



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

JUBILEE INSTITUTE ROTHBURY

CHARITY No 227913

ANNUAL REPORT 2011-12



**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 2011-12

John Lewis	Chair
Clive Wilkinson	Vice-chair
Ian Armstrong	Secretary & Compliance
Siobhan Sheehy	Treasurer
Pat Lewis	Treasurer
Margaret Hammond	Social secretary
Shirley Harrison	Social secretary
Maggie Wallace	Cinema sub-committee chair
David Richardson	Facilities management
Ken Branson	Facilities management
Pat Moloney	Technical management
Heather Lister	Archives
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, a day care centre and the Oaklea Trust. 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.

3. MANAGEMENT REPORTS FOR 2011-12

3.1 Activities and progress (John Lewis)

I am pleased to report that around the beginning of this year we recruited three additional trustees, bringing our total numbers up to 13. This allowed a greater division of labour and significantly improved our effectiveness as a body. We were able to re-introduce the position of Patrons' secretary; we added the role of technical management, covering our audiovisual and computer equipment; we re-assigned the role of archivist. All of these appointments have proved to have very positive results.

3.1.1 Objectives for 2011-12

Last year was the first year in which we formalised the process of setting specific objectives for the year. These objectives were intended to be additional to our underlying objectives of maintaining the Jubilee Institute facilities, attracting and serving the community needs of Coquetdale through our users, and ensuring financial stability. The specific objectives were as follows:

1. Review use of space, rooms and cupboards, considering particularly the Coquetdale Room, the Bridge Street lobby and the caretaker's needs, and act on this review.
2. Re-assess possibility of installing a cooker, and take appropriate action.
3. Following Hallmark 1, ensure that all important documentation is appropriately stored and maintained in an accessible manner.

I presented these to last year's AGM as draft objectives and they were later formally adopted by the trustees. I can report satisfactory progress on all three objectives. With respect to the first objective, a working party was set up and they carried out a complete review of space, rooms and cupboards throughout the whole building. This was presented to the trustees at a monthly meeting and overall conclusions on future use were agreed. In particular, the use of the Coquetdale Room as a computer room was abandoned following a long period of declining use of our computer facilities. The computer hardware has been disposed of, and the room has been physically split into a storage cupboard for the caretaker plus an office. Downstairs, the cupboard off the Simonside Room has been cleared and has been converted to provide space for a freezer and other kitchen equipment. It is now routinely locked to protect the contents.

Further work is needed to follow through the conclusions of the working party with respect to the cellar, the roof space, the Bridge Street lobby and some other spaces. In conjunction with the relevant users and the caretaker, a review of items in the cellar and the roof space is to be conducted, removing unwanted items and transferring some others to alternative locations. Some cellar space may be available for other uses. The Bridge Street cupboard is likely to require complete emptying. See next year's objectives.

The second objective was to see whether a cooker could be installed in the kitchen. Once again a small team was set up to work on it. Very quickly they found themselves led into reconsideration of other aspects of the kitchen. In the end they commissioned and then carried out a full renovation of kitchen within the available space – a new cooker, re-shaping of the kitchen units, an extra counter area, new hand-basin and freezer and new cooking utensils. Furthermore a grant of £5,050 was obtained for this work from Awards for All and, added to this, we received an anonymous donation of over £500 towards the new cooker. Some clever re-use of work surfaces from the ex-computer room also allowed extra counters to be installed in the Simonside Room and side entrance lobby. User comments on the new facilities have all been very favourable and the team is to be congratulated on its achievements.

As far as improving our documentation storage is concerned, the paper-work stored in the trustees' archive at the Jubilee Institute has been reviewed and indexed so that we can now easily see what we have in our files. Further paper-work has been centralised in this archive and the basis for

proper management of our files has been laid. As archiving is now the duty of one of our trustees, it is felt that this task can become one of routine maintenance rather than a specific objective. There are further files in the Bridge Street entrance cupboard that could be included in the central archive when the future of this cupboard is finalised.

