



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

# **JUBILEE INSTITUTE ROTHBURY**

**CHARITY No 227913**

## **ANNUAL REPORT 2017-18**



**Project Part-Financed  
by the European Union**

**European Regional  
Development Fund**

**HALLMARK**



a quality  
standard scheme  
for village halls

*Hallmark 2 achieved*

## **1. ADMINISTRATIVE DETAILS**

**1.1 Address** Jubilee Institute  
Bridge Street  
Rothbury  
Morpeth  
Northumberland  
NE65 7SD

### **1.2 Trustees during 2017-18**

Pat Moloney	Chair and cinema
John Lewis	Vice-chair & secretary
Heather Lister	Minutes secretary
John Rutherford	Treasurer
Christine Abbs	Treasurer
Margaret Blanshard	Services and inspections
Ken Branson	Facilities management
Pat Lewis	Cinema and storage
Helen Malone	Social Secretary
Francine Needham	Social secretary

### **1.3 Employees**

The charity has one paid employee, a part time caretaker and booking clerk.

### **1.4 Governing document**

The governing document under which the charity operates is a Scheme (Trust Deed) adopted on 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 and another ground floor room has a large screen TV. 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, U3A sessions, the Youth Project, a craft market, cinema, vegetarian meals, music rehearsals, and wildlife study. Individual bookings include uses for wedding celebrations, music festivals, dances, parties, and local and national elections. 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 Gift Aid. 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 raised to Hallmark 2 status in 2017.

### **3. MANAGEMENT REPORTS FOR 2017-18**

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

This report covers the period April 2017-March 2018, and has been prepared with consideration of the requirements of Financial Reporting Standard 102. The standard requires that this report should show evidence of what the Rothbury Jubilee Institute is set up to do, how it does it, and what is achieved as the result of its work. At the end of the day it is the Hall's users, the people of Coquetdale and beyond, who must judge whether we have achieved our purpose this year as set out in the Constitution (see Section 2.1 of this report: Object of the Charity). I believe we have.

Since last May, ten Trustees have managed the running of the Hall between them, their attendance rate being some 93% at the ten monthly meetings. Roles covered are Treasurer(s), secretarial, security and maintenance, social media, administration and internal hall management, entertainment and fund raising, audio visual media provision, and liaising with the Patrons. I would like to thank my fellow Trustees for all the time and effort they have put in over the last year to make this a viable village hall.

It is fortunate that the current Trustees have agreed, en bloc, to put themselves forward to act for another term. I am very gratified personally for their continued support. But, like all voluntary organisations, the Hall relies on volunteers managing it in order to maintain it as fit for use. Its condition and usage shows how successful they have been. And, like many organisations, we have struggled to attract volunteers to support the current managing team, as well as have people ready to take on roles in future, as the current Trustees leave their posts.

It is a concern for the future that, without a continuous flow of people taking up Trusteeship, then there may be a point reached where the Hall can no longer function as a going concern. New faces and ideas also help with refreshing an organisation and bringing new direction as demands change, as well as ensuring management decisions get the widest consideration. Our constitution allows for up to fifteen Trustees with others co-opted to aid with ongoing tasks. By the time this annual general meeting is held I hope that others may have considered putting their names forward to help with the running of the Hall.

It should be noted that this year marks the 130th anniversary of the official opening of the Rothbury Jubilee Institute in 1888 by Lady Armstrong, wife of Lord Armstrong of Craggsdale. To mark the event we are holding a birthday ceilidh this September. The building continues to fulfil the purposes set out in the original constitution and in the current constitution, revised in 2009 following the extensive refurbishment.

### *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. On the whole we have had another successful year in achieving these objectives:

1. The Simonside Room has been repainted. We were also able to repaint the Cheviot Room within our budget.
2. Encouraging younger people, and others, to use the Hall by identifying what we can provide that would be of interest to them, is a continuing process. On the whole, the Trustees do not provide services, rather we maintain the Hall for others to use. We may have to reconsider this approach if there is a need to supplement our income.
3. Regarding the Digital Civics programme, a screen has been installed in the lobby which updates regularly regarding activities in the area. This is very much a work in progress as we look at what other uses we can find for this facility.
4. We were very fortunate in gaining a grant from the Community Foundation towards the cost of a 75" TV, which is now firmly fixed in the Cheviot Room. Those who have seen it in action have commented on both the picture and sound quality. A new film group, additional to the fortnightly cinema, is now using this on a monthly basis. We hope to promote this facility further for both private and organisational use.
5. Last year we were awarded Hallmark 2 status, after also having had our Hallmark 1 status renewed. In general terms this means we are meeting the required standard in both management and Health and Safety in running the Hall. We are particularly pleased with this achievement as it reflects on the efforts of all the Trustees.
6. We had hoped to rebuild our access in the lane with an automatic door to facilitate usage by people managing mobility issues. However the cost put this well beyond our means to provide it. Therefore, we are hoping to put in a lighter door at some point to make access easier.
7. The bin is now concealed in a very smart wood store. So far no one has hit it with a vehicle. The signage in the lane and on Bridge Street has also been improved to enhance the presentation of the building.

