



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

JUBILEE INSTITUTE ROTHBURY

CHARITY No 227913

ANNUAL REPORT 2013-14



**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 2013-14

Pat Moloney	Chair
John Lewis	Vice-chair & secretarial
Heather Lister	Minutes 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, 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.

3. MANAGEMENT REPORTS FOR 2013-14

3.1 Activities and progress (Pat Moloney)

The 13 Trustees have met on 10 occasions since the AGM of 2013, managing a 74% attendance rate between them. This underlines the commitment shown to maintain the "Jube" as an important, functioning part of the Upper Coquetdale community. Full minutes of these meetings are available for perusal.

There was also a change in chair as John Lewis stepped down after the last AGM to be replaced by myself. John has remained in the role of vice chair of the Trustees and continues to offer valuable advice and guidance. The Trustees manage a number of tasks between them, including finances, security, building maintenance, liaison with our patrons, as well as the various social activities that help with the continued financial well-being of the Hall.

In April of this year we were joined by Brian Cusack who has agreed to take over the responsibilities of joint Treasurer from Siobhan Sheehy. Sadly, the presentation of the financial report for 2013-2014 will be Siobhan's 10th and final task as a Trustee as she will be stepping down at this AGM. Another sad loss will be Maggie Wallace who is also stepping down this year. Maggie has been the driving force behind the very successful cinema club, and has also organised the Ceilidhs held at the "Jube". Fortunately, both have agreed to remain involved with the cinema by helping with projection duties.

In concluding this section I'm very pleased to announce that the Rothbury Jubilee Institute has had its Hallmark renewed following an assessment by Community Action Northumberland in April of this year. The Hallmark, as found on our web page and on our documents, signifies that the Hall has met various financial and managerial targets. This was first awarded in 2011, and is assessed, and renewed every three years. Achieving this recognition indicates that the Trustees are meeting their obligations as set out by the Charities Commission and the Deed of Trust document that underpins the way the Hall is run on a day to day basis. The successful renewal again highlights the valuable contribution of all the Trustees involved over the last few years. My thanks to you all.

3.1.1 Objectives for 2013-2014

At each AGM we review the specific objectives set the previous year, over and above our responsibilities towards the financial and structural well being of the Hall. Both the major tasks we undertook concerned the building itself.

Work on the Bridge Street porch entrance was finally commenced after considerable planning and financial preparations. The old structure was rebuilt to match the stonework of the main building by a local builder. In addition the doors were replaced. The path to the door was graded at last to allow access to the garden for wheelchair users. A grant for part of this work was received via the Members Local Improvement Scheme to provide improved access. Our thanks to Cllr Bridgett for arranging this. Work was also done on the terrace overlooking Bridge Street. In all, the outcome has made for a much more welcoming and appropriate entrance for a building such as the "Jube".

Our second objective was the installation of double glazing in the Cheviot Room. Here the sash windows have been replaced with double glazed units. This has made an appreciable difference to the temperature of the room, and made a contribution to the lessening of our heating bills.

3.1.2 Fund Raising and Other Events

The Jubilee Institute has continued to provide its own events, as well as hosting others. The annual Duck Race continues to thrive, whilst the 2 Ceilidhs were a major success.

One event that can't be ignored was our hosting of the BBC Radio 4 Any Questions programme in October 2013. This went extremely well, and reflected the tireless efforts of the Trustees. However, particular mention should be made of the contribution by John Lewis who was the main coordinator of the event with the BBC Production Team.

Having spread our radio wings, so as to speak, it is possible that Gardener's Question Time may turn up the Hall, courtesy of our local gardening groups. Watch this space.

3.1.3 News of Users and Use

Besides the events put on by the "Jube" itself, such as the cinema club and the Ceilidhs, the hall has continued to be used regularly by various groups as outlined later in this report. The Trustees undertake to continue to provide both a comfortable venue and the equipment necessary to facilitate the use of the hall by various groups.