3.1.2 Fund-raising events

The annual Duck Race was held as usual on the day of the Rothbury Street Fair. This event is a regular and reliable success and provides a predictable income each year. In addition to this we were very fortunate in July to be able to stage 'An Evening with Alexander Armstrong', the tickets for which were sold out almost before they were printed. TV celebrity Alexander is the son of local residents and Jubilee Institute supporters Angus and Virginia Armstrong, and he was extremely generous with his time, allowing all proceeds to go towards Jubilee Institute funds. He talked freely and amusingly about his career, then conducted a question and answer session, and finally mixed with the audience over a few drinks. It was a night that this community will long remember; furthermore it raised over £3,000 for our funds.

3.1.3 News of Users and Use

With respect to the Blood Transfusion Service, I can report that we have resolved some problems relating to clashes of dates and that they are now able to use the Jubilee Institute throughout the year on a regular basis.

The Jubilee Institute is now formally registered with Northumberland CC as a Rest Centre for emergencies. It has, of course, been used during emergencies on a number of occasions over the past few years but this formal registration ensures that we will be fully available in the future, although naturally we hope that our services are not called upon.

I am also pleased to report that our recently acquired alcohol licence appears to have increased the number of occasional licensed events that are held in the Institute without leading to any associated problems.

During the past year the idea was broached of showing films in the Dovecote Room to smaller audiences, potentially providing a more intimate and comfortable environment. A full feasibility study was carried out; unfortunately this proved that, given the physical dimensions of the room (low ceiling), the size of audience that could successfully view a film was far too small to be viable.

3.1.4 Maintenance and improvement

Outside, a single new and modern notice board has been installed on the High Street wall to replace the two rotting wooden ones. This is easier to manage, more secure and weather-proof, and attractive to view. Some outside decoration has been undertaken. I would like to draw your attention in particular to the painting of the rendering on the west wall, which has transformed this aspect of the hall, as well as providing greater protection against vandalism. Further attention has also been paid to the drainage on this side of the building to remove a blockage and to reduce future blocking potential.

Inside the building, we came to the conclusion that we ought to have a lectern in the main hall. We were very fortunate that Alex Swailes offered to make one for us, and the resulting oak lectern now graces the main hall and is a tribute to his carpentry expertise. A lot of internal work covered by our objectives has already been described. Some general internal decoration has been undertaken in association with this work and the opportunity has been taken to freshen up associated parts of the building. In addition, the damp in the rear passageway has been addressed once again, under guarantee, by the firm who originally worked on it and we hope for complete success this time. Dado rails have been installed in the Dovecote Room to protect the walls. New printed and laminated signage has been provided in most rooms.

3.1.5 Priorities for the coming year

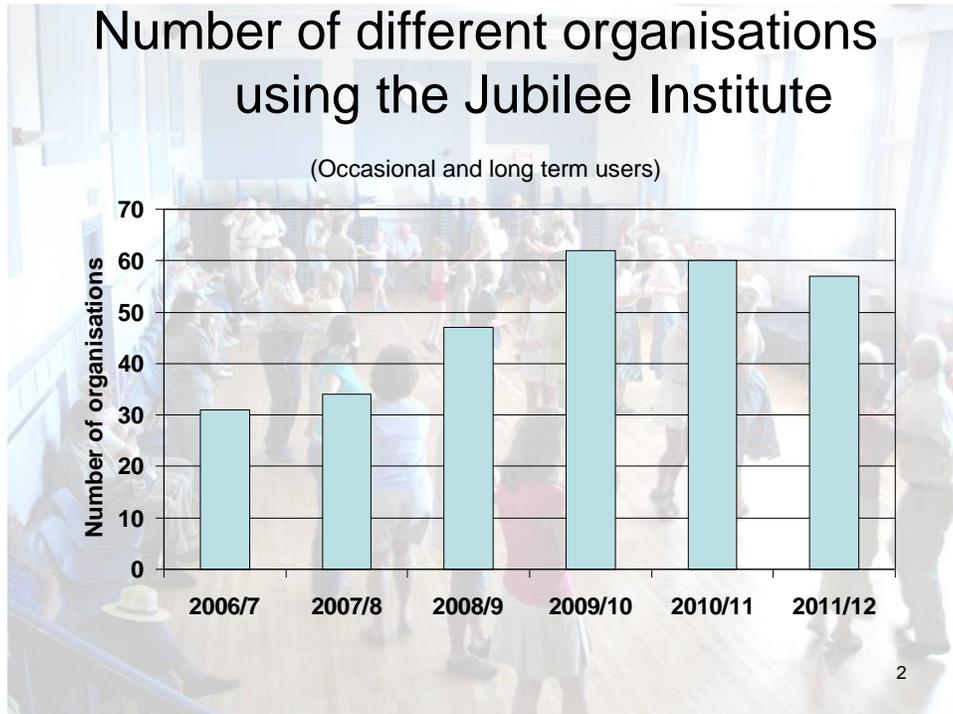
These are presented in Section 4 of this report.

