



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

# **JUBILEE INSTITUTE ROTHBURY**

**CHARITY No 227913**

## **ANNUAL REPORT 2016-17**



**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 2016-17**

Pat Moloney	Chair and cinema
John Lewis	Vice-chair & secretary
Heather Lister	Minutes secretary
John Rutherford	Treasurer
Pat Lewis	Treasurer
Margaret Blanshard	Services and inspections
Ken Branson	Facilities management
Adrian Hulford	
Gloria Hulford	
Helen Malone	Social Secretary
Robin Murray	Web + facilities management
Francine Needham	Social secretary
Katie Scott	Facebook

### **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 15<sup>th</sup> 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, the Guides, a club for the over 60s, the Coquetdale Amateur Dramatic Society, and an RVS 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 2016-17**

#### **3.1 Activities and Progress (Pat Moloney)**

This report covers the period April 2016-March 2017. 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, as Trustees, have achieved our purpose this year, as set out in the Constitution (see Section 2.1 of this report: Object of the Charity).

Since May 2016 there have been thirteen Trustees managing the Institute, covering a variety of roles from Treasurer(s) to security and maintenance, organising social events, administration, social media presence, audio visual provision and liaison with the Patrons. Attendance at the ten monthly meetings has been around 80 %. I would like to thank my fellow Trustees for the time and effort they have put in to make this a viable facility.

Two of our Trustees, Adrian and Gloria Hulford, are standing down at this meeting, due to increased demands on their time, and we hope we will be able to nominate replacement(s) for them. The rest of the Trustees are prepared to put their names forward for re-election, although Pat Lewis, our long time invoicing Treasurer, has decided to step down from this role, but remain a Trustee.

This year, 2017, marks the 120th anniversary of the building of the original Jubilee Institute, commemorating Queen Victoria's jubilee. Despite the fire of 1939, additions made by the War Department during the Second World War, and various rebuilds and refurbishments, the "Haarl" would still be recognisable to those original fundraisers today. They built a sound structure which the Charity continues to maintain on behalf of all the people of Coquetdale.

#### *3.1.1 Objectives for 2016-2017*

At each AGM we review the specific objectives we set ourselves for the previous year, and whether we have met them. This year we have been very successful in attaining all the objectives set previously.

We have been able to renew the majority of the tables used in the hall, thanks to a very substantial donation from the Peg Wilcox Charitable Trust.

The side entrance lobby opening out onto the lane has been redecorated, and the lighting enhanced, whilst a very neat solution for storage has been provided.

The blinds in the Angus Armstrong Hall have been renewed, whilst the runners for the curtains have been replaced, making them much more user friendly.

Finally, due to the efforts of two of our Trustees, Katie Scott and Robin Murray, our social media profile has been increased dramatically, and we intend to go on using this facility to reach out to involve more people in the use and running of the hall.

#### *3.1.2 Fund Raising and Other Events*

Once again this year we ran our annual Duck Race to raise funds for the hall. Ordinarily, the Trustees concentrate on managing the Institute, making it available for others to organise their own events, rather than run them ourselves.

Most of our income derives from the hiring of the facilities here. However, this year we have been very fortunate in that the Coop in Rothbury adopted us as one of their charities. A percentage of their income was distributed between three local beneficiaries, allocating us £1775. This money will be used, partly to upgrade the chairs in the Cheviot Room, and improve the condition of the Simonside Room. We'd like to thank both the Coop, and their customers, for this very generous donation.

As mentioned before, we received a grant from the Peg Wilcox Charitable Trust to replace all of our old round tables and to add to our stock of rectangular tables or replace damaged ones. This was long overdue, and our thanks to the managers of the Trust for allowing us to complete this task.

The Cinema club continues to do well, and makes a substantial contribution to our funds.