We endeavour to update the public regarding events via the web site, Facebook, and Twitter, although I take full responsibility that the updating is not as regular as it could be. We also provide a newsletter for both users and for our Patrons who make such a major contribution to the finances of the Jubilee Hall.

3.1.4 Maintenance and improvement

Like any building the Jubilee Hall has to be maintained and refurbished on a rolling programme. Much of this work is undertaken as needed, most of it being contracted to local trades people. Additionally, the Hall benefits from the continued efforts of our caretaker, Fiona Foreman, who goes well beyond and above the call of duty, in maintaining its standard of presentation.

Although the major overhaul and rebuilding of the Hall was done relatively recently the continued wear and tear from its constant use needs monitoring and, when necessary, work is undertaken to remedy any defects. In this respect we are victims of our own success as regular use equals regular wear and tear.

There had been some concerns about the central heating system and whether this was adequate for the task in hand. Engineers were consulted and gave the system a positive report, with some ideas about improving the controls.

One less positive note has been the necessity of installing fully operative CCTV cameras, both to monitor the two entrances as well as the corridors and staircases within the building. The rooms are not monitored so as to protect the users from unnecessary intrusion. The Trustees took this decision after a number of incidents led them to believe that the building was not secure enough, and that users were complaining of being harassed by a small group of local children. The alternative had been suggested that we should lock the building, and only allow limited access to users, as needed. However, after some debate, it was felt that this would penalise the legitimate users, and undermine the tradition of the Hall's ready accessibility.

It is hoped that the installation of security cameras will deter any further incidents. Whilst the level of disruption and vandalism has been relatively minor it does underline the fact that a facility such as the Hall is very vulnerable if it is not looked after by the community. The issue of children accessing the building is a historical one, but the changing climate of legal liability, and the need to show a duty of care, requires action on our part. This concern has led the Trustees to conclude that they must be seen to be taking a reasonable level of care both to protect the users as well as the facility. We believe the CCTV installation is the best way to meet these responsibilities.

Finally, maintenance has been completed on the flat roof above the Dovecote Room to prevent any further water ingress. Our cellar occasionally shows signs of dampness, as it has done before, but has not posed any major problems.

3.1.5 The Jubilee Hall and Community interests

A donation has been made to the Hall of the Rothbury Millennium photo and it is hoped to put this up shortly. Consideration is also being given to finding a home within the building for other items of memorabilia that might otherwise be lost to the community.

The Over 60's notice board, formerly belonging to the British Legion, has been carefully refurbished and replaced on the wall on the Main Street. The possible moving of this board, during the installation of the new broadband cabinets, had caused some disquiet, due to its emotional symbolism. It was on this board that announcements were made of the names of those killed in action. The Trustees will endeavour to ensure the board is maintained and protected as much as possible while it continues to be used.

In conjunction with the Rothbury Women's Institute the Trustees have agreed to the placing of a defibrillator on the wall by the phone box as part of the Stephen Carey Fund initiative. The electrical running costs will be absorbed from within the Hall's energy bill.

3.1.6 Priorities and Objectives for the coming year

These are presented in Section 4 of this report. They will be considered by the incoming committee, and amended or added to as necessary.

3.2 Report on Usage (John Lewis)

3.2.1 Reasons for annual review of usage

The annual review of the usage of the Jubilee Institute's facilities was begun by Clive Wilkinson, stimulated by the requirements of some grant-giving organisations who had helped to fund the renovation of the buildings. In fact there are other reasons for carrying out such a review. It helps to show the Charity Commission that the trustees are discharging their duties properly. It is one of facets of good practice for village halls that helped us achieve our Hallmark status. However, the primary reason is to demonstrate to ourselves and to the local community that we are looking after the property in line with the objective of our constitution, as shown in paragraph 2.1 of this Annual Report.

3.2.2 Our Users

This year the report will enumerate our users classified roughly according to the extent to which they used our facilities in 2013-14. Tables 1 to 5 on the next page show all our hirers classified in this way. The first category is users with a long-term (annual) contract. The Scouts, Over 60s, Day Centre and Youth Project all held one or more meetings per week throughout the majority of the year. The Oaklea Trust had permanent use of one room as an office (Howarth Room); the Youth Project has exclusive use of one room and major use of two more. CADS had a regular weekly pattern of use of rooms for six months of the year leading up to major use of the whole building during the period of the show.