3.2 Monitoring Report for the year 2011-2012 (Clive Wilkinson)

3.2.1 Organisations using the Jubilee Institute.

From a peak of 62 in 2009/10 the number of organisations using the Jubilee Institute fell to 60 in 2010/11 and 57 last year. These are only slight variations, however, and, after the rapid growth in use after the refurbishment, the Jubilee Institute is now well established as a major centre of community life in Rothbury and the wider region of Coquetdale. (see diagram 1).

DIAGRAM 1

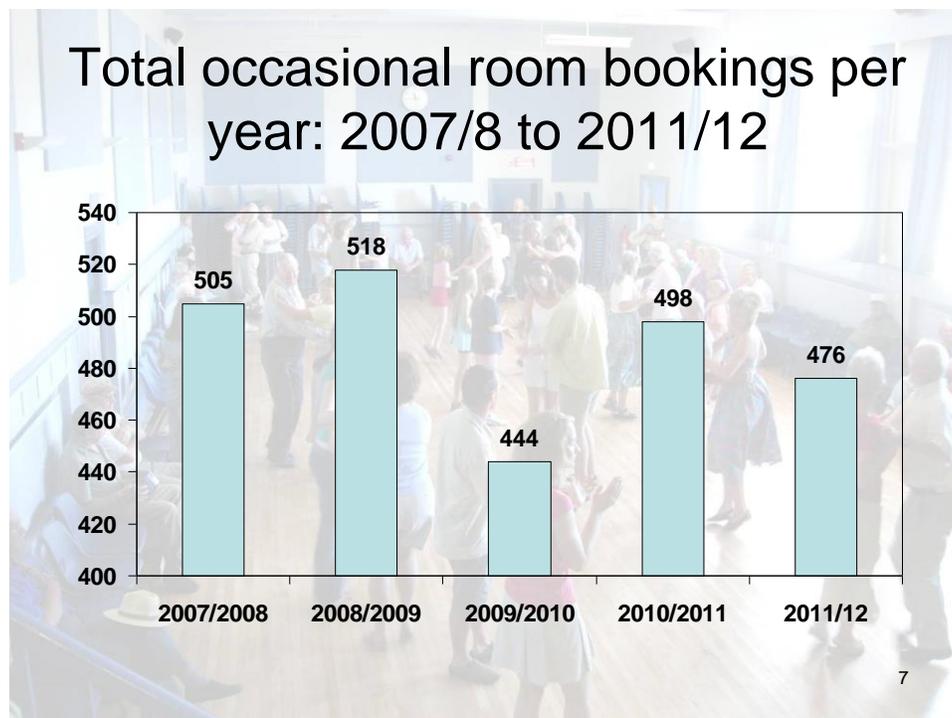


3.2.2 Gains and losses

Altogether 14 organisations that used the Jubilee Hall in 2010/11 did not do so last year and as a result we lost 45 room bookings. The most significant of these was the Rothbury Parish Council, taking with it 12 regular bookings. In addition, the Northumbria Basketry Group, which met in the Jubilee Institute for a total of 137 hours in 2010/11, only used it for 4 hours in 2011/12. Together, these two organisations account for a substantial slice of the lost bookings. On the other hand 10 new users appeared bringing with them an additional 19 room bookings. The balance of lost and new organisations accounted for a net loss of 26 bookings.

