



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

JUBILEE INSTITUTE ROTHBURY

CHARITY No 227913

ANNUAL REPORT 2018-19



**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 2018-19

Pat Moloney	Chair and IT
John Lewis	Vice-chair & secretary
Heather Lister	Minutes secretary
John Rutherford	Treasurer
Christine Abbs	Invoicing treasurer
Margaret Blanshard	Services and inspections
Ken Branson	Facilities management
Joanne Elcoat	Cinema operations
Pat Lewis	Cinema services and website
Helen Malone	Social Secretary
Francine Needham	Social secretary
Duncan Norman	Cinema operations

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 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, a craft market, three cinema showings a month, music rehearsals, and wildlife and history study groups. 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. We have recently joined up with Give As You Live, an online purchasing system where online retailers such as Amazon and EBay, will make donations to your nominated charity, as a percentage of what you spend.

To help keep on top of this sometimes complex administration, the trustees receive regular advice on charitable operation from CAN (Community Action Northumberland) for which we are most grateful.

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 and is due to be reviewed in 2020.

3. MANAGEMENT REPORTS FOR 2018-19

3.1 Activities and Progress (Pat Moloney)

This report covers the period April 2018-March 2019 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, twelve Trustees have managed the running of the Hall between them, their attendance rate being some 95% 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 and well run village hall.

Once again, this year, 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. 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 need 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. We have been very fortunate to have two new Trustees join us since the last AGM and hope to welcome new faces in future.

New faces and ideas also help with refreshing an organisation and bringing new direction as demands change, as well as ensuring that management decisions get the widest consideration. Our constitution allows for up to fifteen Trustees with others co-opted to aid with ongoing tasks.

Last year was the 130th anniversary of the official opening of the Hall. 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 2018-2019

At each AGM we review the specific objectives we set ourselves for the previous year, and whether we have met them. Generally, we have had another successful year in achieving these objectives:

1. With the aid of a grant from the Rothbury Coop, funded by local purchasing and nomination by its local customers, we were able to completely redecorate and refurbish the Thrum Room, which had fallen into disuse, being primarily a storage space. This has given us a pleasant, smaller meeting room. Thank you to everyone who contributed.
2. Work has started on repointing the extensive outside walling of the building. The south facing wall, next to the Post Office, has been done by a local contractor. We are now waiting on the outcome of a bid to the Lottery Reaching Communities Fund before deciding on the next part of the work.
3. Work was completed on ensuring we met the EU data protection legislation (GDPR). Whatever the final outcome of Brexit, we will have to maintain compliance in future to stay within the

legal framework covering data retention by this organisation. A policy is now in place covering these requirements.

4. Thanks to the assistance of John Mawer, better known for his directing and acting abilities in the annual CADS presentation, we now have a website up and running which is accessible and streamlined to meet the needs of phone and tablet users. We are hoping to add new photos and a walk through video to the site to advertise our services more fully.
5. Over the last year we were not able to address the issue of the side entrance being made more accessible, and presentable as our main way in, due to financial considerations. However, it is hoped that this will be revisited as part of the next year's objectives.

3.1.2 Fund Raising and Other Events

Last May we again ran the (in)famous Duck Race, which continues to be well supported by the community and visitors. Thanks to Tullys, the Turk's Head and the Greenwell Bakery for selling tickets on our behalf. We also held our 130th birthday ceilidh, which made a helpful contribution to our balances. We have also started an additional monthly cinema showing, which is also successful. But on the whole, most of our income is derived from the hiring out of the facilities here.

Last but by no means least, many thanks are again due 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

Pointing of the external stonework has been started, but further efforts depend on monies being available, either from our current finances, or outside funding. Besides the renovation of the Thrum Room, general maintenance has been carried out throughout the building, while some of the blinds have been replaced as necessary.

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, and part time, 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 its 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 by our charging a favourable rate to encourage its use.

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)

This year once again, I would like to acknowledge the help of our Invoicing Treasurer, Christine Abbs, in collating the information on which this report is based.

3.2.1 Reasons for annual review of usage

The annual review of the usage of the buildings of the Jubilee Institute is carried out to provide the local community with a suitable opportunity to check that we are living up to the requirements of our constitution, shown in paragraph 2.1 of this report. As trustees, we need to be sure that our facilities remain useful and attractive to the residents of Rothbury and Upper Coquetdale.

3.2.2 Our Users in 2018-19

The tables below show the 2018-19 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 annual or at long irregular intervals. Table 4 summarises activities that regularly take place in the hall, such as charity fund-raising, parties and concerts, but where the hirers differ on most occasions. Table 5 completes the picture, showing the remaining one-off users. Table 6 shows the trustees own use of the hall for meetings and events. In these tables (but not tables 4 or 5), new hirers and increased use are indicated by a green label; loss of hirer and decreased use are indicated by a red label.

