtained whenever possible. The trustees receive regular advice on charitable operation from CAN (Community Action Northumberland).

In 2009 the trustees received the Queen's Award for Voluntary Service. In 2011 the Jubilee Institute was awarded Hallmark 1 status, a quality standard scheme overseen by ACRE (Action with Communities in Rural England) that recognises effective management. This was successfully renewed in 2014.

3. MANAGEMENT REPORTS FOR 2014-15

3.1 Activities and progress (Pat Moloney)

This report, covering the period April 2014-March 2015, has been prepared with consideration of the requirements of Financial Reporting Standard 102. This standard states that this report should provide a fair, balanced and understandable review of a charity's structure, legal purposes, objectives, activities, financial performance and financial position. In summary, this means evidence of what the Rothbury Jubilee Institute Charity is set up to do, how it does it, and what is achieved as a result of its work. I believe the information contained in this report meets the required criteria. However, at the end of the day, the residents of Coquetdale, the hall's users, and this meeting, must judge whether we achieve our purpose, as set out in the Constitution (see Section 2.1 of this report: Object of the Charity).

To this end, the thirteen named Trustees have met on ten occasions over the preceding year, managing a 70 % attendance rate, despite the many demands on their time, both personal and professional. They have maintained a strong commitment to the continued management of the Institute, building on the foundations of the work done by previous Trustees, since the refurbishment was finished in 2006. Management tasks are shared out and a very effective team has continued to carry out their duties. Responsibilities include finances, maintenance, security, liaison with the Patrons, and organising social activities. A thorough overhaul of the procedures and administrative tasks necessary for the smooth running of the "Jube" has been undertaken by John Lewis this year, leading to updated procedures and an understandable paper trail.

Although not himself a Trustee, we have been helped with the oversight of our financial affairs by the contribution of David Logan Wood as our external auditor/examiner. We are sorry that he has decided to hang up his "abacus" this year, and we will miss his advice and his very thorough inspection of our records.

It would be nice to maintain the stability of such a team, but, sadly, this year four of the Trustees have decided not to stand for re-election. Councillor Steven Bridgett is well known to you all, and we hope we will be able to maintain links with him when it comes to negotiating the corridors of power in County Hall. John Wylam has been the main liaison with the Patrons of the Rothbury Jubilee Institute, as well as being responsible for the publication of the newsletter. His knowledge and advice regarding grant applications will be sorely missed. Shirley Harrison has been a mainstay as social secretary, helping organise many of the social functions at the "Jube", and always prepared to get stuck in when the need arises. Who do you think it is that turns on the heating before the Friday night cinema?

Last but certainly not least, Margaret Hammond, a Trustee since long before the refurbishment began. In fact her period of service as a trustee began 29 years ago in 1986. This is an unparalleled period of service that is unlikely ever to be bettered. Margaret has been a prime mover in the social activities organised by the Trustees. For many years she and Sandra Gutherson ran regular dances for the people of Coquetdale, and for a long time Margaret was also the licensee of the hall, just two examples of her many and long contributions to activities in the Jubilee Hall. Through the Jubilee Hall, she has touched a lot of people's lives, and continues to do so up to the present day. It is hard to imagine the annual Duck Race without her organising hand.

All four retiring trustees will be very much missed.

3.1.1 Objectives for 2014-2015

At each AGM we review the specific objectives set the previous year. This is separate from the ongoing responsibilities for the financial and structural well-being of the Institute. In assessing the objectives set for this period we have been partially successful.

The wooden floors in both the Angus Armstrong Hall, and the adjoining Simonside room, were stripped back to the bare wood, and resealed. This work has enhanced both rooms. The downside is that any further refurbishment would require the Hall floor to be completely replaced.

We have been unsuccessful in letting the Howarth Room, following the withdrawal of the Oaklea Trust. Whilst there has been some interest, we are restricted by only being able to let the space to another charity. We will continue to make efforts to maximise the use of all the rooms.

