



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

JUBILEE INSTITUTE ROTHBURY

CHARITY No 227913

ANNUAL REPORT 2015-16



**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 2015-16

Pat Moloney	Chair and cinema
John Lewis	Vice-chair & secretary
Heather Lister	Minutes secretary
Brian Cusack	Treasurer
Pat Lewis	Treasurer
Ken Branson	Facilities management
Brian Hesler	Security
Helen Malone	Social Secretary
Robin Murray	Web + facilities management
Francine Needham	Social secretary
David Richardson	Facilities management
John Rutherford	External affairs

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 2015-16

3.1 Activities and Progress (Pat Moloney)

This report covers the period April 2015-March 2016. It 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 the charity's structure, legal purposes, objectives, activities, financial performance and financial position. In summary, this means evidence of what the Rothbury Jubilee Institute 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, the Trustees, have achieved our purpose this year, as set out in the Constitution (see Section 2.1 of this report: Object of the Charity).

We began the year with 12 Trustees, but lost the services of David Richardson who moved away from the area. However, our 3 new Trustees, elected last year, have settled into their roles. Overall attendance at the 10 monthly Trustee meetings has been above 85 per cent. Management tasks continue to be allocated with a view to balancing both Trustee preferences and the needs of the Institute. These tasks cover finances, maintenance, audio visual provision for users, security, liaison with the Patrons, website management and the organising of social activities. One thing we can be certain of, however, is that change is inevitable. This applies just as much to the management team of this Institute as anywhere else.

Brian Cusack, our current Treasurer, is stepping down from his role at the end of this AGM. He has managed our accounts to the high standards expected of charitable trusts. We are fortunate that one of our current Trustees, John Rutherford, has agreed to take over the Treasurer's role for the coming year. We are also losing Brian Hesler from the team. Brian has kept a watching brief on our Health and Safety responsibilities as well as acting on security and fire safety matters. He has also overseen the electrical safety testing of the extensive equipment the Institute possesses. We're going to miss them, both personally and professionally.

2016 marks the 10th anniversary of the reopening of the "Jube" by Their Royal Highnesses Prince Charles and the Duchess of Cornwall, after the extensive renovations of the fabric and structure of the building had been completed. For a detailed history of the Rothbury Jubilee Institute, you can do no better than consult the pamphlet put together by the late Alan Fendley, when the rebuild was being considered.

Over the last 10 years we have been fortunate that there has been a continuation of individuals stepping forward and being prepared to share in managing the Institute, and this year is no exception. We hope to increase the management team by 2, besides replacing the 2 leaving us. This new input is vital in keeping things fresh, and bringing new perspectives on how to run the Institute.

3.1.1 Objectives for 2015-2016

At each AGM we review the specific objectives of the previous year. This is separate from the ongoing responsibilities for the financial and structural well-being of the Institute. In looking back over what we set out to achieve, and what was achieved, there are some positives to consider.

I hope you will have noticed the comfortable chairs now available to all the users of the Angus Armstrong Hall. These were bought using the contributions made by the Patrons, as well as money from a grant. It is only through the generous support of the Patrons that these extras are available to increase the comfort and usability of the Hall. The Angus Armstrong Hall was redecorated fully this

year by a local contractor, and users unfamiliar with the Hall have commented frequently on just how pleasing the decor is.

On a less pleasing note, we have been unable to find a tenant for the Howarth room, which has not been occupied on a permanent basis since the Oaklea Trust withdrew in 2013. As a charity we are only able to lease space on a permanent basis to non profit organisations so are restricted in how we can proceed. The renting of any space in the Jubilee Institute is constantly reviewed at the monthly Trustee meetings and will continue to be a priority.

3.1.2 Fund Raising and Other Events

Besides our annual Duck Race we ran two music quizzes. We are constantly looking at ways in which we can provide entertainment to the community, as well as securing some income for the Institute. Any suggestions will be most welcome. The Cinema Club continues to thrive, and makes a very valuable contribution to the coffers.