There is at least one important message contained in these figures. This is that the Jubilee Institute is sustained by a large number of local and regular users, users who are familiar with the hall and who are in regular contact with those of us charged with managing the hall. This keeps the administration to a minimum. It also means that the hall and its facilities can be kept clean and tidy and in working order through a co-operative approach. If we had larger numbers of individual users who came from outside the immediate area and were unfamiliar with the hall, the task of managing the bookings would become increasingly difficult and time-consuming. In addition there is a strong sense of community ownership of this facility. Of course, the community does own the Jubilee Institute, but such facts sometimes get forgotten in the modern world.

Looking through Tables 1, 2 and 3, there are some losses worthy of comment. The probable loss of the Rothbury and Coquetdale Youth Project is a source of great regret to everyone. This project became fully established in the hall after the renovations in 2002 onwards, based on a considerable amount of grant money. Three rooms were dedicated to the project's use and the project managers and trustees equipped the rooms well for their purpose. For a number of years the young people of Rothbury and Coquetdale benefitted greatly from this social centre in the middle of Rothbury. However, at the present time, with the decreased funds now available, it has proved impossible to find anyone to run the Jubilee Institute facility, and it is only at the Middle School that any limited activities remain. Unless someone steps forward, it is now inevitable that the Youth Project will fully withdraw from the Jubilee Institute very soon. We have already converted one of the rooms (Thrum) into an attractive small meeting room and we will now need to consider the future of the other rooms, one of which houses a pool table and kitchen facilities.

We are also sorry that funding difficulties have led to the loss of the RVS music and memory sessions, which had become a regular weekly fixture, but pleased that the RVS Day Centre continues. The loss of the U3A computer group can be seen as part of the inevitable turnover of U3A groups; it has already been replaced by another new U3A group. Many of us enjoyed the vegetarian meals served before some films were shown at the hall's cinema and are sorry to see these go; the meals raised money for charity and the trustees supported them by selling wine and helping with the waiting. Perhaps someone else would like to try their hand at cooking.

Tables 1, 2 and 3 also show some additions and some increases in use. Most of the increases arise because initial ventures have turned into regular events, namely the monthly Alnwick Labour Party lunches, the annual Cycling drop-in and the annual Judo session. But there has also been a general increase in charity fund-raising events, broadening the range of such events beyond the previous coffee mornings and lunches into evening events and into different types of activity. Hiring rates for charity fund-raising events are a little lower than for other events and we hope that this helps to encourage them. As for additional users, the Accordion and Fiddle Group moved to the Jubilee Institute during the Queens Head renovations; perhaps they will stay with us. One of the new users of the renovated Thrum Room is a firm of solicitors, O'Neill Richmond. We easily have sufficient capacity to include such commercial users without compromising our charitable status. The Film Appreciation Club is also responsible for increased use, having settled on regular monthly film showings 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 Thrum and Coquetdale Rooms. The Howarth Room is largely used as a permanent storage area and also for props and scenery during CADS annual show.

On the first floor the Dovecote Room (larger meetings) receives the most use. The Thrum and Coquetdale Rooms are now both available for smaller meetings. The Cragside 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, 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. There have been no significant changes.

TABLES OF USERS ACCORDING TO EXTENT OF USE

Table 1: Weekly use for all or part of the year

1 st Coquetdale Guides	Rothbury Pipe Band
2 nd Rothbury Scouts, Cubs and Beavers	Royal Voluntary Service Day Centre
Age UK Keep Fit	Tae Kwondo
Coquetdale Amateur Dramatic Society	Weight Watchers
Italian classes	
New: O’Neill Richmond’s solicitors	Going: Rothbury and Coquetdale Youth Project
Over 60s	Gone: Royal Voluntary Service - music & memory

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

Accordion Club	U3A - Creative writing
More: Alnwick Labour Party lunches/meetings	U3A - Discussion group
New: Accordion and Fiddle Group	U3A – Photography
Cartington Parish Council	U3A - Poetry
History Society	New: U3A Computer imaging & manipulation
Makers (Craft) Market	The Wildlife Trust
Rothbury Parish Council & Burial Committee	Gone: U3A – Computer group
U3A - Main meetings and committee meetings	Gone: Vegetarian meals