We also looked at the Patrons' Scheme to see if it was possible to enhance it. As can be seen from this year's accounts, without the Patrons' very valuable contribution we would have had a loss in our finances. We decided, on reflection, to leave the scheme unaltered. However, we intend to increase our efforts to target the funds they so generously donate at specific projects, such as those shown in Section 4 of this report.

3.1.2 Fund Raising and Other Events

This year, besides our famous Duck Race, we ran a quiz which was much enjoyed. We also acted as co-hosts for the Ann Breen concert. Any ideas for future possible fund raising activities would be very welcome. The cinema continues to be a major contributor to the Institute's finances.

3.1.3 News of Users and Use

Section 3.2 Report on Usage will give a more detailed overview of who uses the facilities. We hope to continue to provide a comfortable venue which meets the needs of the Coquetdale community. To this end the Trustees have agreed to freeze the hire charges for the fifth year in a row. We believe that this helps to meet the criteria that the Institute should be for the public benefit in general.

3.1.4 Maintenance and Improvement

Besides the continuing rolling programme of maintenance, the Trustees agree it is essential to continue to organise more substantial works to improve the presentation of the Hall. The floor sanding and deep cleaning are testament to this. However, without the continued sterling efforts of our caretaker, Fiona Foreman, then the building would not long maintain a presentable face. The building is here to be used, but the usage comes at a cost. On top of the general maintenance, the Trustees are looking to set objectives that will increase the appeal to potential users. These are part of next year's objectives.

In the meantime, hand driers have been installed in both the ladies' and gentlemen's toilets to help with the issue of blocked drains. So far, so good. The installation of CCTV, though regrettable, seems to have had the desired effect, with very few issues reported regarding inconsiderate behaviour by some groups. Besides the major objectives to be set out for next year, a programme of improvements addressing potential health and safety issues has been identified, and is currently being implemented.

In conclusion, although we have accumulated good financial reserves, it has to be remembered that the Rothbury Jubilee Institute is an old building, requiring continual works. All it would take is one roof replacement for those reserves to quickly dwindle. Financially, the Institute is sound, but those reserves need to be managed carefully.

3.1.5 The Jubilee Hall and Community Interests

A defibrillator has been installed on the wall outside in the lane, due to the efforts of the Rothbury W.I. and the Stephen Carey fund. The Institute will pay for the running costs.

3.1.6 Priorities and Objectives for the coming year.

These are presented in Section 4 of this report and will be considered by the incoming committee. These may be amended as circumstances dictate.

3.2 Report on Usage (John Lewis)

3.2.1 Reasons for annual review of usage

Our constitution provides us with a very clear objective for our duties, as shown in paragraph 2.1 of this Annual Report. It is important to note that this is concerned with the provision of a service to the community and not directly with finance. It is, of course, vital that we maintain our financial viability, but that is not our driving force. So every year we take care to evaluate our performance against our primary objective in order to demonstrate to ourselves and to the local community that we are looking after the property in line with our constitution.

3.2.2 Our Users

Like last year, this report classifies users roughly according to the extent to which they used our facilities, presented in tables 1 to 5 on the next page. The first category (Table 1) is users with a long-term (annual) contract. Early in the past year we lost the Oaklea Trust for financial reasons (although they still hire rooms on a casual basis) and lack of funds has also forced the Youth Project to reduce the number of sessions that it holds in this building. We are still seeking a long-term hirer for the Howarth Room to replace the Oaklea Trust. However, we welcome the addition of the RVS Day Centre, which has brought its activity here from the Community Hospital. Most of these users make additional use of our facilities outside their contracts, for extra meetings, fund-raising coffee mornings and the like.

The second category (Table 2) is regular and frequent use, generally weekly or monthly meetings for all or part of the year. We lost both Zumba groups this year, one because its leader retired, the other because visits of the Blood Transfusion service, to which we gave priority, made some dates unavailable. These users also often book extra dates and rooms e.g. for fund-raising events.