### *3.1.2 Fund Raising and Other Events*

We ran another quiz in April of last year. This was followed in May by the (in)famous Duck Race, which continues to be well supported by the community and visitors. Thanks to Tullys and the Greenwell Bakery for selling tickets on our behalf. This year the Turk's Head is joining in with our sellers. But on the whole, most of our income is derived from the hiring out of the facilities here.

We are fortunate in that the Co-op in Rothbury has again adopted us this coming year as a beneficiary from their local charity distribution. Any monies forthcoming will be used to refurbish the Thrum room to make it usable as either a small meeting room, or a comfortable, private consultation room. Thanks to the Co-op and customers for this very generous help.

Last but not least, many thanks to our Patrons who continue to support us in our efforts through their donations.

### *3.1.3 News of Users and Use*

Section 3.2 of this report will detail who currently uses the Hall.

### *3.1.4 Maintenance and Improvement*

Besides redecorating various rooms, work has been done on the lightning conductors (all 6 of them) as well as the day to day maintenance of the heating and electrics. For a 130 year old plus building, the Hall continues to age well. The next major works on the horizon will be the repointing of the exterior stonework which is showing signs of needing replacing. This is a major work and will require some considerable financing.

At this point I should once again thank our unsung heroine, Fiona Foreman, caretaker and booking clerk extraordinaire. She maintains the cleanliness and presentation of the building single handed, as well as making sure there are no double bookings. If in doubt, ask Fiona. She usually knows.

Finally, we have had no security issues that we know of this past year. The major investment in the installation of CCTV, and the electronic door management system, has ensured the continuing safety of both the building and users.

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

The type of usage of the Hall has changed little over the last year. We hope that more smaller organisations will consider using the large screen TV and that we can also partake in any expansion of the Digital Civics Programme, should this occur in our area.

### *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 management committee of Trustees. These priorities and objectives may be amended as circumstances dictate.

### **3.2 Report on Usage (John Lewis)**

I would like to acknowledge the help of Christine Abbs in collating the information on which this report is based.

#### *3.2.1 Reasons for annual review of usage*

The trustees carry out an annual review of the usage of the buildings of the Jubilee Institute as part of our annual reporting process. We need to be sure that our facilities remain attractive to the residents of Rothbury and Upper Coquetdale. By presenting this review to the AGM and in our annual report, our intention is to provide the local community with a suitable opportunity to ensure that we are doing our job and that we are living up to the requirements of our constitution. See paragraph 2.1 of this report.

#### *3.2.2 Our Users in 2017-18*

The tables below show the 2017-18 users classified by their extent of use, starting with our most regular and frequent users. Table 1 shows the user groups who use the hall on a weekly basis for a significant part of the year. Table 2 also shows regular users, but those whose use is less than weekly. Table 3 shows repeat users whose pattern of use is irregular or annual. Table 4 summarises activities that regularly take place in the hall, such as charity coffee mornings and parties, but where the hirers differ on most occasions. Table 5 completes the picture, showing the remaining one-off users. In all these tables, new hirers and increased use are indicated by a green label; loss of hirer and decreased use are indicated by a red label.

There have been a number of notable changes this year. Among our weekly users, the new regular weekly meetings of the Youth Project reported last year did not continue for the whole year and the project is now undergoing a period of re-evaluation to try to find a way forward. We very much hope that a way can be found. The weekly use by Carers Northumberland reported last year also diminished and is now an occasional booking. However, Weight Watchers has returned on a weekly basis, and is showing every sign of success.

Among our other more regular users, the U3A has been responsible for two new monthly user groups – photography and computing, making five such groups to add to the main U3A regular monthly meeting. Another new regular user is the vegetarian meals initiative which takes place in conjunction with the cinema and involves cooperation between the meal providers and the trustees. The income from these meals thus derives not only from room hire but also from sale of drinks and increased attendance at the cinema. But we have lost the blood donor sessions, with little warning and with unsatisfactory explanation. This is a sad loss for the community and will probably reduce the amount of blood collected in this area, because travel to Alnwick to give blood is a significant deterrent.