The second category is regular and frequent use. Most of the groups listed here have regular weekly or monthly meetings for all or part of the year. A few make less frequent or less regular visits (e.g. National Blood and Transplant Service) but still more frequently than once per year. The third category listed is organisations or individuals with less frequent repeated use, maybe once a year, or at unspecified intervals. Many of these have a long history of using our facilities as their need requires and we would almost certainly notice if they did not return. The fourth category shows one-off use. Some of these have been grouped into events of a similar type, such as private bookings associated with birthdays, weddings and funerals, or jumble sales. Some may be the first booking of possible repeated use in the future.

The final table shows the use made by the trustees. Notable among these is the fortnightly cinema, a specific responsibility retained by the trustees, and a very welcome fund-raiser, thanks to the many donations made in support of it. Also included are the evening events organised by the trustees, namely the hosting of Any Questions and two ceilidhs, and the many occasions when trustees meet for the purpose of their management tasks.

There have been few changes this year. The Oaklea Trust has not been able to continue to fund an office in the hall, so a valuable long-term contract has been lost which we are seeking to replace. The Friday Zumba class will close shortly because their leader has decided to withdraw from this activity and no replacement for him has yet been found. This is unfortunate given the size and enthusiasm of the class. On the positive side, a creative writing class has developed under the auspices of the U3A. In addition the WEA has introduced a Herbs and Healing course. It is also worth pointing out that, within the category of 'regular type of use but multiple hirers', there has been an increase in the use of the hall for children's parties.

Table 1: Long-term (annual) contract

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

Table 2: Regular and frequent use

Accordion Club	U3A - Main meetings
Cartington Parish Council	U3A - Creative writing
Extend Keep Fit	U3A - Discussion group
History Society	U3A - Poetry
National Blood and Transplant Service	Tae Kwondo
Northumberland CC	WEA Literature
Northumberland National Parks Association	Wildlife Trust
Rothbury Parish Council	Zumba – Wednesday
Rothbury Pipe Band	Zumba – Friday

Table 3: Repeat but less frequent use

Coquetdale Community Archaeology	Powfest band concerts
Churches Together Lent lunches	Rothbury Junior Football Club
Kingston Property Services	Rothbury Music Festival
Local band practice	RVS
Oaklea Trust	Singing Tots
Parish Council Cluster Group	Sure Start
Police - Public Meeting	Thropton First School
Political surgery	Upper Coquetdale Film Society
Polling Station	WEA Herbs and Healing course

Table 4: Regular type of use but multiple hirers

Coffee mornings	Jumble sales
Parties, weddings, funerals and other private events	Public entertainment: concerts, dances, plays, etc.

Table 5: Occasional and one-off use

David Appleby training	Trilogé – Work Fair for young people
Food Fair	Toddler group
Hypnotherapist	U3A Dowsing
Line dancing	Voicemale Workshop
Newcastle University	WI (treasure hunt)
Public lecture	Young adults meeting
RSPCA Interviews	

Table 5: Use by the Trustees

Cinema (fortnightly)	Committee meetings (10 evenings per year)
Evening events (3 this year)	Other meetings

3.2.3 Our room facilities

The Jubilee Institute is fortunate in having a range of rooms of different types. Plans of the two floors of the building are shown on the next page. These plans date back to the time of the renovation but are still adequate for the purpose of this report.

During the past year, some rooms have been so popular that any discussion of their frequency of use is unnecessary. Indeed the trustees' greater concern for these rooms has been to ensure that demand for them is fairly and properly managed to avoid argument or double booking. These rooms are the Armstrong Hall, the Simonside Room and the associated kitchen, the Cheviot Room (all ground floor) and the Dovecote Room (first floor). The Coplith Room is effectively a small kitchen and ante-room for the Dovecote Room and needs no further attention here. In addition the Debdon Room (first floor) is permanently hired to the Youth Project.