3.1.3 News of Users and Use

Section 3.2 of this report will give more detail as to who uses the Hall. In general, we hope to continue to provide a comfortable venue which meets the needs of the Coquetdale community, as well as encouraging usage from outside the area. It is some six years since the Institute last raised fees for the use of the facilities. We believe this is one way of meeting the criteria "that the Institute should be for the public benefit in general", although like any other concern we have to be mindful of our need to balance income and expenditure.

3.1.4 Maintenance and Improvement

Next year, the Rothbury Jubilee Institute will be 120 years old. There is some dispute as to which year really heralded the completion of the "Jube" as we know it, but the plaque says 1897, so that seems as good a point to start as any. I hope you will stay at the end of this meeting and watch some rare footage of the Hall burning down in 1939. This was unearthed by Robin Murray, one of our Trustees, who also worked with the late Michael Hodgson on gathering video material on Rothbury which is now on You Tube.

Fortunately we have not had to experience such a disaster as happened then, but such an elderly building does require a rolling programme of maintenance. And it's big. The size of the place highlights just how much our caretaker, Fiona Foreman, puts into keeping the place clean and tidy, on top of her booking clerk responsibilities. Our thanks to you once again, Fiona.

The success in what we do is measured by the usage of the building, but this is balanced by the constant need for upgrading and refurbishment caused by the usage.

Looking to the future, in order to make the Institute more attractive to potential hirers the Trustees agreed to the provision of free unlimited broadband within the building. The service is now up and running, and this facility has received compliments from users.

One issue that did cause us major concerns over this year was the security of the building. The Trustees have always tried to ensure that the "Jube" is readily available to users, and that access is simplified. Users were trusted to lock up at the end of their hire, the building having been left open for them to use. However, last July, 4 youths entered the building, and stole the front door key which had been left out for a children's party. They were caught on CCTV, and subsequently identified. The ringleader was made to pay the costs to the Institute of having to replace the lock and keys. However, in the meantime, we discovered from our insurers that, if the hall was left open, and there was no one using it, then we were not insured either for theft, or damage, or anything else. This came as a shock to all concerned.

We have, therefore, had to install an electronic door keeping system, so limiting access only to legitimate users, as well as being able to record exactly who entered, and when. Such a sophisticated set up is necessary because of the many different types of users of the hall, both on a regular and casual basis. Whilst this restriction of access has gone against the general principle of openness held dear by some, the Trustees have been left with little choice. Still, it is safe to say that, despite some minor teething problems, the system has worked well. The building has been kept safe, while the system is easily understood and readily used by the legitimate hirers. Unfortunately, this was an unexpected demand on the Institute's finances, and has placed further responsibilities on the Trustees.

In conclusion, although we have healthy financial reserves, compared with some institutes, we have to be mindful that a building as old as this can throw up many challenges, as well as unforeseen costs. These reserves will continue to be managed carefully.

3.1.5 The Jubilee Hall and Community Interests

Despite the ongoing concern about safety and security the Hall remains open for business. As will be seen from the report on usage in the next section it is readily available to all, and is well admired for the facilities it can provide.

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 managing committee of Trustees. The priorities and objectives may be amended as circumstances dictate.

3.2 Report on Usage (John Lewis)

3.2.1 Reasons for annual review of usage

Our constitution tells us (paragraph 2.1 of this Annual Report) that, as trustees, we should work to ensure the continued availability of the services of this hall to the community. The purpose of this review is to provide evidence to ourselves and to the local community that we are doing so.

3.2.2 Our Users

Once again, this report classifies users roughly according to the extent to which they used our facilities, presented in tables 1 to 5 below. The first category (Table 1) is users with a long-term (annual) contract. In this category there have been the following changes:

We have added the 1st Rothbury Guides.

The RVS Day Centre has not continued as such, but has been replaced by another RVS activity, namely Music and Memory.

The Rothbury and Coquetdale Youth Project has been unable to find funding to maintain its annual contract and has switched to lower and more flexible levels of booking.

The second category (Table 2) is regular and frequent use, often weekly or monthly meetings for all or part of the year. The WEA Literature class has ceased to function, and there have been some other minor changes of increased or decreased use.