### *3.1.3 News of Users and Use*

Section 3.2 of this report will detail who currently uses the Hall. Sadly, the Pottergate Trust, regular users of the Hall on a twice weekly basis since the refurbishment in 2007, ended their contract with us in January, due to cutbacks in their service funding. This amounted to something like a tenth of our annual income lost. Despite this setback, we believe we can still ensure "that the Institute should be for the public benefit in general."

On a brighter note, the Youth Project has taken up residence again, and we are hoping that they will be able to maintain a presence in the Hall for years to come.

### *3.1.4 Maintenance and Improvement*

In its 120th year, the Institute shows signs of having aged remarkably well. A rolling programme of decoration and refurbishment is a must, and next year will be no exception. On top of this, the facility needs to be kept clean and presentable, and as always our thanks go out to Fiona Foreman, our caretaker and booking clerk, who goes above and beyond the call of duty, to make the Hall available to users.

Security continues to be an issue. Besides losing a couple of fire extinguishers, a number of cupboards were broken into in December. Although the Police followed this up, it was not possible to identify for certain who was responsible.

In another incident, two youths broke the lock on the side door. Again this was followed up by the Police, and the culprits identified, and made to pay back the costs of the damage.

On the whole, the electronic door system, and CCTV, have paid back on their investment. Generally, any problems we have with intruders tends to be more to do with youthful stupidity rather than criminality. However, it is another aspect of managing the Hall that needs to be constantly reviewed.

### *3.1.5 The Jubilee Hall and Community Interests*

Usage of the Hall remains constant. We are hoping to improve on this by involving the Institute in the Digital Civics programme, a rural initiative to increase opportunities for information gathering and distribution, as well as distance learning. To this end we are looking at increasing the facilities for lecture and classroom provision by way of the installation of a large screen TV in the Cheviot Room.

### *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*

According to our constitution (see paragraph 2.1 of this Annual Report), the trustees of the Jubilee Institute should work to ensure that the services and facilities provided by these buildings remain available to the local community. The annual review of usage is intended to provide evidence to ourselves and to the local community that we are doing so.

#### *3.2.2 Our Users*

For several years now, the annual report has presented information on our users in a similar fashion. Users are classified roughly according to the extent to which they used our facilities, as presented in tables 1 to 5 below. The first category is shown in Table 1 and shows the most regular users, namely those who meet nearly every week for all of the year, or for a significant part of it. I have made some minor changes to the criteria for inclusion in this table, relating them directly to frequency of use rather than to having a long-term contract, because not all frequent users have a long-term contract. In this category there have been the following changes:

We have lost the Pottergate Adult Training Centre because their funding could no longer support it, illustrating once again the difficulties facing the charitable sector, and the knock-on effects on the Jubilee Institute. A significant loss to our community.

The RVS Day Centre has re-opened on a permanent basis. With its other weekly Music and Movement activity, the RVS has become a major user.

We welcome back the Rothbury and Coquetdale Youth Project, which has found sufficient funding to return on a more limited but regular weekly basis.

We also welcome two other new regular weekly hirers, namely Carers Northumberland (supporting carers in the community) and Italian classes.

The second category (Table 2) is regular and frequent use, often fortnightly or monthly meetings for all or part of the year. There are no changes here, apart from those arising as a result of my moving all weekly hirers to Table 1. It is pleasing to note an increase in the number of blood donor sessions.

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 and the Churches Together Lent Lunches. The WEA Literature classes returned with a couple of short courses. However, the political surgeries run in the hall by Alan Beith for many years have not continued under our present parliamentary representative. Other losses probably have no great significance.

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 Table 5 shows the one-off bookings that have not been grouped together. The grouping together of booking is to some extent arbitrary. For instance one could label a number of the entries in Table 5 as training classes or courses and then put this grouping in Table 4 but, in the interests of consistency, I have kept the entries in Table 4 essentially the same as in previous years. The total number of bookings in Table 5 was 15 this year compared with 12 last year and 20 the year before that, an average figure. My impression is that Table 4 conceals an increase, because the number of coffee mornings, parties and sales struck me as large compared with previous years. However, I do not have evidence of this.