The third category (Table 3) is organisations or individuals with irregular or less frequent repeated use, ranging from once to five times per year. Some of these are substantial events such as the Rothbury Traditional Music Festival. In this group losses and gains are similar in number. The gains are essentially those of last year's one-off hirings that have recurred.

Tables 4 and 5 summarise the one-off uses of the rooms and facilities, Table 4 showing bookings of a similar type that can be grouped together. It can be seen that the number of children's parties has continued to grow, this year reaching 19. On the other hand no-one has run a jumble sale. Table 5 shows those one-off bookings that cannot reasonably be grouped together. The total number of such bookings was 13 last year; this year it has risen substantially to 20. In this table, changes are not relevant and so there is no highlighting.

The final table (Table 6) shows the trustees' own use of the facilities, including the fortnightly cinema, which continues to raise very welcome funds, thanks to the many donations made to support it. This year the trustees also organised two evening events. One was a quiz and the other was an evening of music starring the Irish singer Ann Breen and her backing players.

The breadth of activities taking place in the Jubilee Institute together with the large number of different users provides ample evidence that our facilities are being used for their intended purpose and that we are indeed satisfactorily serving the local community. Although we have lost a few more repeat users than we have gained during the past year, these losses are offset by the increased numbers of one-off users. The picture of use is particularly satisfactory when one considers the range of alternative venues available in Rothbury and Coquetdale.

Table 1: Long-term (annual) contract

Coquetdale Amateur Dramatic Society	Over 60s
Pottergate Adult Training Centre (Day Centre)	Rothbury and Coquetdale Youth Project
2 nd Rothbury Scouts, Cubs and Beavers	New: Royal Voluntary Service Day Centre
Gone: Oaklea Trust	

Table 2: Regular and frequent use

Accordion Club	U3A - Main meetings and committee meetings
Cartington Parish Council	U3A - Creative writing
Extend Keep Fit	U3A - Discussion group
History Society	U3A - Poetry
National Blood and Transplant Service	Tae Kwondo
NCC (public meetings, polling station, etc.)	WEA Literature
Rothbury Parish Council	Wildlife Trust
Rothbury Pipe Band	Gone: Zumba Wednesday. Ended Dec 2014
	Gone: Zumba Friday. Ended summer 2014

Table 3: Repeat but less frequent use

Coquetdale Community Archaeology	Gone: Powfest band concerts
Churches Together Lent lunches	Rothbury Junior Football Club
New: Hypnotherapist	Rothbury Music Festival
Kingston Property Services	New: RSPCA
Gone: Local band practice	Singing Tots
Northumberland National Parks Association	Sure Start
Oaklea Trust	Gone: Thropton First School
Parish Council Cluster Group	Upper Coquetdale Film Society
Gone: Police - Public Meetings	WEA Herbs and Healing course
Political surgery	

Table 4: Regular type of use but multiple hirers

Coffee mornings (guides, red squirrels, Macmillan and others)	Public entertainment: concerts, dances, plays, etc.
Increased: Children's parties (19)	Fairs, table-top sales etc.
Other parties(2), funerals(2)	Gone: Jumble sales

Table 5: Occasional and one-off use

Age UK carers recruitment	Carewatch Northumberland	Philip Parkinson Homecare
Alnorthumbria Vets	Country Land Association	Rothbury Tourism Group
Amble/Coquet children's centre	Dowsing	SRC
Angling Club	Eljay Research	Thropton WI
Arch Digeco Ltd	First School leavers concert	Walkers' refreshment stop
Berwick children's centre	Makers Market Xmas bazaar	Wansbeck Voluntary Service
British Deer Society	Northumbria Basketry Group	

Table 6: Use by the Trustees

Cinema (roughly fortnightly)	Committee meetings (10 evenings per year)
Evening events (2 this year)	Other meetings

3.2.3 Our room facilities

The rooms within the Jubilee Institute are shown in the plans on the next page.