Looking at the occasional hirers, inevitably there are a few losses and a few gains, but no substantial trends. The trustees own use has increased a little because of the expansion of cinema evenings. The extra evenings take place in the Cheviot Room using the new 75” screen, ideal for the smaller numbers interested in some genres of film. This screen has also encouraged other new user groups to hold meetings in the Cheviot Room.

### *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. The Howarth Room is largely used as a storage area for some large RVS equipment, and for chairs and tables, but is also used for props and scenery during CADS annual show.

On the first floor the Debdon and Blaeberry Rooms continue to be available to the Youth Project. The Thrum Room provides upstairs storage for chairs but is to be turned into a small meeting room during the coming year. The Craggside Room on the first floor, reached by a staircase with no disabled access, continues to receive little use apart from as a changing room during the annual CADS show, 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	Rothbury Pipe Band
2 <sup>nd</sup> Rothbury Scouts, Cubs and Beavers	Royal Voluntary Service - music & memory
Age UK Keep Fit	Royal Voluntary Service Day Centre
Coquetdale Amateur Dramatic Society	Tae Kwondo
Italian classes	<b>New:</b> Weight Watchers
Over 60s	<b>Re-evaluating:</b> Rothbury and Coquetdale Youth Project

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

Accordion Club	U3A - Discussion group
Cartington Parish Council	<b>New:</b> U3A – Photography
History Society	U3A - Poetry
Rothbury Parish Council & Burial Committee	<b>New:</b> Vegetarian meals
U3A - Main meetings and committee meetings	The Wildlife Trust
U3A - Creative writing	
<b>New:</b> U3A – Computer group	<b>Gone:</b> Natl. Blood & Transplant Service

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

<b>New:</b> Alnwick Labour Party	Rothbury Junior Football Club
<b>Less:</b> Carers Northumberland	<b>New:</b> Fell running training
Churches Together Lent lunches	Parish Council Cluster Group
Coquetdale Community Archaeology	<b>New;</b> Persian rug sale
<b>New:</b> Coquetdale Squirrel Group	Rothbury First School
<b>New:</b> Healthwatch Northumberland	Rothbury Junior Football Club
<b>Less:</b> Hypnotherapist	Rothbury Music Festival
Kingston Property Services	<b>New:</b> Thropton Parish Council
Mind and Body Workshop	WEA Literature
<b>Less:</b> NCC (public meetings, polling station, etc.)	
Northumberland National Parks Association	<b>Gone:</b> NNP River Trust
Oaklea Trust	<b>Gone:</b> Sure Start

**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	Fairs, table-top sales etc.
Weddings, funerals	

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

Avon party	Cycling drop-in	Rothbury Parish Church
Coquet Singers	Judo	Save Rothbury Hospital

**Table 6: Use by the Trustees**

Cinema (roughly fortnightly)	Film appreciation club (occasional)
Committee meetings (10 evenings per year)	Evening events (April 2017)
Other meetings	