Diagram 2 shows the full pattern of occasional room bookings for each of the past five years. It includes some long term users who also make occasional bookings for

DIAGRAM 2



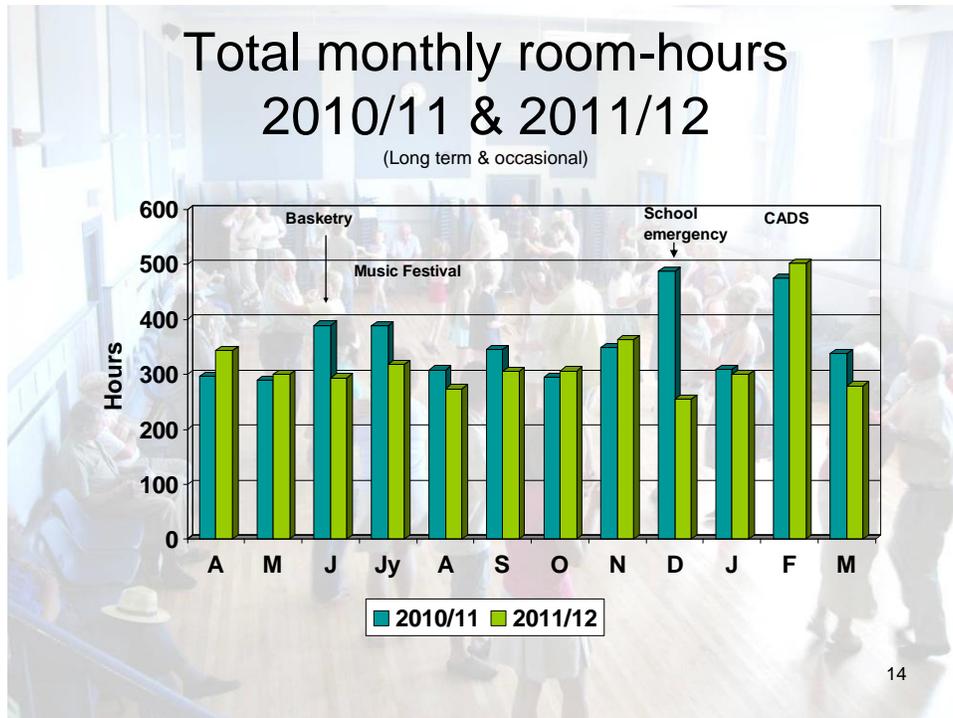
committee meetings, etc. Another factor to be taken into account is that bookings even for regular users vary from year to year. The year just ended was only 22 bookings down on the previous year. Fluctuations of these kinds are part of the normal seasonal ebb and flow of community life.

3.2.3 Hours of use

If we look at the situation in terms of hours, we see that the loss has been considerable, but mainly down to the two factors mentioned earlier. Because of the mild winter the school did not have the same emergency need to use our facilities last year as it had the previous year. This accounts for 74 lost hours. In addition, the Basketry Group did not put on its weekend of workshops and displays as it had done the previous year, accounting for another 137 lost hours. A further 37.5 hours were lost as a result of occasional users in 2010/2011 who did not return last year. On the other hand the new users who appeared last year brought with them an additional 84.5 hours of use, giving a net loss of 301 hours in 2011/12 compared with 2010/11.

As can be seen from diagram 3, in terms of room-hours February remains the busiest month of the year, and this, once more, is largely because of the annual show put on by CADS. December was a peak month in 2010/11 because of the school emergency, but things returned to normal in that month in the year that has just passed. The annual music festival boosts use in July each year and June reverted to normal last year after the big boost by the Basketry Group in June the previous year.