The relative popularity of the rooms shows no substantial change from last year. The most heavily used rooms are as follows: on the ground floor, the Angus Armstrong Hall, the Simonside Room, the downstairs kitchen, the Cheviot Room; on the first floor, the Dovecote Room, its kitchen (the Coplish Room) and the Coquetdale Room. Once again the concern relating to these rooms is to fit all requests in, avoiding double booking. Loss of the Wednesday Zumba session was a consequence of over-demand for the main hall. Within these rooms it is also necessary to ensure the compatibility of activities taking place in adjoining or nearby rooms. This is most clearly exemplified by the incompatibility of the Pipe Band's musical activities with quiet meetings in adjoining rooms.

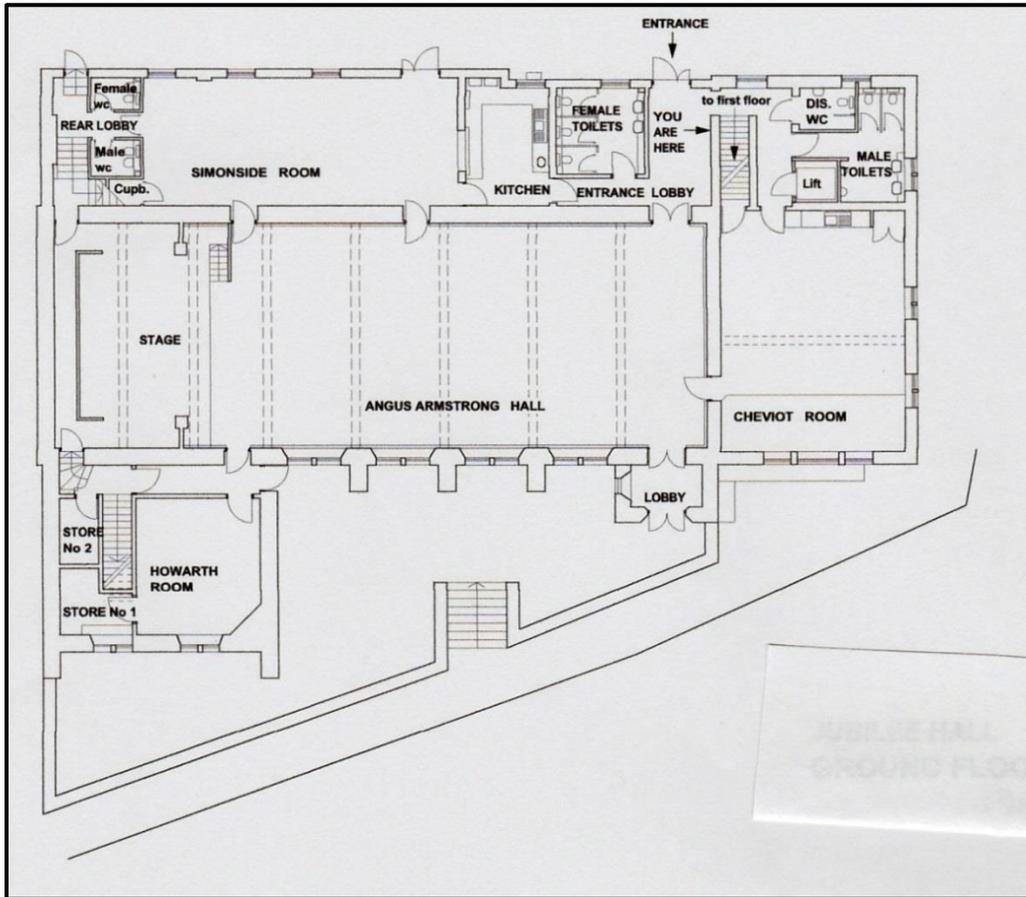
On the ground floor it has not been possible to find a new long-term hirer for the Howarth Room which has remained underused since the departure of the Oaklea Trust in 2013. Once again it was valuable space for the back stage crew during the annual CADS performance. The continued search for a hirer remains on the trustees' objectives for 2015-16.