On the ground floor the Howarth Room has been underused since the departure of the Oaklea Trust in 2013. During the annual CADS performances, it was once again a valuable space for the scene shifters and actors, and it has been used as a sound and film engineers' room during the broadcast of Any Questions and the filming of Kathryn Tickell. The trustees are aware of the importance of trying to find a permanent hirer for this room or some other means of increasing its use.

On the first floor the Coquetdale Room has been used as a meeting room both on a regular basis by some small groups and on an ad hoc basis by others. This is probably sufficient given its additional use for storage by both the caretaker and the trustees. The Youth Project has a call on two further upstairs rooms, namely the Thrum and the Debdon Rooms, with the intention of their being available to other users. However, they are rarely if ever used by anyone else, and this situation has not changed during the past year. The Craggside Room is up a staircase with no disabled access and that limits its use. It was used as a changing room during the annual CADS show and also for occasional practice sessions by a local music group, but nothing more. It is a perfectly satisfactory and quiet meeting room and it would be good to see increased use.

So there is some underuse of the smaller rooms of the Jubilee Institute. This is not a new issue.

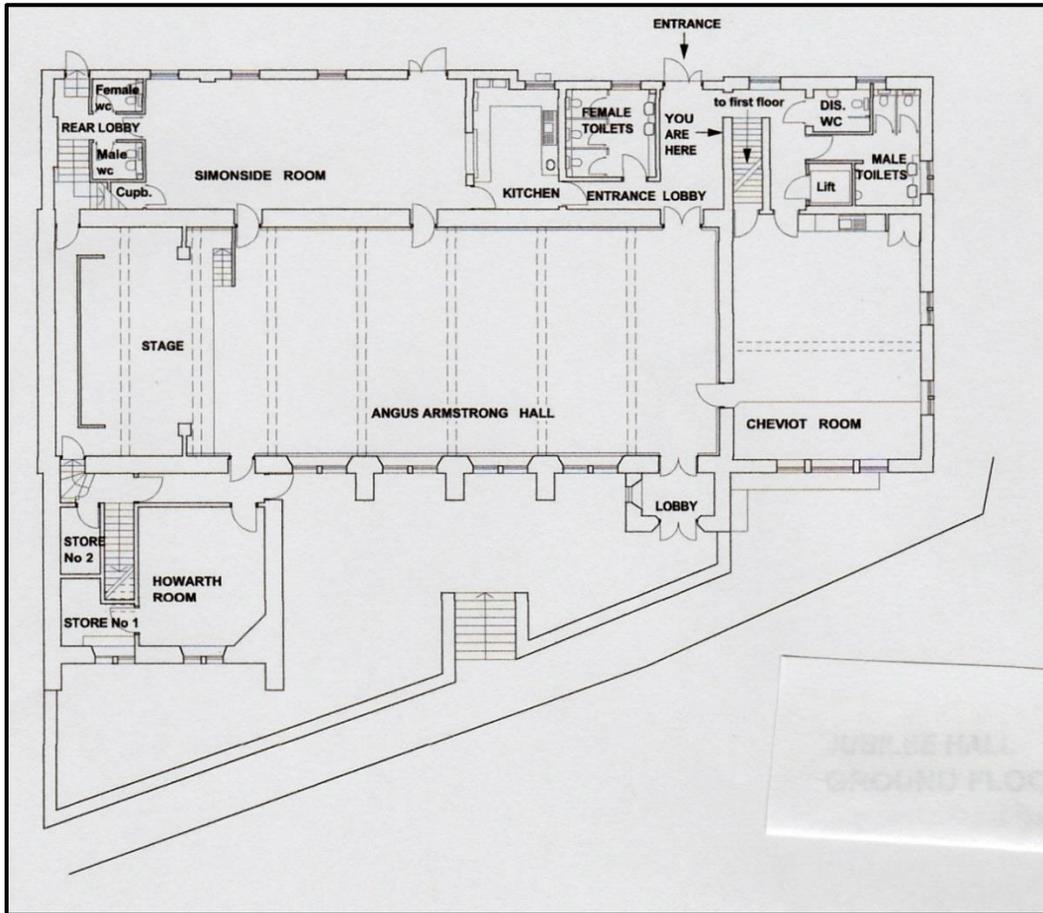
3.2.4 Our storage facilities

There is always a greater requirement for storage in the Jubilee Institute than the available space. In addition users often show poor discipline in managing their storage space, and in overflowing into other space. Some re-organisation of this space has taken place over the past year or more, and some tidying up has been encouraged.