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

Churches Together Lent lunches	Parish Council Cluster Group
Coquetdale Community Archaeology	Rothbury First School
Coquetdale Squirrel Group	Rothbury Junior Football Club
More: Cycling drop-in	Rothbury Music Festival
Fell running training	Rothbury Parish Church
Healthwatch Northumberland	Thropton Parish Council
More: Judo	WEA Literature
Kingston Property Services	
NCC (public meetings, polling station, etc.)	Gone: Carers Northumberland
Northumberland National Parks Association	Gone: Hypnotherapist
Oaklea Trust	Gone: Mind and Body Workshop
Rothbury Junior Football Club	Gone: Persian rug sale

Table 4: Regular type of use but multiple hirers

More: Charity fundraising events of various types and at various times of day	Public entertainment: concerts, dances, plays, etc.
Children’s and adults’ parties	Fairs, table-top sales etc.
Weddings, funerals	

Table 5: One-off occasional use

Avon party	Local veterinary practice	Local GP surgery
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Table 6: Use by the Trustees

Cinema (roughly fortnightly)	More: Film appreciation club (monthly)
Committee meetings (10 evenings per year)	Evening events (Sept and Dec 2018)

TABLES OF STORAGE AREAS

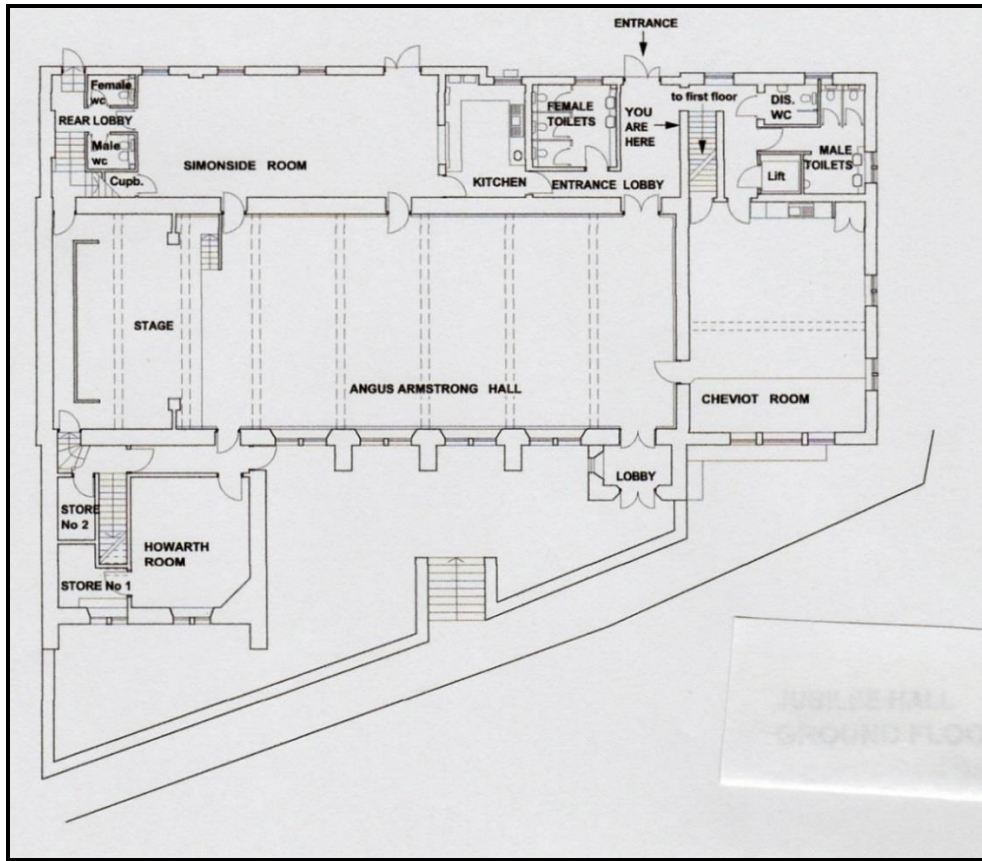
Table 7: Substantial storage areas

Floor	Storage area	Who uses this area for what?
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