On the first floor the Debdon, Thrum and Blaeberry Rooms are hired to the Youth Project, although not exclusively in the case of the Thrum and Blaeberry Rooms. The reduced number of sessions run by the Youth Project means that these rooms are somewhat underused, more so than last year. Some use of these rooms for other activities would be welcome. Also on the first floor is the Cragside Room, reached by a staircase with no disabled access. It has received little use this year apart from as a changing room during the annual CADS show and as a store room for locked cupboards owned by the Pipe Band, the Wildlife Trust and the History Society. It is an excellent quiet meeting room and it would be good to see increased use.

3.2.4 Our storage facilities

The current storage areas and cupboards within the Jubilee Institute, together with their use, are shown in Table 6 and 7 below. Although these lists are a little more comprehensive, they show no substantial change from last year. The co-operation of users in managing the storage space is appreciated, because space is always in demand, and because clutter tends to accumulate without regular attention.

Jubilee Hall Ground Floor Plan



Jubilee Hall First Floor Plan

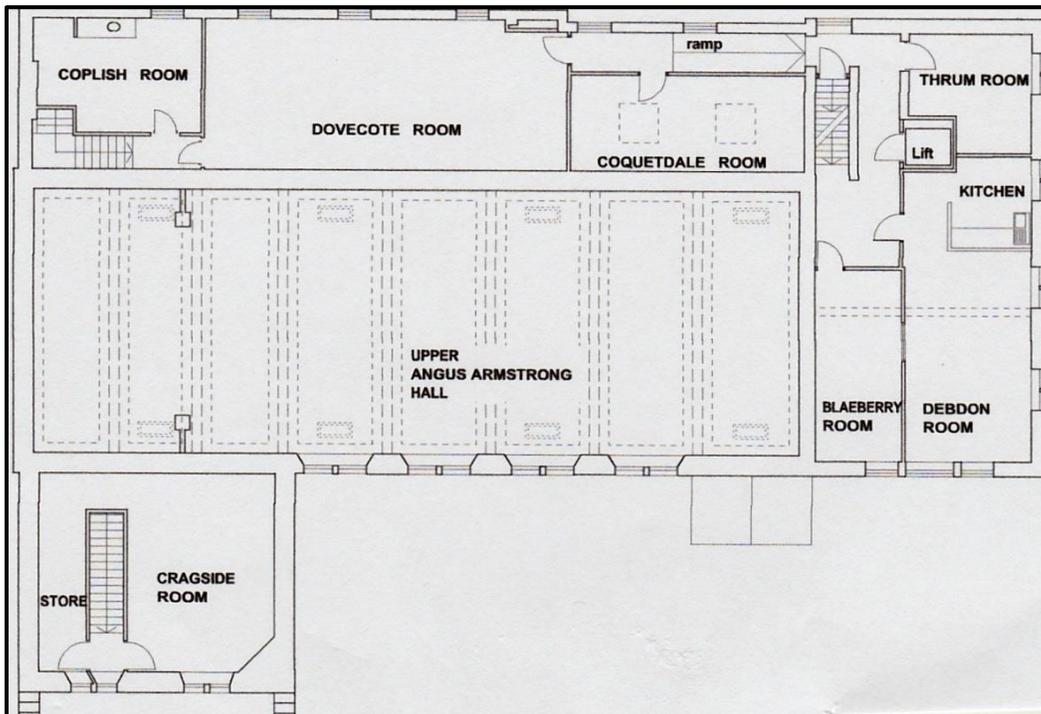


Table 7: Substantial storage areas

Floor	Storage area	Who uses this area for what?
Cellar	Cellar	Rothbury Xmas lights Hall: Water meter, main stopcock, a few items
Ground	Armstrong Hall under stage	1. Scout storage 2. Hall: tables, staging, screens 3. CADS: scenery, paint
Ground	On stage	CADS: scenery, flats, toblerones
Ground	Adjacent to stage	Hall: glass and drink store, polling booths
Ground	Off Cheviot Room	Over 60s store
Ground	Off Simonside Room	Hall: kitchen store, freezer, electrical consumer units.
Ground	Off Howarth Room	Hall: round tables, chairs, electricity meters.
First	Off Coquetdale Room	Caretaker's store: cleaning materials, etc. Hall: Security camera monitors.
First	In Coplish Room	CADS store: musical instruments, etc.
First	Opposite Cragside Room	Scout store
Roof	Roof space	CADS: costumes Hall: Some long term storage Hall: Electricity converters for solar panels

