



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

JUBILEE INSTITUTE ROTHBURY

CHARITY No 227913

ANNUAL REPORT 2012-13



**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 2012-13

John Lewis	Chair
Pat Moloney	Vice-chair & technical
Ian Armstrong	Secretary & Compliance
Heather Lister	Secretary
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
John Wylam	Patrons' secretary
Steven Bridgett	External liaison and funding
Brian Hesler	Security

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 2012-13

3.1 Activities and progress (John Lewis)

At the beginning of this year, 12 of our 13 existing trustees, plus one new one, were elected to the management committee. We subsequently co-opted one further member, bringing our numbers up to a healthy 14. As a result of these changes and other factors, there has been some re-assignment of roles. The role of security has been added to our trustee responsibilities. The secretarial role has been split, since the position of archivist had become unnecessary following the completed review of our stored records. We also have a trustee with specific external liaison and fund-finding duties.

The trustees met as a body eight times during the past year with an average attendance of between 10 and 11. At these meetings the financial position was reviewed on a quarterly basis. The agenda also routinely contained a review of all future bookings involving the sale of alcohol. Full minutes are available of all meetings.

3.1.1 Objectives for 2012-13

Once again specific objectives were set for the past 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. 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.

These objectives were presented to last year's AGM as draft objectives and were later formally adopted by the trustees. With respect to the first objective, the cellar has been cleared of all but a few rarely needed items. This has released storage space for the long-term storage of the Rothbury Christmas lights. The roof space has also been cleared of Jubilee Institute items, apart from a few items stored as a precaution against possible future need; an inventory of these has been made. Neither the cellar nor the roof space is now used by the caretaker on a regular basis, an improvement in safety. The roof space is now almost entirely used by the Coquetdale Amateur Dramatic Society for the storage of costumes and other stage items, and CADS is in the final stages of producing a corresponding inventory. A handrail has been added to improve safety when accessing the roof space, and a smoke detector has also been installed. The cupboard in the Bridge Street entrance has been cleared ready for renovation work. The under stage storage area has been tidied and redundant items discarded. Space in the Cragside Room has been created by the transfer of the trustees' and cinema cupboards to the Coquetdale Room. As a result it was possible to encourage the Pipe Band to erect a cupboard for their drums in the Cragside Room. So this first objective is accomplished.

The second objective concerned the development of the Bridge Street entrance. A subcommittee was established to produce a draft plan for consideration by the trustees and Nigel Jenkins

(architect) was commissioned to provide assistance. The plans have been reviewed by the council Planning Department and permission to proceed has been granted. The work has been put out to tender and estimates have started to arrive. In outline the plan is as follows. The existing window will be lengthened and double glazed, and a matching window will be installed on the opposite side of the porch. The ceiling will be removed and a higher domed profile given to the ceiling, with recessed lighting, and appropriate insulation. Because defects in roof timbers have been observed, the roof will be removed and re-slatted. Any defects in stone-work will also be corrected and the walls will be completely re-plastered. Outside, the ground will be re-shaped to remove the step to the south of the door. This will entail sloping the ground gently from the entrance down to the top of the steps to the street. A bench seat will be installed under one window and double as a storage area for banners. New external doors will be installed.

The progress on this objective has been rather slow, because of the time taken to agree a final plan and obtain planning permission. It is, however, important to get it right. The continuation and, we hope, completion of this project is one of our objectives for the coming year. We are confident that the new porch will be an asset to the Jubilee Institute, will improve access from this side and will enhance the appearance of the property. We expect our financial reserves to bear a significant part of the cost, but we are also hoping to obtain some external funding.

The development of our own website (www.rothburyjubileehall.org.uk) was completed quite early in the present year, and is now fully functioning, providing a new and valuable source of information on our facilities and activities, and a new route of contact for enquiries. Our 'technical' trustee is to be congratulated on his solo work on this project. Feedback is always welcome.

