



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

JUBILEE INSTITUTE ROTHBURY

CHARITY No 227913

ANNUAL REPORT 2019-20



**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 2019-20

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 are members of Give As You Live, an online purchasing system, through which online retailers such as Amazon and eBay, make donations to us as a nominated charity, as a percentage of the amount spent.

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 2019-20

3.1 Activities and Progress (Pat Moloney)

This report covers the period April 2019-March 2020 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 94%. We were able to complete all ten monthly meetings before the lockdown. 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.

This year, eleven of the current Trustees have agreed to put themselves forward to act for another year. Sadly, John Rutherford has decided to step down as Treasurer and Trustee. His knowledge and contribution will be sadly missed. John has agreed to stay on as Treasurer while the Coronavirus restrictions continue.

Like all voluntary organisations, the Hall relies on volunteers managing it in order to maintain it as fit for use. Its condition and usage show 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. Recruitment of new Trustees will be somewhat hampered over the next few months by the restrictions in place. 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.

Despite everything happening, the building will continue 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 2019-2020

At each AGM we review the specific objectives we set ourselves for the previous year, and whether we have met them. This year has been something of a disappointment when it came to meeting our objectives.

Further repointing of the Hall was put on hold, following our being unable to gain a grant for the work. Work on a new side entrance has also been put on hold, although it is hoped the actual roadway to the side door will be improved by the council. Yellow lines have appeared around the worst broken tarmac.

In October 2019 the Trustees decided that, rather than commit our reserves to undertaking these works, the priority should be a survey of the long standing internal and external cracks in the

stonework and plaster of the building, to be undertaken by Abode Chartered Surveyors, a local firm. The cracks were last inspected in 2009. (See section 3.1.4, *Maintenance and Improvement* for details). Along with the present pandemic crisis (see section 3.1.2 *Fund Raising and Other Events*), plans for future objectives will have to be put on hold until the current situation is resolved.

At least the website is up and running and has been accessed by many people looking at our facilities before making bookings.

3.1.2 Fund Raising and Other Events

Last May we again ran the (in)famous Duck Race, which continued to be well supported by the community and visitors. The monthly Saturday film showing finished before Christmas but it is hoped that this will be restarted once the current restrictions have been lifted. However, the Friday cinema continued to be popular and a very useful contributor to our funds up until the enforced closure in March.

The December Christmas Concert arranged and run by the Trustees, with the help of James Tait and compered by John Mawer, raised a significant sum for the Alnwick and Newcastle food banks. It was a very enjoyable event. Sadly, the annual quiz for 2020 coincided with the lockdown, so was cancelled at short notice.

As can be imagined, with the decision to close the Hall taken by the Trustees in March, just prior to the government's lockdown, our general income has dried up. Planned events such as this year's Duck Race have been cancelled, and beyond this no one can be clear how our income will stand up. Fortunately, we have been able to take advantage of the current grant for businesses provided by HMG and this will help with the income flow for the next few months. However, the longer this state of affairs continues, the more likely we will have to draw on our reserves. This year's accounts do show that we are better placed than most to ride out this current storm.

In ending this section I would like, once again, to express our gratitude 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

As mentioned previously in section 3.1.1, a survey was undertaken by a chartered surveyor, (Adobe Chartered Surveyors), and a specific defect report was submitted to the Trustees. This concluded that the cracking was relatively minor (negligible to slight), probably related to drainage issues, and associated with only slight movement of the building.

After consideration, the Trustees agreed that we should repair and strengthen the defects after further checks were made on the drainage. The project would be managed by Abode Chartered Surveyors. Currently, the present crisis has put this further inspection on hold. Until the inspection is complete possible building and renovation costs are unknown. However, it is believed these will fall

within our budget but may impact on other plans for the building. At the very least it is clear that the building will be standing for some years to come and is in a safe condition.

Regarding the security of the building we have had no issues that we are aware of this past year. The major investment in the installation and renewal of CCTV, and the electronic door management system, has ensured the continuing safety of both the building and its users, whilst maintaining its accessibility.

Finally, when it comes to maintenance, 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. While the building is on lockdown Fiona will be continuing to work in making sure the Hall is up and ready for when normal times resume.

3.1.5 The Jubilee Hall and Community Interests

The type of usage of the Hall had changed little over the last year until the shutdown. Section 3.2 will inform as to what was happening prior to the end of March.

3.1.6 Priorities and Objectives for the coming year

These should be presented in Section 4 of this report and would normally be considered by the incoming management committee of Trustees. Given the current situation, and the uncertainties, setting objectives for next year is somewhat problematic.

Therefore, I am in the unusual position of not being able to outline specific objectives for this coming year. Once more information regarding the building is forthcoming, and the Trustees have time and space to consider plans, then an addendum to this report may be posted, committing ourselves and the Hall's resources to further improvement.