Table 8: Smaller storage cupboards

Floor	Room	Cupboards
Ground	Simonside Room	3 Day Centre cupboards
Ground	Kitchen	Kitchen equipment. Gas meter and main tap. Gas boilers.
Ground	On stage	Metal cupboard for cinema equipment
First	Cragside Room	Cupboards owned by Wildlife trust, History Society and Pipe Band
First	Coquetdale Room	Trustees' and cinema cupboards
First	Dovecote Room	Projector / computer cupboard

3.3 Treasurer's Report to AGM for Year ended 31st March 2015 (Brian Cusack)

Our accounts are currently being independently examined by our examiner David Logan Wood. He will produce the official accounts in a form required by the Charity Commission; once again our thanks go to him for the extensive work he does on this.

For the purpose of this meeting I have summarised all the receipts and payments processed in the financial year ended 31st March 2015, and they will differ from the official accounts, which take into account such year-end adjustments as depreciation and closing debtors and creditors. The accounts shown below are designed to give an easy to follow illustration of our activities.

INCOME	£	Notes
Hire of rooms	17,792	
Fund Raising & Donations	5,763	Includes Cinema
Patrons' donations	3,797	Includes Gift Aid
Bank interest	230	
TOTAL INCOME	27,582	
EXPENDITURE		
Staff costs	3,057	
Utilities and Insurance	6,962	
Property Maintenance	3,712	
Major repairs & renewals	10,162	Includes: Roof repairs; Sanding floors; Cleaning walls, carpets & curtains
Admin and Sundries	2,038	
Fundraising expenditure	1,364	
TOTAL EXPENDITURE	27,295	
SURPLUS FOR YEAR	287	

Our main income is from room hire, and we exceeded the budget by almost £1,300.

We must once again thank our patrons for their generous donations which, together with gift aid, contributed almost £3,800. This proved to be a very welcome addition to help fund major works of maintenance.

Other fund raising events were the annual Duck Race, also, a very well received Quiz Night and the continued success of the Community cinema. These three items, in total, generated over £5,700.

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General running costs such as wages, utilities, administration, etc. were contained within budget. The overall budget for Repairs and Maintenance and Furniture and Fittings was exceeded by some £4,700, principally by major works. The main items of these major works were:

Roof Repairs	(£2,256)
Hall - sanding floor, applying lacquer	(£3,155)
Cleaning walls, wood panels, carpets & curtains	(£1,225)
Repairs to Boiler system	(£1,913)

As can be seen, the transactions in the year resulted in a small surplus of £287, a reduction of £1,800 on the original estimate.

4. SPECIFIC OBJECTIVES FOR 2015-16

These specific objectives are intended to be supplementary to the underlying overall objectives of maintaining the Jubilee Institute facilities, attracting and serving the community needs of Coquetdale through our users, and ensuring financial stability. They require confirmation by the new management committee of trustees for 2015-16 after election.

1. To re-decorate the Angus Armstrong Hall in existing colours and including the stage area.
2. To improve the comfort and safety of the seating in the Angus Armstrong Hall by replacing some or all of the chairs currently in use, taking into account the state of the existing chairs and the cost of their replacement.
3. To continue to seek a suitable long-term tenant for a room within the Jubilee Institute or some other form of stable long-term arrangement with a new user group.

Report signed on behalf of the trustees.

Signature:

Name: Patrick Moloney

Position: Chair of Trustees

Date:

Attachment: Independent Examiner's Report on the Accounts

Christmas 2014: The new lights



Quiz in progress: March 2015