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. Again the changes here are few, the one loss being the WEA Herbs and Healing course.

Tables 4 and 5 summarise the one-off uses of the rooms and facilities. Table 4 shows bookings of a similar type that can be grouped together and this shows little change. Table 5 shows those one-off bookings that cannot reasonably be grouped together. The total number of such bookings was 12 this year compared with 20 last year and 13 the year before that.

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, both being Music Gameshows run by Jimmy Powell.

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. However it is important to note that the past few years have seen a gradual and small decline in bookings, from those with annual contracts down to the one-off bookings. The income from bookings is down, although not to a level where our financial viability is called into question. It is impossible to deduce any specific reason for this, although a number suggest themselves, but it is a trend that must be watched carefully.

3.2.3 Our room facilities

The rooms within the Jubilee Institute are shown in the plans that follow the tables below.

The relative popularity of the rooms shows no substantial change. The most heavily used rooms continue to be 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 Coplith Room) and the Coquetdale Room.

On the ground floor no progress has been made in finding 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 and the cast during the annual CADS performance. The large storage area off the back of this room was once unavailable to others because it was part of the Howarth Room hiring agreement; it currently provides permanent storage for chairs and tables. The room itself has also provided valuable temporary storage.

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 continuing reduction in the number of sessions run by the Youth Project means that these rooms remain underused but no additional use for these rooms has yet emerged. The Cragside Room on the first floor is reached by a staircase with no disabled access. This room continues to receive little use 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, although it is an excellent medium-sized meeting room.

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. Over the past year there have been some minor additions and changes to these lists, but nothing substantial. 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.

TABLES OF USERS ACCORDING TO EXTENT OF USE

Table 1: Long-term (annual) contract

Coquetdale Amateur Dramatic Society	New: 1 st Rothbury Guides
Pottergate Adult Training Centre (Day Centre)	New: Royal Voluntary Service - music & memory
2 nd Rothbury Scouts, Cubs and Beavers	Gone: Royal Voluntary Service Day Centre
Over 60s	No longer on annual contract. See below: Rothbury and Coquetdale Youth Project

Table 2: Regular and frequent use

Accordion Club	Rothbury and Coquetdale Youth Project
Age UK Keep Fit	U3A - Main meetings and committee meetings
Cartington Parish Council	U3A - Creative writing
Hypnotherapist – now regular user	U3A - Discussion group
History Society	U3A - Poetry
National Blood and Transplant Service - less	Tae Kwondo
NCC (public meetings, polling station, etc.)	Wildlife Trust
Rothbury Parish Council - more	Gone: WEA Literature
Rothbury Pipe Band	

Table 3: Repeat but less frequent use

Coquetdale Community Archaeology	Rothbury Junior Football Club
Churches Together Lent lunches	Rothbury Music Festival
Kingston Property Services	RSPCA
Northumberland National Parks Association	Singing Tots
Oaklea Trust	Sure Start - less
Parish Council Cluster Group	Upper Coquetdale Film Society
Police	Gone: WEA Herbs and Healing course
Political surgery or tour	

Table 4: Regular type of use but multiple hirers

Coffee mornings	Public entertainment: concerts, dances, plays, etc
Children's parties	Fairs, table-top sales etc.
Other parties, funerals	

Table 5: Occasional and one-off use

Amble/Coquet children's centre	First School leavers concert	Northern Pride Events
Arch Digeco Ltd	Homes for Northumberland	Rothbury Medical Practice
Book launch	ITV Yorkshire	Veterinary practices
Dance class	Makers Market Xmas bazaar	Whitton and Tosson PC