Table 6 below shows how the substantial storage areas in the Jubilee institute are currently used. There is no spare space, except possibly in the cellar with its inevitable susceptibility to dampness and occasional minor flooding. The challenge here is to ensure that everyone, including the trustees, makes regular inspections of their allotted space to ensure that no redundant items are stored, that their storage area is tidy, and that they are not trespassing into other areas.

A number of users and the trustees have installed free-standing or built-in cupboards to supplement the available storage space. Details of this are shown in Table 7 below. In the past year the Rothbury Pipe Band has installed an excellent built-in cupboard in the Craggside Room for some of their instruments, and the Day Centre has added to their cupboard space in the Simonside Room to alleviate their storage problems. Lack of storage space sometimes affects the ability to attract new hirers, so this option may have to be extended further.

Jubilee Hall Ground Floor Plan



Jubilee Hall First Floor Plan

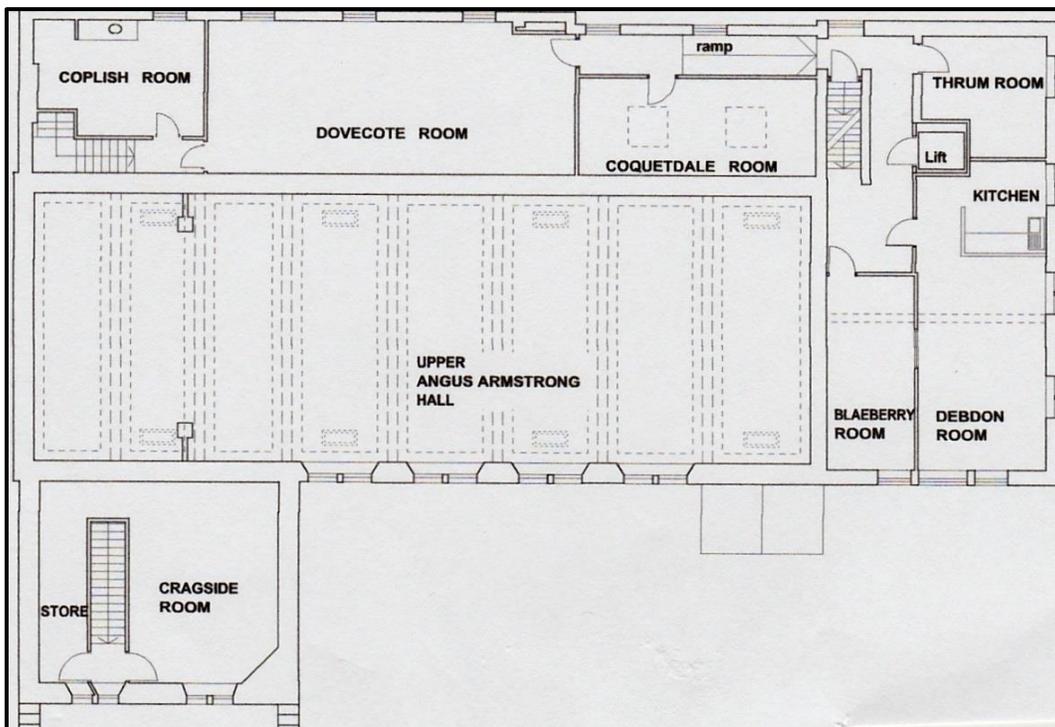


Table 6: Substantial storage areas

Floor	Storage area	Who uses this area for what?
Cellar	Cellar	Rothbury Xmas lights plus some Hall 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	Cheviot Room	Over 60s store
Ground	Simonside Room	Hall: kitchen store, freezer
Ground	Howarth Room	Hall: round tables, chairs
First	Coquetdale Room	Caretaker's store: cleaning materials, etc.
First	Coplish Room	CADS store: musical instruments, etc.
First	Opposite Cragside Room	Scout store
Roof	Roof space	CADS: costumes Hall: Long term storage