DIAGRAM 3



14

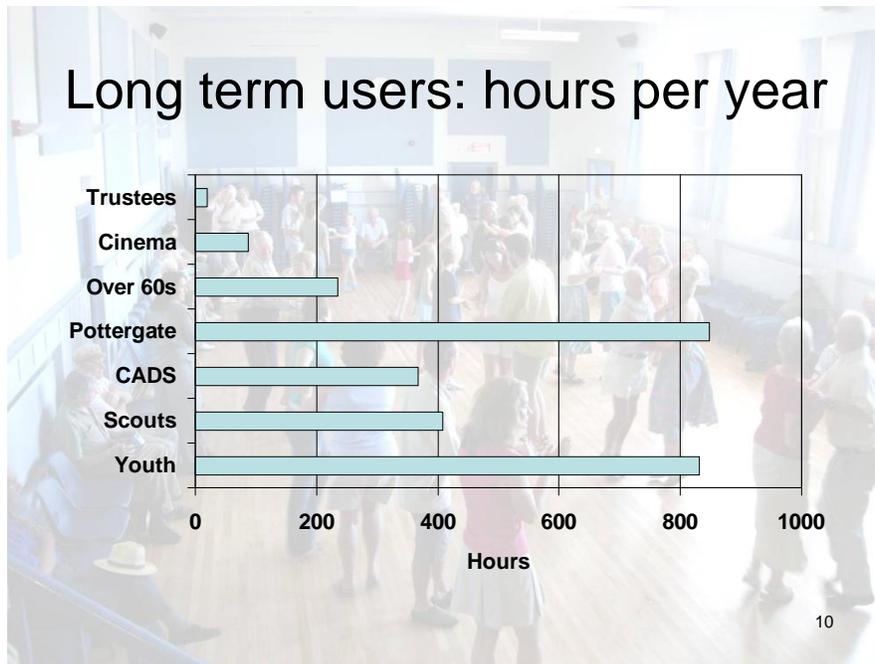
3.2.4 Long Term Users

Long term users comprise those organisations which have contracts to use our facilities on a regular basis for six months or a year. These organisations constitute the most important sector of our body of users.

As diagram 4 illustrates, by far the most important long term users are the Pottergate Centre and the Rothbury and Coquetdale Youth Project. I have omitted from this chart the Oaklea Trust, which occupies the Howarth Room permanently. Working on the basis of, say, an 8-hour day for five days a week, its use of the Howarth Room would amount to 2,080 hours per year.

Jubilee Institute was used for a total of 3,848.5 room-hours in the year that has just passed, and 2,739 of these were by the long term users (excluding the Oaklea Trust). This sector constitutes 71%, or almost three quarters of the overall use.