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.

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. The decline in bookings last year does not seem to have continued this year but nor is there an upward swing. With our current modus operandi our financial viability depends upon at least maintaining this situation.

### *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 and 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 Coplish Room) and the Coquetdale Room.

We continue to make no progress in finding a new long-term hirer for either the Howarth Room or any other room. As a result the Howarth Room has become a valuable storage area for some large RVS equipment, and for chairs and tables. It is still useful to CADS during the annual show.

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, although the Thrum Room provides upstairs storage for chairs. The Craggside 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 7 and 8 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: Weekly use for all or part of the year**

1 <sup>st</sup> Coquetdale Guides	Tae Kwondo
2 <sup>nd</sup> Rothbury Scouts, Cubs and Beavers	
Age UK Keep Fit	<b>New:</b> Carers Northumberland
Coquetdale Amateur Dramatic Society	<b>New:</b> Italian classes
Over 60s	<b>Returned:</b> Royal Voluntary Service Day Centre
Rothbury Pipe Band	<b>Returned:</b> Rothbury and Coquetdale Youth Project
Royal Voluntary Service - music & memory	<b>Finished Dec:</b> Pottergate Adult Training Centre

**Table 2: Regular and frequent use: fortnightly, monthly, quarterly or similar**

Accordion Club	Rothbury Parish Council & Burial Committee
Cartington Parish Council	U3A - Main meetings and committee meetings
Hypnotherapist	U3A - Creative writing
History Society	U3A - Discussion group
National Blood and Transplant Service: <b>more</b>	U3A - Poetry
NCC (public meetings, polling station, etc.)	Wildlife Trust

**Table 3: Repeat but less frequent use: annual events, occasional bookings**

Coquetdale Community Archaeology	Rothbury Junior Football Club
Churches Together Lent lunches	Rothbury Music Festival
Kingston Property Services	Rothbury Police
Northumberland National Parks Association	Sure Start
NNP River Trust	<b>Returned:</b> WEA Literature
Oaklea Trust	<b>Gone:</b> Political surgery or tour
Parish Council Cluster Group	<b>Gone:</b> Singing Tots
Rothbury First School	<b>Gone:</b> Upper Coquetdale Film Society

**Table 4: Regular type of use but multiple hirers**

Charity coffee mornings & lunches (motor neurone, RVS, Macmillan and others)	Public entertainment: concerts, dances, plays, etc.
Children's and adults' parties (10)	Fairs, table-top sales etc.
Weddings, funerals	

**Table 5: Occasional and one-off use**

Book launch	Fitness weekend	Rothbury Ringers
Coquet Singers workshop	Junior theatre group	Save Rothbury Hospital
CRAG	Lambing course	School field trip
Cramlington library	Mind & Body workshop	UCCT
Felt craft classes	NE Ambulance	Will writing

**Table 6: Use by the Trustees**

Cinema (roughly fortnightly)	Committee meetings (10 evenings per year)
Evening events (March 2016 and April 2017 but none during this financial year)	Other meetings