Table 7: Smaller storage cupboards

Floor	Room	Cupboards
Ground	Simonside Room	3 Day Centre cupboards
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 2014 (Siobhan Sheehy)

Copies of our independently examined accounts for the year ended 31st March 2014 have been circulated and David Logan Wood, our examiner, is here to take any questions you may have about these and our thanks go to him once again for his work on this.

To simplify things for the purposes of my report, I have summarised our income and expenditure for the calendar year ended 31st March 2014 and that summary has also been circulated. These figures differ from our officially adopted accounts as they don't take account of any depreciation or debtors and creditors at year end, they just record money into and out of our bank account in the year itself. However, they give an easier to follow picture of our activities over the year:-

Summary of Income and Expenditure for year 2013/14		
Income	£	Notes
Hire of rooms	18,790	
Patrons scheme	3,883	
Fundraising & donations	2,758	
Grants	3,538	Towards porch refurbishment
Interest	240	
Total income	29,209	
Expenses		
Staff costs	3,183	
Utilities and Insurance	6,457	
Property Maintenance	8,629	
Admin and Sundries	1,638	
Fixtures and fittings	3,186	Purchase of floor cleaning equipment
Refurbishment projects	19,222	Porch £15,670 , Double glazing £3,552
Total expenses	42,315	
Deficit for year	13,106	

Our main source of income was, as usual, from hiring out of rooms, but regrettably we lost one of our long term tenants early in 2013, leaving our income from this source down approximately £4,000 compared with the previous year. We intend to make strenuous efforts to secure a replacement user for this particular room this year. Sadly, the future funding of the Youth Project and therefore its need for space at the hall is also in some doubt, so that my estimate for hire income for the coming year has been further reduced to £16,500.

Our thanks go once again to the many patrons who continue to give generously every year and who, along with reclaimed gift aid, contributed £3,883. This income stream continues to show a slight downward trend with patrons moving or passing away. Your contributions this year were used to replace the windows in the Cheviot Room with double glazed units. This has made a significant difference to the comfort of this much used room and should also reduce our energy costs.

Jubilee Institute Rothbury: Annual Report 2013-14

General fundraising by the Trustees raised a further £2,758 with major contributions coming from the annual Duck Race, donations received (particularly at the Community Cinema) and 2 ceilidhs.

Our general running costs on staff, utilities, property maintenance and admin were on budget, however we had some planned, but extraordinary, items of expenditure this year totalling £18,870:-

1. we purchased a professional floor scrubber/polisher for use by the caretaker at £3,186.
2. we completed the double glazing of the building with the windows in the Cheviot Room at a cost of £3,552.
3. we refurbished the porch at the Bridge Street entrance at a cost (net of grants) of £12,132.

With these items, our overall deficit for the year was £13,106 which was funded from our reserves. This is the first time in my 10 year tenure that we have reduced rather than increased our reserves however, I think you will agree that these were all necessary and very worthwhile improvements.

4. SPECIFIC OBJECTIVES FOR 2014-15

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 2014-15 after election.

1. To ensure that the rooms within the Jubilee Institute buildings receive a deep clean, tailored to their individual needs, and including sanding and polishing of wooden floors where appropriate.
2. 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.
3. To re-assess the Patrons' Scheme to see whether any expansion is possible and whether any modifications would improve its effectiveness.

Report signed on behalf of the trustees.

Signature:

Name: Patrick Moloney

Position: Chair of Trustees

Date:

Attachment: Independent Examiner's Report on the Accounts

Any Questions at the Jube, October 2013

The panel and the audience