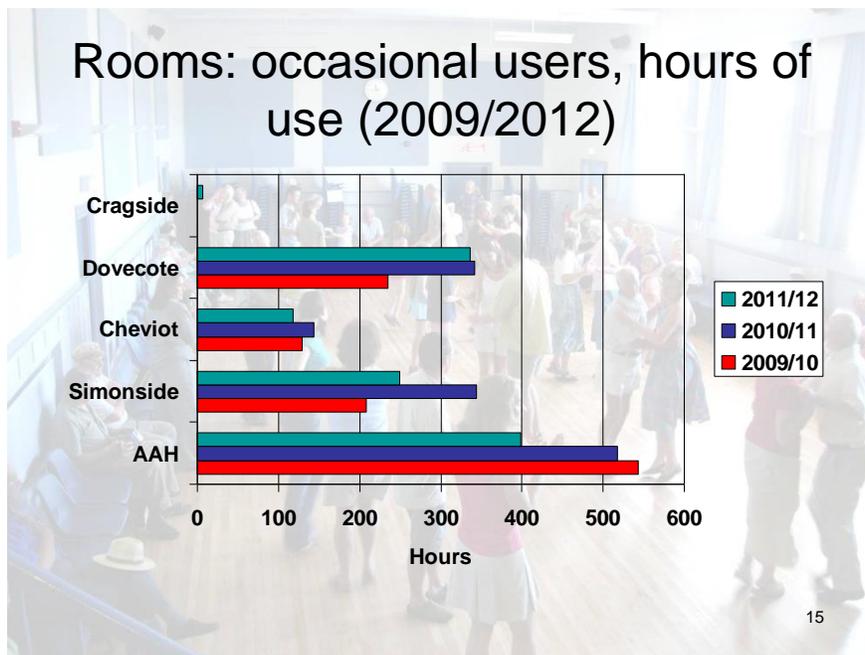
DIAGRAM 4



3.2.5 Individual Room Use

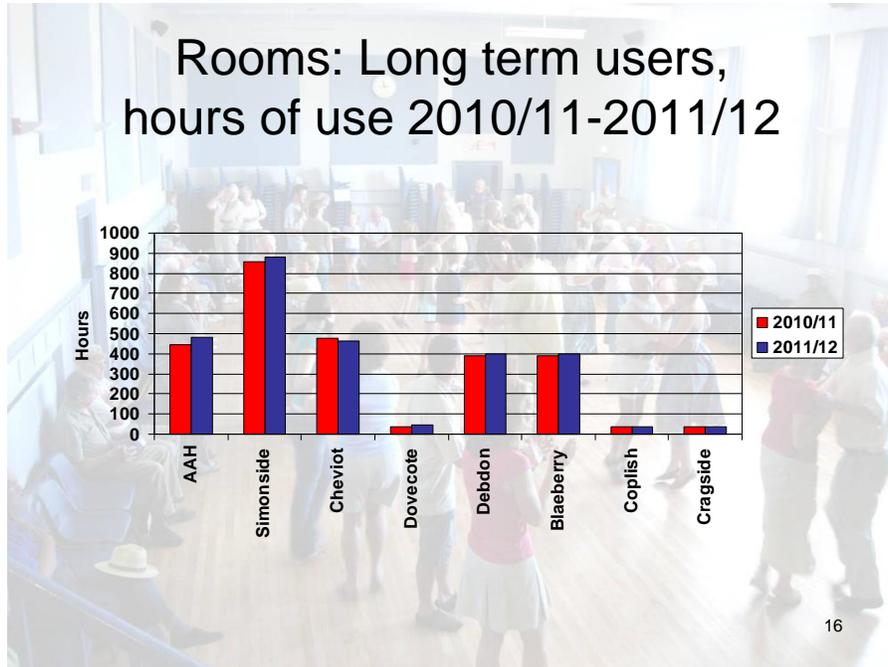
For occasional users the Angus Armstrong Hall remains the most well-used room (see diagram 5). The last two years have seen a large increase in the use of the Dovecote room, mainly because the yoga class has moved there from the AAH. The Cragside room remains under-used but in the past few months the U3A has begun to use it for some of its committee meetings. Another small meeting room has just become available, the Coquetdale Room, following the demise of the computing room.

DIAGRAM 5



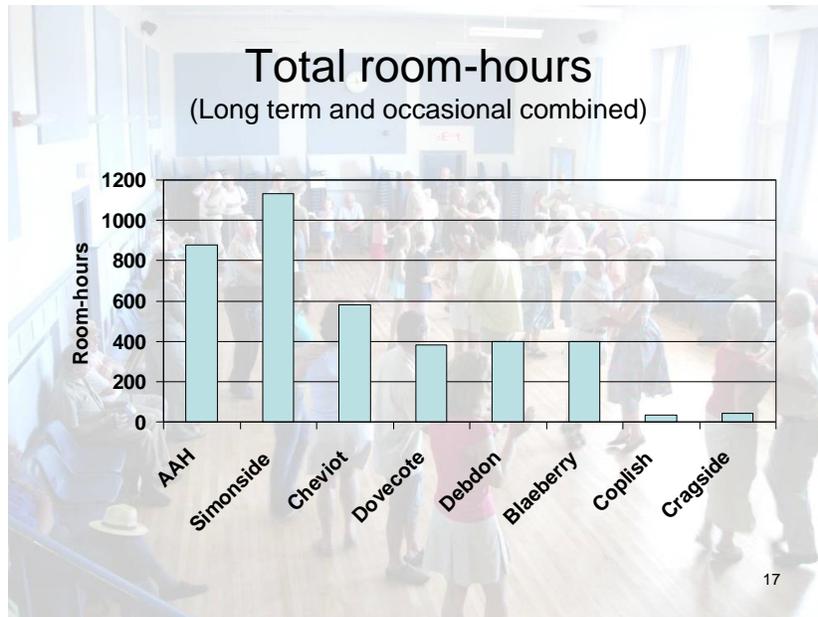
As far as the long term users are concerned, however, the Simonside Room is once more the most well used (see diagram 6).