3.1.2 Fund-raising and other events

The annual Duck Race was held as usual last May on the day of the Rothbury Street Fair and provided a welcome and predictable income. A planned operatic event (Opera X) in September of last year unfortunately had to be cancelled. However, we subsequently held a successful Christmas ceilidh with the band Pipers' Share. Then we finally managed to arrange the return of Kathryn Tickell in March of this year with her show 'Northumbrian Voices'. As expected this was sold out within days of tickets being on sale. Requests for tickets were received from all over the country, so our audience was a good mixture of locals and visitors. The atmosphere was further enhanced by the fact that the show was filmed. The film director had very specific requirements for the stage set-up, lighting and sound, needing large amounts of equipment, and a lot of preparatory work. This was largely carried out and operated by his film crew of eight, although there were plenty of additional tasks for the trustees. The event provided a really memorable evening of magical and emotional words and music.

Finally, work has been carried out this year to try to arrange the broadcasting of Any Questions from the hall. It looks as though this will come to fruition in October of this year, and we are very grateful for Clive Wilkinson's efforts in making this possible.

3.1.3 News of Users and Use

The cinema has continued to provide a valuable local source of entertainment. Some films, such as The Best Exotic Marigold Hotel, bring in audiences that fill the hall. Others satisfy a more niche viewing interest. In view of the solid local support, there is little hesitation among the trustees in agreeing the costs involved in the necessary and expensive renewal of failing equipment. This year

that included the main projector and the front speakers. On a related matter (stage lighting), CADS has kindly made a lighting desk easily available to all. By means of this it is possible to use the stage lights to provide various attractive lighting effects for those on the stage, together with dimming of the main hall lights.

This year we were pleased to welcome the Parish Council back to the Jubilee Hall for its monthly meetings, open to the public. On another occasion, we were pleased to welcome the Duchess of Northumberland and her party after the official opening of the new bridge over the Coquet. The Chief Secretary to the Treasury, Danny Alexander, also visited the Hall to announce the success of the local Superfast Broadband bid at a public meeting.

Regular contact with our users (and our Patrons) is achieved through Newsletters, issued twice a year, thanks to the diligence of our Patrons' Secretary.

3.1.4 Maintenance and improvement

There are a large number of maintenance and improvement jobs carried out by our caretaker, by our facilities management trustees, and by tradespeople engaged for this purpose, and I will mention only a few. The cellar, in particular has been the focus of a lot of attention after it was noted that water had been pouring in through the supposedly sealed-off old coal hole. No significant cause was established but, as a precaution, the external sealing was improved. Then Northumbrian Water started digging holes adjacent to the Jubilee Institute in the same area, apparently investigating leaks. They have made changes to the external pipe-work and disturbed our new sealing but, after some prompting, have ensured that the cellar entry was properly re-sealed. The cellar now appears completely dry and we hope that is the end of the matter. However, Northumbrian Water is still digging holes!

During the year, some incidents of minor vandalism made it necessary to consider the security of the premises. As a result, a programme of CCTV camera installation has been undertaken, in conjunction with the County Council and the local police. It is hoped to complete this shortly.

This year we replaced all the taps in the main toilets because the old taps had become unreliable with respect to automatic shut-off, and the loss of water was unacceptable. We have had long-term problems with the control of the heating system, leading to the Dovecote room being both too hot and too cold. We are still trying to get on top of this mysterious and frustrating issue. We also found it necessary to patch the roof over the Dovecote room again; if it fails in the future we will need to get specialist help because of the material used in building it. Work has also been carried out on the Bridge Street garden, spreading additional loose stones and tidying up the shrubs and other plants.

3.1.5 Priorities for the coming year

These are presented in Section 4 of this report.

3.2 Report on Usage for the period April 2012-March 2013 (Pat Moloney)

3.2.1 Usage in general terms

Overall it's been a year of consolidation. About the same number of organisations used the Jubilee Institute last year (56), as the previous year (57 in 2011-2012). It should be remembered that the "Jube" is in competition with a number of other facilities in the area which can also offer rooms for hire.

The good news. Generally speaking, reported usage of the whole building is up, as is the income from the lettings. The financial figures are contained in the Treasurer's report. This increase in revenue has occurred despite the fact that the room and facility hire charges haven't been revised upwards since 2010.