Table 6: Use by the Trustees

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

TABLES OF STORAGE AREAS

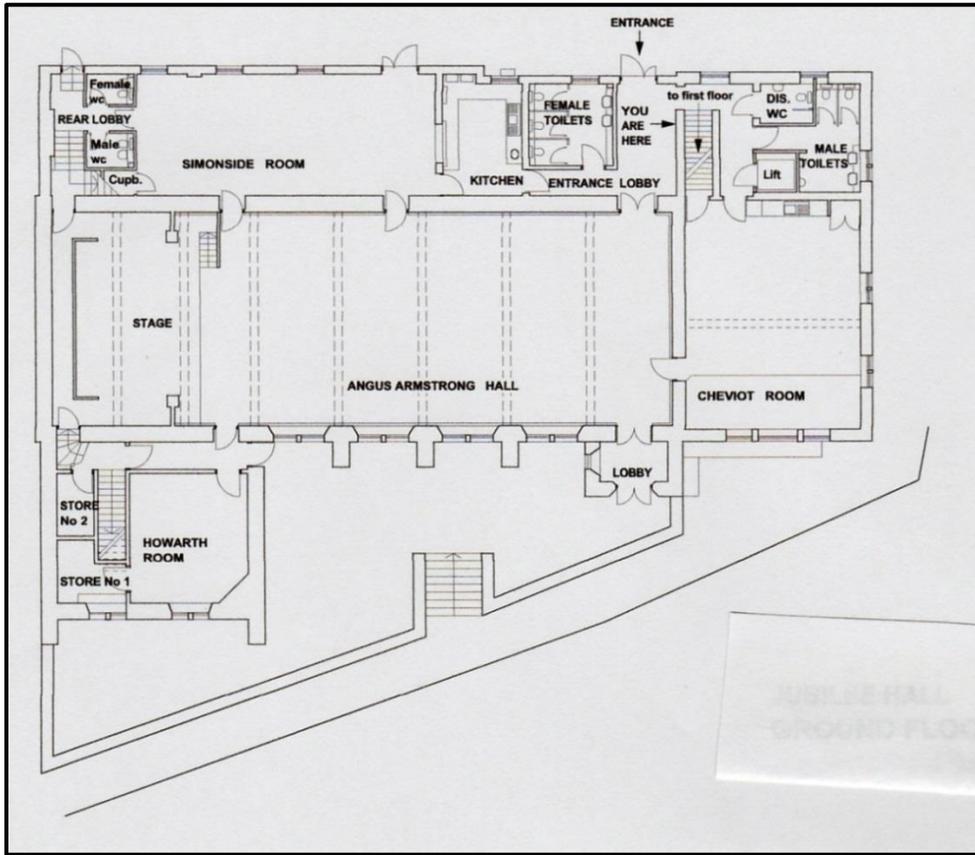
Table 7: Substantial storage areas

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	Left side: Scout storage Centre: Hall tables, staging, screens; Day Centre items Right side: 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, door lock system.
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