Our general, overall objective therefore will be to complete any works to the building, to be overseen by Abode Chartered Surveyors, that are found to be necessary.

3.2 Report on Usage (John Lewis and Christine Abbs)

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 2019-20

The tables below show the 2019-20 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.

In overall terms, these facts and figures show the same pattern as in recent years: the use of the Jubilee Institute facilities is overwhelmingly dominated by local and regular users, users who are familiar with the hall and who are often in contact with those of us charged with managing the hall. This is important as it means that a co-operative approach can be used in keeping the hall clean and tidy and in working order. It is also in line with our charity's purpose.

The changes shown in Tables 1, 2 and 3 continue a general recent trend: a small reduction in numbers of weekly users (Table 1) and an increase in less frequent use (Tables 2 and 3). Until a few years ago, three rooms were occupied all year round by long-term users. The final loss of the Rothbury and Coquetdale Youth Project, envisaged (and greatly regretted) last year, means that no room is permanently occupied by any group. Future use of the Youth Project rooms is still under consideration. We have also lost the weekly Italian classes.

However, there are five new user groups highlighted in Tables 2 and 3 and there are also more one-off hirers (Table 5). This may create a little more work for caretaker and trustees, but it has kept the income from hiring at a satisfactory level.

How relevant these observations will be during the coming year and beyond is hard to predict. During the present pandemic all normal hiring activities have ceased. When activities resume again, new considerations are likely to dominate the scene and our attention is likely to focus on these, restoring whatever activities we can in the new world that emerges.

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
O'Neill Richmond's solicitors	Gone: Rothbury and Coquetdale Youth Project
Over 60s	Gone: Italian classes

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

Accordion Club	Rothbury Parish Council & Burial Committee
Accordion and Fiddle Group	U3A - Main meetings and committee meetings
Cartington Parish Council	U3A - Creative writing
History Society	U3A - Discussion group
Makers (Craft) Market	U3A – Photography
More: Northumberland National Park Auth	U3A - Poetry
New: Pop-up cafe	The Wildlife Trust
New: Rothbury Flood Group	
Rothbury Labour Party meetings	Gone: U3A Computer imaging & manipulation

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

Churches Together Lent lunches	NCC (public meetings, polling station, etc.)
New: Coquet Children's Centre	Parish Council Cluster Group
Coquetdale Community Archaeology	New: Portable Theatre Company
New: Coquetdale League of Friends	Rothbury First School
Coquetdale Squirrel Group	Rothbury Junior Football Club
Cycling drop-in	Rothbury Music Festival
Fell running training	Rothbury Parish Church
Healthwatch Northumberland	Thropton Parish Council
Judo	WEA Literature
Kingston Property Services	Not this year: Oaklea Trust

Table 4: Regular type of use but multiple hirers

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

Bailiffgate Museum	Local veterinary practices
Forestry Commission	Rothbury Senior Football Club
Local GP surgery	

Table 6: Use by the Trustees

Cinema (roughly fortnightly)	Film appreciation club (monthly)
Committee meetings (10 evenings per year)	Evening events – Christmas concert

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 for props and scenery during CADS annual show. The Cragside Room on the first floor, reached by a staircase with no disabled access, receives 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.