It should be noted that the prime responsibility for bookings, and for preparing the venue for the hirer, falls to our caretaker, Fiona Foreman. Our thanks to her for all that she's done, and continues to do, to make this such a useful facility for the community.

3.2.2 Gains and losses in lettings

Over the last year the most significant gains have been the return of the Parish Council to the hall, as well as an extra Zumba class. Sadly, a significant loss, both in hours and income, has resulted from the departure of the Yoga class which has moved on to a new venue.

3.2.3 Hours of use

As has been noted in previous monitoring reports bookings vary over the year, and the time of year. Events such as the Coquetdale Amateur Dramatic Society's production in February, and the annual music festival in July, can distort the figures on a month to month basis. Fortunately, the "Jube" was required to be available only briefly, in its role as an emergency centre, during the last year. If you enter the hall by the lane entrance you will see the timetable of occupancy on the wall to your right. This gives an idea of the regular hirers, as well as what else is happening at the Rothbury Jubilee Institute, in any one week.

Based on the figures for the year 2012-2013, the long term hirers were in occupancy for some 2254 hours, while the short term lets accounted for some 1020 hours usage. This makes a total of 3274 hours when the building was fulfilling its main function.

3.2.4 Long Term Users

As opposed to the one off hirers these are the organisations that have contracts to use the Jubilee Institute for 6 or 12 months. These include the Pottergate Centre Adult Training Group who use the Simonside room, and the Coquetdale Youth Project who have sole occupancy rights to the Thrum, Debdon and Blaeberry Rooms upstairs. The Oaklea Trust permanently occupies the Howarth room. The over 60's use the Cheviot room as do the Scouts. CADS and the Scouts use the Angus Armstrong Hall.

These long term contracts are crucial to the Institute's well-being, as, overall the long term users continue to make the most significant contribution in terms of the percentage of hours the Institute is in use. Based on last year's usage, the long term contracts accounted for some 69% of the total hours the Jubilee Institute was being utilised.

Another main user of the Armstrong Hall is the fortnightly cinema club. Although not a contracted customer of the Institute, it does make a major contribution to the "Jube's" finances through its

voluntary donations scheme. These have increased by 59 per cent over the last year. With its up to date audio visual equipment the Hall will hopefully prove an increasingly attractive proposition for any other organisation wanting to present their information on the big screen.

3.2.5 Individual Room Use

These short term hires account for the remaining 31% of the whole Jubilee Hall usage. Of the occasional, one-off lettings (here I mean in terms of frequency of use rather than in total hours), over 90% were hires of the Angus Armstrong Hall. These often occurred in conjunction with the hire of the Simonside room next door, this latter usually being used as a bar/food stop.

Besides its use by the Over 60s the Cheviot room tends to be used for meetings, and regularly by the Accordion Club. The Simonside room is also well used, with a recent addition, Herbs and Flowers, on a Tuesday afternoon, apparently becoming very popular.

The Dovecote room upstairs acts more as a formal meeting room, used by the Trustees as well as the Parish Council, the monthly Police forum and two of the U3A groups. Because of the availability of audio visual equipment in this room it has proved very useful to organisations wanting to do Power Point presentations e.g. the recent National Parks day long consultation exercise. However, its use has dropped somewhat due to the Yoga group moving to a new venue.

On Saturdays, the Angus Armstrong Hall regularly hosts dances, fetes and fairs, shows, children's parties etc. Otherwise, only the Over 60's and the Youth Project make use of the rest of the building on that particular day.

Sundays are generally very quiet at the "Jube". CADS are practically the only occupants on this day, primarily using the Armstrong Hall between December and February in the lead up to their concert presentation. A notable exception to this sleepy Sunday trend was the very successful Kathryn Tickell concert which took place back in March of this year.

Of the remaining rooms, both the Cragside and Coquetdale rooms remain relatively unused except when needed for meetings on days when the Dovecote and Cheviot meeting rooms are already occupied.

I have ignored the use of storage space which is often let for the sole use of various organisations.