**TABLES OF STORAGE AREAS**

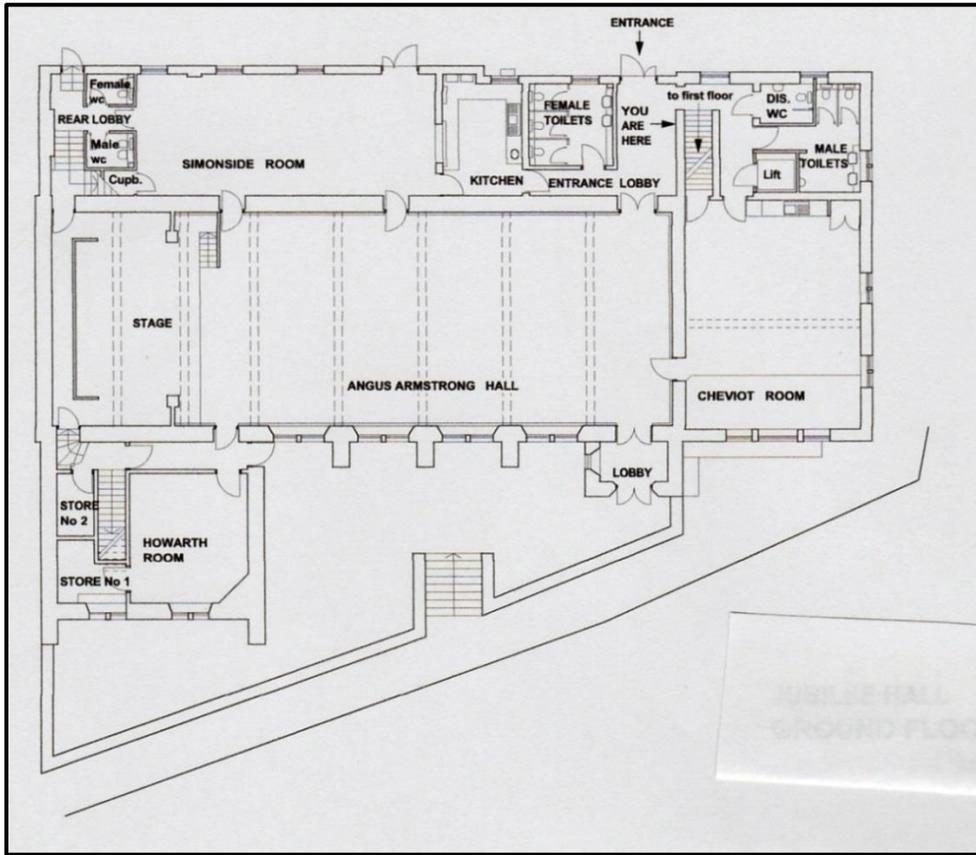
**Table 7: Substantial storage areas**

<b>Floor</b>	<b>Storage area</b>	<b>Who uses this area for what?</b>
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; RVS 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	Howarth Room	RVS: Heated trolley. Hall: Chairs.
Ground	Off Howarth Room	Hall: round tables, chairs, electricity meters.
First	Thrum Room	Hall: Chairs.
First	Off Coquetdale Room	Caretaker's store: cleaning materials, etc. Hall: Security camera monitors, door lock system control.
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