### TABLES OF STORAGE AREAS

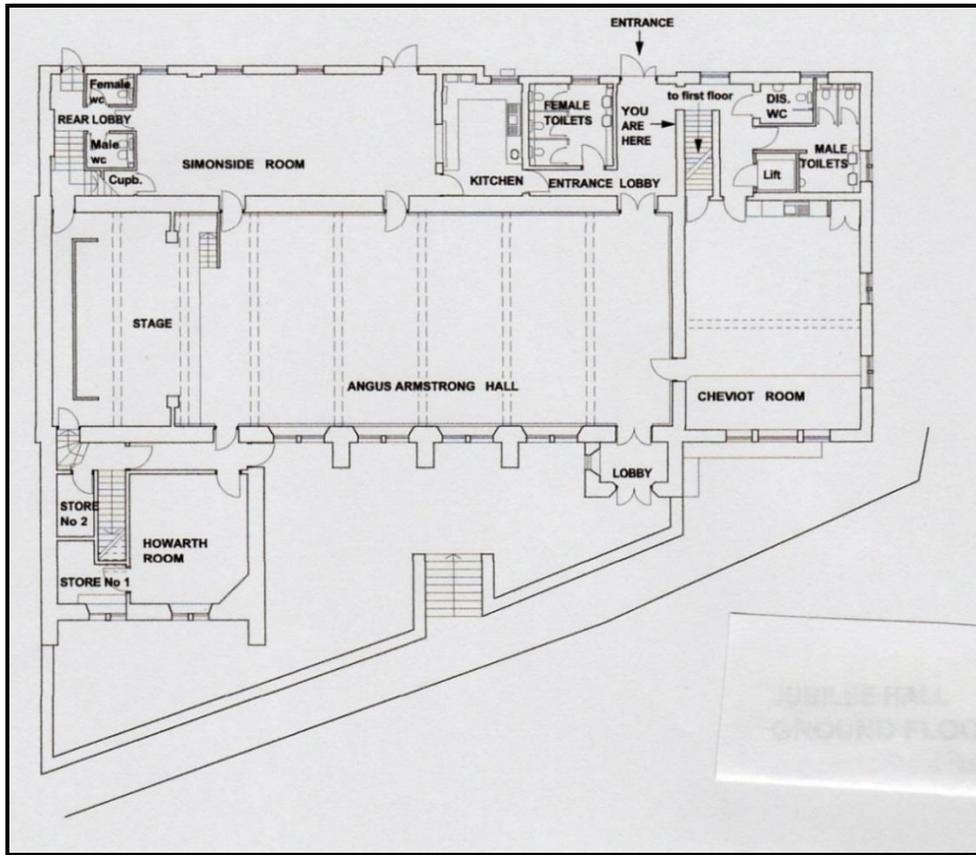
**Table 7: Substantial storage areas**

<b>Floor</b>	<b>Storage area</b>	<b>Who uses this area for what?</b>
Cellar	Cellar	A few 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 Right side: CADS: scenery, paint
Ground	On stage	CADS: scenery, flats, toblerones
Ground	Adjacent to stage	Hall: glass and drink store, polling booths, loudspeaker
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

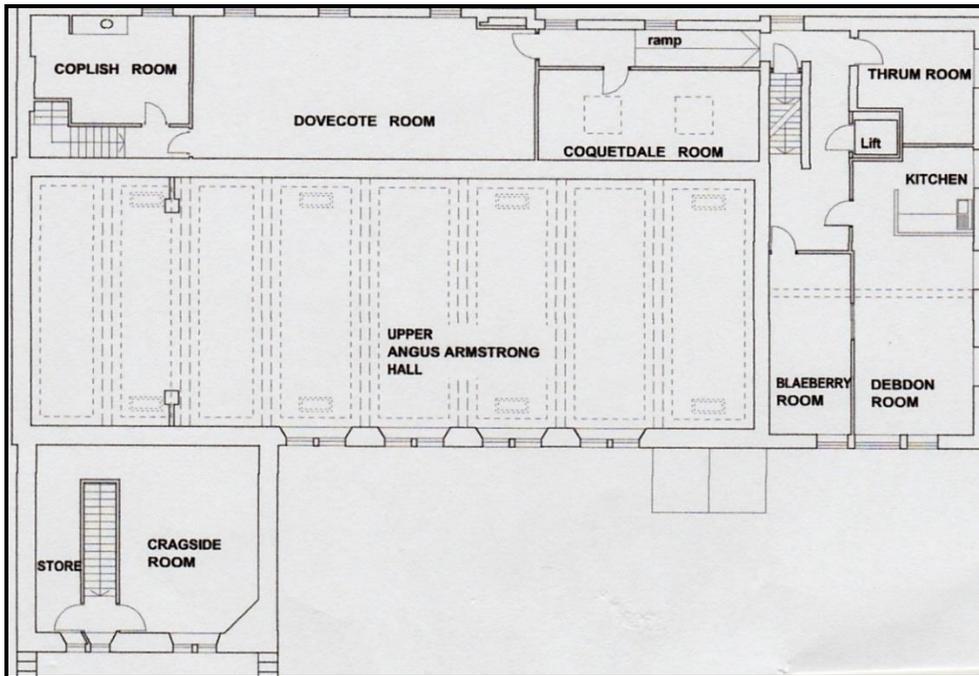
**Table 8: Smaller storage cupboards**

<b>Floor</b>	<b>Room</b>	<b>Cupboards</b>
Ground	Simonside Room	RVS cupboards; Guides cupboard.
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 for the Year ended 31 March 2018 (John Rutherford)**  
**(Registered Charity No. 227913)**