3.2.6 Who are the Users?

Besides the long term users, and the one-off hirers, the Rothbury Jubilee Institute is host to a large number of organisations who use the building on a regular basis: U3A groups, health and fitness including Zumba and Taekwondo, trusts such as the National Park, Rivers and Wildlife organisations, the Blood Transfusion Service, Singing Tots, Church Organisations, the Pipers, MP's surgery, Sure Start etc. The "Jube" also acts as a Polling Station, and stands ready to be used as a designated emergency centre if needed.

In conclusion, the Rothbury Jubilee Institute has occupied this site since 1897, serving the local community throughout this time. It literally rose from the ashes in the 1930s, and was born again after extensive renovation in 2006. It is hoped that it will continue to be at the heart of Rothbury and Coquetdale life, but this will happen only as long as the "Jube" is seen to be relevant, and provides what the local community wants and needs.

3.3 Treasurer’s Report (Siobhan Sheehy)

The Jubilee Institute’s final accounts, adopted by the Trustees and available at the AGM, will also be submitted to the Charity Commissioners. They have been independently examined by David Logan Wood, present at the AGM to take any questions from the audience following the treasurer’s report. Can I add my thanks to David for the extensive amount of effort he puts in to his duties in this role.

To simplify things for the purposes of my report, I have summarised our income and expenditure for the calendar year ended 31st March 2013 in a summary also circulated at the AGM. These figures differ a little from our adopted accounts as they don’t take account of any depreciation or debtors and creditors 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 2012/13	
Income	£
Hire of rooms	23,044
Patrons scheme	4,119
Fundraising(net of costs)	3,304
Bank Interest	475
Total income	30,942
Expenses	
Staff costs	2,837
Utilities and Insurance	7,719
Property Maintenance	7,632
Admin and Sundries	1,746
Total expenses	19,934
Surplus for year	11,008

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 (£23,044 compared to £22,340 In 2011/12). Although most of our long-term contract hirers seem well settled, we have just learned of the loss of one of our tenants, so our rental income may well be reduced next year.

Many thanks go once again to our loyal patrons who give so generously every year and who, along with reclaimed gift aid, contributed £4,119. This income stream has been showing a slight downward trend for the past few years, due partly to patrons leaving the scheme, but mainly due to a decrease in the gift aid percentage rate which can be reclaimed down to 20% from a high of 25% a few years ago.

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The Trustees were, as always, busy fundraising throughout the year and we had another good financial outcome. Major contributions to our net fundraising proceeds of £3,304 were made by the annual Duck Race in May, donations to the community cinema throughout the year, a winter ceilidh and the recent Kathryn Tickell concert.

We had no major items of expenditure on the building during the year, apart from regular maintenance and redecorating, and we budget to keep on top of these routine items from our annual income.

So this year we had a surplus of income over expenditure of £11,008. This surplus would normally go into our reserves, to be held in a deposit account for future 'undetermined' expenses. However, we know we have already spent this surplus and more. We recently committed to spending £3,000 on modern floor cleaning equipment to ease the burden on our caretaker Fiona, and I hope the Patrons will agree with us in feeling this item was an ideal destination for your 2012/13 contributions. The planned major improvements to the Bridge Street Porch entrance will easily take the balance. Whilst we are seeking grant aid to help towards this item, if we don't succeed in finding any, I am happy to report that we have sufficient in our reserves account to meet this cost.

4. SPECIFIC OBJECTIVES FOR 2013-14

These 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 have been confirmed by the new management committee of trustees for 2013-14.

1. Implement the approved plan for the improvement of the Bridge Street entrance, including any necessary repair to the structure and modifications to the external approach. Appoint a contractor and schedule the work with minimum disruption to the Jubilee Institute and its users.
2. Install double glazing in the Cheviot Room.
3. Obtain a grant or grants for some of the above work.

Report signed on behalf of the trustees.

Signature:

A handwritten signature in black ink that reads "John A Lewis". The signature is written in a cursive, flowing style.

Name: Dr John A Lewis

Position: Chair of Trustees

Date: 5th July 2013

Attachment: Independent Examiner's Report on the Accounts

The start of the Duck Race 2012