DIAGRAM 6



If we combine the figures for long term and occasional users we get the pattern shown in diagram 7, in which again, as with 2010/11, the Simonside is the most well used room.

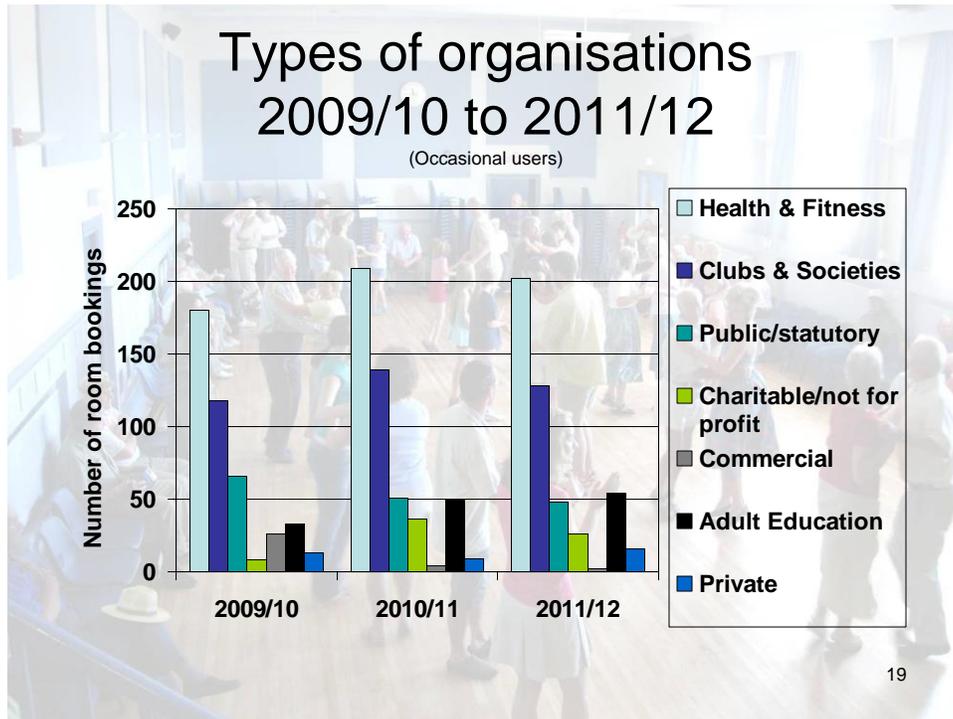
DIAGRAM 7



3.2.6 Who are the users?

'Health and fitness', mainly comprising Keep Fit, Yoga, Tae Kwando and Zumba, is once again by far the most important category of users on the basis of the number of room bookings. There were a couple of tai chi classes in 2010/11 but the experiment was not repeated last year. 'Weight Watchers' and 'Slimming World', which we lost in 2009/10, have not come back. Instead, the emphasis now is most definitely on physical exercise.

DIAGRAM 8



The Pipers, who hold their regular weekly practice in the Angus Armstrong Hall, continue to be the most important user of the 'clubs and societies' category. The Accordion Club, which was new to us in 2010/11, has continued to meet regularly in the Cheviot Room. The U3A is now two years old and continues the practice, established when it was set up, of holding its monthly meeting in the Angus Armstrong Hall. It has started to hold its committee meetings in the Cragside Room, which is a useful, but under used, small meeting room. It is pleasing to see that adult education classes have slowly but steadily increased over the past few years, especially since we lost the classes that used to be held in the Jubilee Institute and run by the Northumberland Adult Learning Service. This is largely due to the WEA and U3A classes now using our facilities.