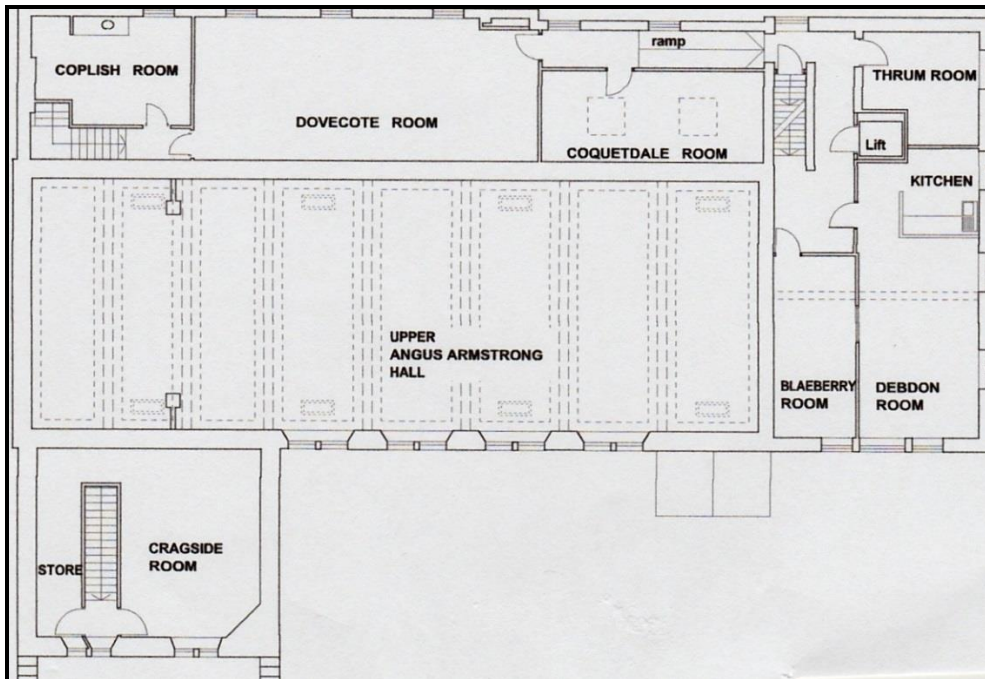
Table 8: Smaller storage cupboards

Floor	Room	Cupboards
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 2019 (John Rutherford)
(Registered Charity No. 227913)

The accounts for the year ended 31 March 2019 (see next page) 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 for administering payments by internet banking.

The accounts are based on our income and expenditure. The 2018-19 accounts highlight that our main sources of income continue to be room hire, cinema, patrons' donations and fundraising. The Trustees also secured substantial grant funding from the Coop, which enabled the refurbishment of the Thrum room. The Trustees also acknowledge the continued support of our Patrons.

Expenditure has shown no major changes during the year, although overall maintenance and improvement to our facilities continue to be a constant and substantial commitment.

In summary, the overall balances at the end of the financial year are just over £67,000, an increase of over £4000 from the previous year. This continues to provide a robust reserve to fund ongoing maintenance, upgrades to equipment and to provide a buffer if we were to suffer a downturn in any of our income streams.

The independent examiners comments on the accounts are included within the annual report.

Jubilee Institute Rothbury: Annual Report 2018-19

	2017-18	2018-19
Bank Balance B/F	£4344.48	£1270.94
Income (£)		
Room Hire	15127.00	15856.40
Grants & Donations	4251.10	3486.90
Cinema & Fundraising	4538.80	3840.87
Insurance & Utilities	435.55	312.88
Admin & Misc.	341.50	46.01
Gift Aid & GASSD	3907.23	4190.69
Direct Patrons Donations	2020.00	1950.00
Total	30621.23	29683.75
Expenses		
Cinema & Fundraising	1650.27	1072.04
Staff Costs	3040.97	3007.58
Insurance & Utilities	8371.04	6874.60
Maintenance	11319.94	11821.77
Admin & Misc.	2816.99	2584.47
Room Hire & Donations	248.16	400.00
Transfer to Fundraising Acct.	2989.35	
Transfer to Patrons Acct	1238.05	
Transfer Direct Patrons Donations to Patrons Acct	2020.00	1950.00
Total	33694.77	27710.46
Surplus/Deficit	-3073.54	+1973.29
Balance C/F	1270.94	3244.23

Account Balances	31.03.2018	Difference	31.03.19
General Account	1270.94	+1973.29	3244.23
Patrons	8397.46	+1950	10347.46
Fundraising	5902.82	+3.20	5906.02
COIF Charity Deposit Fund	47606.71	+228	47834.71
Totals	63177.93	+4154.49	67332.42

4. SPECIFIC OBJECTIVES FOR 2019-20

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 2019-20 after election and are inevitably dependent upon available finance.

1. 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.
2. Complete the new website, to be handed over to a trustee for regular updating.
3. Consider the installation of a new, lighter, door in the lane to make for a more presentable main entrance, as well as increasing accessibility.

Report signed on behalf of the trustees.

Signature:

Name: Patrick Moloney

Position: Chair of Trustees

Date:

Attachment

2018-19 Accounts

Independent Examiners Statement

I certify that I have examined the accounts of the Jubilee Institute as of 30 April 2019 and find them in accordance with the books and vouchers presented to me.



L.A. Lampert (Auditor)

May 2018: The Duck prepares to start the Duck Race.



September 2018: Celebration cake for our 130th anniversary ceillidh,