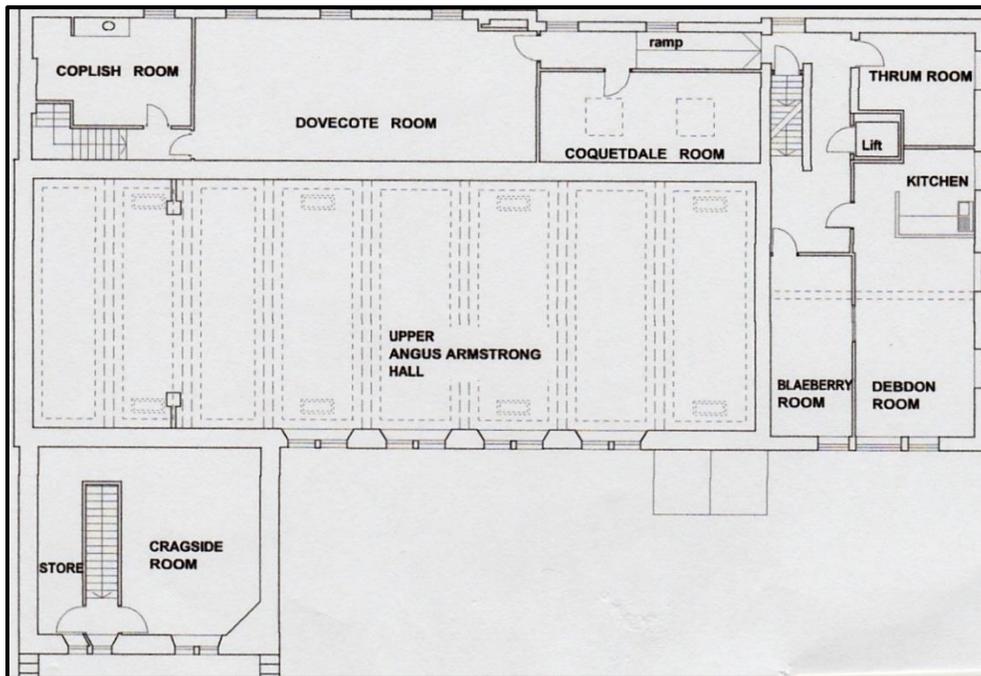
**Table 8: Smaller storage cupboards**

<b>Floor</b>	<b>Room</b>	<b>Cupboards</b>
Ground	Simonside Room	RVS cupboards; Guides cupboard; empty cupboard.
Ground	Kitchen	Kitchen equipment. Gas meter and main tap. Gas boilers.
Ground	On stage	Metal cupboard for cinema equipment
First	Cragside Room	Cupboards owned by Wildlife trust, History Society and Pipe Band
First	Coquetdale Room	Trustees' 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 31 March 2017 (John Rutherford)**

The accounts for the year ended 31 March 2017 are currently being examined by our examiner. They will produce the official accounts in the form required by the Charity Commission and will be available for scrutiny in the near future.

I have summarised all the receipts and payments processed in the financial year ended 31 March 2017. The accounts below provide an easy to follow summary of our activities.

<b>INCOME</b>	<b>£</b>
Room Hire	17,526
Fund Raising, Cinema & Donations	5,128
Patrons & Gift Aid	5,952
Grants	3,700
Other Income	430
<b>Total</b>	<b>32,736</b>
 <b>EXPENDITURE</b>	
Staff Costs	3,018
Utilities & Insurance	7,954
Maintenance, Fixture & Fittings	14,172
Admin, Misc. Expenditure	5,448
Fundraising Expenditure	380
<b>Total</b>	<b>30,972</b>
 <b>Surplus for Year</b>	 <b>1,764</b>

Our main income comes from room hire and this increased from the previous year. We have lost one long term booking and will need to find new users during next year. Fundraising and the cinema provided an invaluable income stream during the year.

Utilities and wages, although increased, were managed within the budget.

Once again, we thank our patrons for their very generous donations, which together with the grants we obtained helped significantly with upgrading our facilities.

#### **4. SPECIFIC OBJECTIVES FOR 2017-18**

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. Full refurbishment of the Simonside Room.
2. Encourage younger people, and others, to use the Hall by identifying what we can provide which would be of interest to them.
3. Take part in the Digital Civics programme if it is implemented in Rothbury.
4. Provision of a large screen TV in the Cheviot Room, grant permitting, which would increase the facilities available for lectures, presentations, and also for it to be made available to smaller special interest groups who would not necessarily want to use the projection facilities in the larger Armstrong Hall.
5. Meet the renewal requirements for our Hallmark 1 status, (due this year) but also to apply for Hallmark 2 to ensure we are meeting the current Health and Safety requirements required for the running of such an establishment.
6. Look to improve the access to the Hall from the lane by installing an automatic door opener for those using wheelchairs.
7. Tidy up the lane entrance by providing a good quality bin store.

#### **Report signed on behalf of the trustees.**

Signature:

Name: Patrick Moloney

Position: Chair of Trustees

Date:

**To be attached: Auditor's or Examiner's Report on the Accounts**

**Duck Race, May 2016: The race begins**



**October 2016: The re-furbished side entrance**