3.3 Treasurer's Report (Siobhan Sheehy)

First of all can I add my personal thanks to David Logan Wood for his sterling work as our independent examiner, an onerous task I know. Copies of our 'formal accounts' which have been adopted by the Trustees and which will be submitted to the Charity Commissioners are in circulation, and David is here tonight to take any questions you may have on those. To simplify things for the purposes of this report, I have summarised our income and expenditure for the calendar year ended 31st March and that summary has also been circulated. These figures differ a little from our adopted accounts as they don't take account of any debtors and creditors we had at 31st March, rather they just record money into and out of our bank account in the year itself. However they give a somewhat easier to grasp picture of our activities over the year:-

Summary of Income and Expenditure for year 2011/12	
Income	
Hire of rooms	22,340
Patrons scheme	4,490
Fundraising	5,714
Grants and donations	5,612
Bank Interest	360
Total income	38,515
Expenses	
Staff costs	2,657
Utilities and Insurance	6,955
Property Maintenance	6,502
Kitchen Refurbishment	5,587
Admin and Sundries	1,082
Total expenses	22,783
Surplus for year	15,732

Our main source of income is, of course, from hiring out our rooms and I am pleased to say that our income held up this year, both from our long term contracts and our casual hirers. Hearty thanks go once again to our loyal patrons who give so generously every year and who, along with reclaimed gift aid, contributed just under £4500 to funds last year. The Trustees also had a good year in fundraising terms. Donations to the community cinema and profit from sale of ice creams and refreshments amounted to a little over £1500 this year and we are grateful to those of you who support this venture. Our first event, which was held so early in the financial year that John was able to report on it at the last AGM, was an 'Antiques Roadshow' in April 2011 which raised around £400. Our annual duck race in May raised a further £800. Finally, we were fortunate to have 'An evening with Alexander Armstrong' in July and thanks to his generosity in giving his time for free raised over £3000.

One of our objectives for last year was to try to improve the kitchen facilities by installing a cooker and I am pleased to say that not only did we achieve that objective, but also secured a grant of £5050 from The National Lottery, which along with an anonymous donation of £562, covered the full costs of the building work and new equipment needed. Major improvements of this kind are normally paid for from our patrons' scheme but these grants have allowed us to carry forward those donations for the year to fund a future, as yet undetermined, project.

Apart from the kitchen project we had no major unplanned items of expenditure during the year. We budget to keep on top of the routine maintenance and redecoration that is needed in a building that is as well used as this one, however I am mindful that it has been 10 years since the major refurbishment was completed and our equipment, fixtures and fittings will inevitably need renewing in due course. Over the last few years I have been able to transfer small annual surpluses into a reserves account to allow us to fund these replacements as and when they are needed. I am very pleased to report that this year, with our additional fundraising efforts and the grants we received, we had a much healthier than normal surplus of over £15,000 to add to these reserves.

4. DRAFT SPECIFIC OBJECTIVES FOR 2012-13

These draft objectives are intended to be additional to the underlying objectives of maintaining the Jubilee Institute facilities, attracting and serving the community needs of Coquetdale through our users, and ensuring financial stability. They will need to be confirmed after any agreed amendments by the new management committee of trustees for 2012-13.

1. Complete the clearance and re-consideration of the allocation of storage space in collaboration with the relevant user groups, making any remaining modifications that are necessary. Minimise the use of the cellar and roof space by the caretaker for safety reasons. Clear the Bridge Street entrance ready for renovation.
2. Develop a financially feasible plan for the improvement of the Bridge Street entrance. Commence the work.
3. Develop and maintain a website for the Jubilee Institute.

Report signed on behalf of the trustees.

Signature:

Name: Dr John A Lewis

Position: Chair of Trustees

Date:

Attachment: Independent Examiner's Report on the Accounts