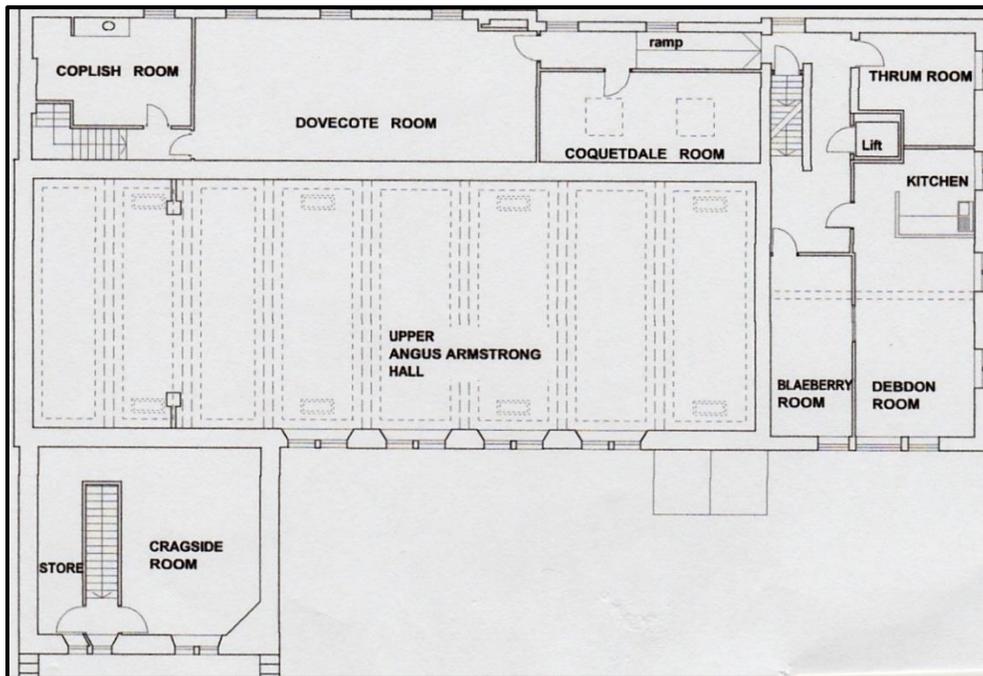
Table 8: Smaller storage cupboards

Floor	Room	Cupboards
Ground	Simonside Room	4 Day Centre cupboards; Guides cupboard
Ground	Kitchen	Kitchen equipment. Gas boilers, meter and main tap.
Ground	On stage	Metal cupboard for cinema equipment
First	Cragside Room	Cupboards: Wildlife trust, History Society, Pipe Band
First	Coquetdale Room	Trustees' cupboards
First	Dovecote Room	Projector / computer / cinema cupboard

Jubilee Hall Ground Floor Plan



Jubilee Hall First Floor Plan



3.3 Treasurer's Report to AGM for Year ended 31st March 2016 (Brian Cusack)

The accounts for the year ended 31st March 2016 are currently being examined by our Accountants. They will produce the official accounts in a form required by the Charity Commission.

For the purpose of this meeting I have summarised all the receipts and payments processed in the financial year ended 31st March 2016, 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	14,028	
Fund Raising & Donations	5,712	Includes Cinema
Patrons' donations	3,244	Includes Gift Aid
Bank interest	222	
Grant	3,250	
TOTAL INCOME	<u>26,456</u>	
EXPENDITURE		
Staff costs	2,886	
Utilities and Insurance	6,059	
Property Maintenance	5,198	
Major repairs & renewals	14,612	See details below
Admin and Sundries	1,575	
Fundraising expenditure	1,638	
TOTAL EXPENDITURE	<u>31,968</u>	
DEFICIT FOR YEAR	<u>5512</u>	

Our main income comes from room hire. Unfortunately bookings declined resulting in a drop of some £3,000 compared with the previous year.

Fundraising held up, thanks to the Annual Duck Race and the cinema, together with two Music Quiz nights.

Once again we must thank our Patrons for their very generous donations which, together with Gift Aid, contributed over £3,000, which was a significant help in funding the cost of replacing the Hall's 200 chairs.

General running costs such as wages, utilities, administration, etc. were contained within budget.

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There has been significant expenditure on improvements to the fabric and furnishing of the Hall. The major items are:-

Replacement of 200 chairs - £7,894.

Repainting of Hall - £3,642.

Major Service to central heating - £1,060.

Installation of Access Control System - £2,016.

A grant of £3250 was received from the Awards for All fund towards the cost of the chairs.

As can be seen, after taking into account the Patrons' donations and the Awards for All grant there was deficit in the year's finances of £5,512, which was met from reserves.

4. SPECIFIC OBJECTIVES FOR 2016-17

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 2016-17 after election and are inevitably dependent upon available finance.

1. To renew the main sets of tables used in the Angus Armstrong Hall and the Simonside Room. In the case of the large and small oblong tables, some additions and replacements are required. In the case of the round tables used at special events, a complete new set would be appropriate.
2. To renovate the side entrance lobby, providing adequate storage for items that need to be located there, and suitable facilities for displaying the Institute's regular and occasional bookings.
3. To consider the state of the curtains and blinds in the Angus Armstrong Hall and repair or replace them as necessary.
4. To increase our use of social media, specifically Facebook and Twitter to advertise the Institute's facilities and highlight the Jubilee Hall's presence in the wider community.

Report signed on behalf of the trustees.

Signature:

Name: Patrick Moloney

Position: Chair of Trustees

Date:

To be attached: Auditor's Report on the Accounts

Duck Race 2015: waiting for the ducks



Angus Armstrong Hall 2016: The new chairs set out for use