<b>Bank Balance B/F</b>	<b>£5871.34</b>	<b>£4344.48</b>
<b>Income (£)</b>	<b>2016-17</b>	<b>2017-18</b>
Room Hire	17526.10	15127.00
Grants & Donations	3930.00	4251.10
Cinema & Fundraising	2211.75	4538.80
Insurance & Utilities	216.36	435.55
Fixtures, Fittings, Maintenance	205.99	
Admin & Misc. Expenses	8.00	341.50
Gift Aid & Patrons	5346.51	3907.23
Direct Patrons Donations		2020.00
<b>Total</b>	<b>29444.71</b>	<b>30621.23</b>
<b>Expenses</b>		
Cinema & Fundraising	1011.87	1650.27
Staff Costs	3018.10	3040.97
Insurance & Utilities	7954.05	8371.04
Fixtures, Fittings, Maintenance	14171.40	11319.94
Admin & Misc. Expenses	3477.95	2816.99
Room Hire & Donation	580.00	248.16
Transfer to Fundraising Acct		2989.35
Transfer to Patrons Acct	758.20	1238.05
Transfer Direct Patrons Donations to Patrons Acct		2020.00
<b>Total</b>	<b>30971.57</b>	<b>33694.77</b>
<b>Surplus/Deficit</b>	<b>-1526.88</b>	<b>-3073.54</b>
<b>Balance C/F</b>	<b>4344.48</b>	<b>1270.94</b>

<b>Account Balances</b>	31.03.2017	Difference	31.03.2018
General Account	£4344.48	-£3073.54	£1270.94
Patrons Account	£5139.41	+£3258.05	£8397.46
Fundraising Account	£4040.16	+£1862.66	£5902.82
CCLA Account	£47493.81	+£112.90	£47606.71
<b>Total</b>	<b>£61017.86</b>	<b>+£2160.07</b>	<b>£63177.93</b>

The accounts for the year ended 31 March 2018 have been independently examined and approved. Following the AGM, these accounts will be submitted to the Charity Commission.

The authorised Trustee signatories for approving payments by cheque are John Rutherford, Pat Moloney, Ken Branson and Christine Abbs. John Rutherford and Christine Abbs are authorised Trustees for administering payments by internet banking.

In the 2016-17 accounts the previous independent examiner recommended that the Jubilee's tangible assets be recalculated, reduced to a nil value and that an inventory of items be produced. This action removed the deficit charge to the organisation of approximately 30k per year and moved the accounts to a system based on our income and expenditure. The Trustees agreed to this recommendation and produced an asset register which included the values of all items. This was supported by our insurance policy and the agreement that the Trustees ensure a level of funding to cover these assets. This recommendation was checked with our insurers and they confirmed that the value of our assets is not particularly relevant to the sums insured and that the insurance policy automatically covers our contents for replacement and that the building is insured for its reinstatement cost. This will be reviewed annually at the time of insurance renewal.

The 2017-18 accounts highlight that our main sources of income continue to be room hire, cinema, patrons and fundraising. Income from room hire has decreased this year, due to the loss of some long-term users. Patrons income has also decreased due to the reduction in the overall number of donors.

The Jubilee has benefited this year from substantial grants from the Coop and the Community Foundation, which together with patrons and other fundraising has helped to upgrade and maintain our facilities. The Trustees offer their many thanks to our patrons for their continued support.

Expenditure has shown no major changes, apart from inflationary rises in utilities and wages.

In summary, during 2017-18 the overall balances have increased by just over £2160.00, which continues to provide a robust reserve to fund continued maintenance and improvements to the building and its facilities.

The independent examiners comments on the accounts are provided as an attachment at the end of this annual report.

#### **4. SPECIFIC OBJECTIVES FOR 2018-19**

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 2017-18 after election and are inevitably dependent upon available finance.

1. Convert the Thrum Room into a bookable meeting room for groups of up to about 15 people.
2. Commission and complete the pointing of a section of the external walls of the building, the choice and extent of the section depending on the state of deterioration and the available funds. Explore the availability of grants for this purpose.
3. Implement any outstanding requirements of the new EU data protection legislation (GDPR).
4. Install a new website with external help, and arrange for this to be handed over to a trustee for regular updating.
5. Consider installing a new, lighter, door in the lane to facilitate entry for people managing mobility issues and make for a more presentable main entrance.

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

Signature:

Name: Patrick Moloney

Position: Chair of Trustees

Date:

**Attachment**

**Examiner's Report on 2017-18 Accounts**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements to keep accounting records in accordance with Section 130 of the Charities Act and to prepare accounts which accord with the accounting records and comply with the requirements of the Charities Act have not been met or to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

A handwritten signature in black ink that reads "L.A. Lampert." The signature is written in a cursive, slightly slanted style.

L A Lampert

**The Jubilee Hall on fire. Sunday July 9<sup>th</sup> 1939**



**1944: Drama at the Jubilee Hall. Probably an Esther McCracken play**