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 STORAGE AREAS

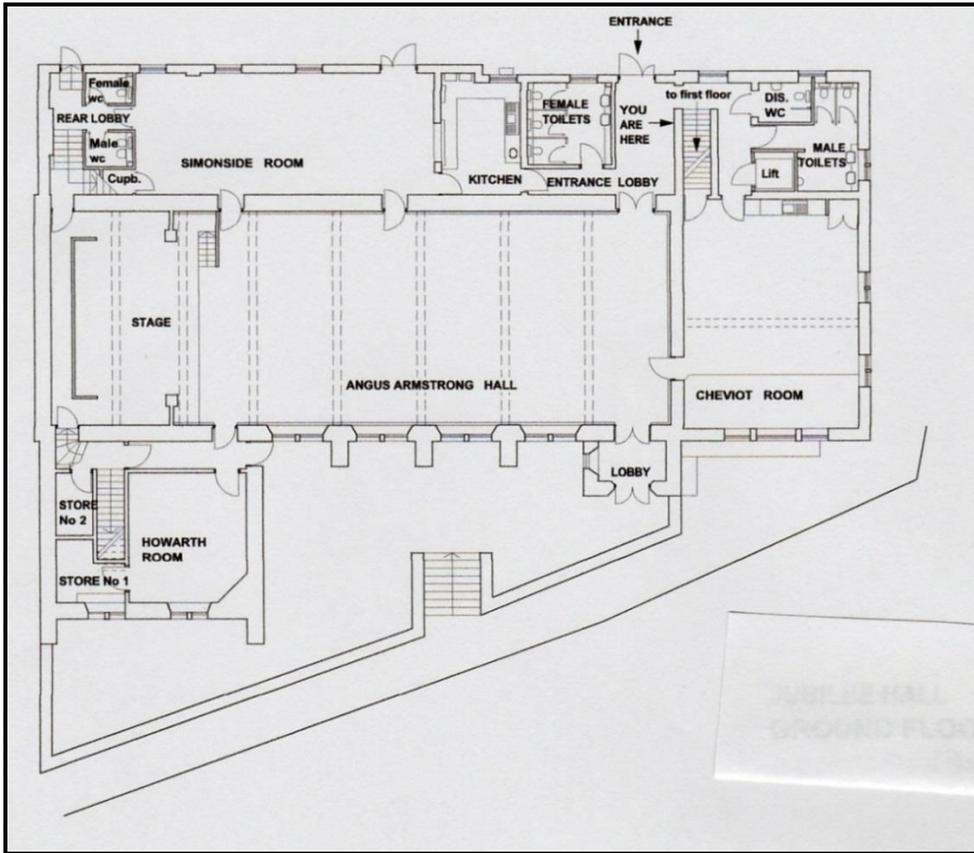
Table 7: Substantial storage areas

Floor	Storage area	Who uses this area for what?
Cellar	Cellar	Hall: Water meter, main stopcock. Hall: Trustees' and caretaker's storage on shelves.
Ground	Armstrong Hall under stage	<i>Left side:</i> Scout storage. <i>Centre:</i> Hall tables, staging, screens <i>Right side:</i> 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

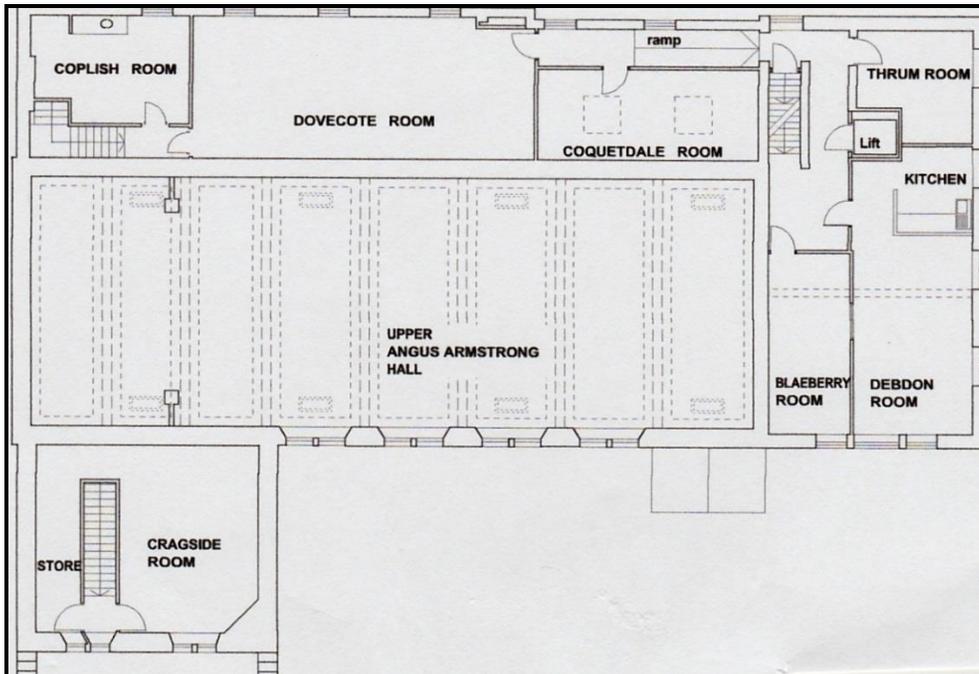
Table 8: Smaller storage cupboards

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 2020 (John Rutherford) **(Registered Charity No. 227913)**

The accounts for the year ended 31 March 2020 (see next page) have not yet been independently examined due to the pandemic restrictions. They have been reviewed and approved by the Trustees of the Jubilee Institute. These accounts will be submitted to the Charity Commission as part of this annual report, who will also receive the independently examined accounts when these are available.

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

The accounts are based on our income and expenditure. Our main sources of income continue to be room hire, cinema, patrons' donations, fundraising activities and donations by third parties. Room hire income saw an increase from last year, along with Gift Aid. The number of patrons remained unchanged and their donations have helped tremendously with strengthening our balances. Their support is greatly appreciated. Expenditure increased mainly due to insurance and utility costs. Overall, this resulted in a small surplus of £563.

In summary, the overall balances at the end of the financial year are £72,762. This should provide a robust resource to help us manage the impact of the pandemic on our income during 2020-21.

Jubilee Institute Rothbury: Annual Report 2019-20

All figures are in £.p	2018-19	2019-20
Bank Balance B/F : Cash in Hand	1270.94	3244.23
Income		
Room Hire	15856.40	17023.00
Grants & Donations	3486.90	2557.64
Cinema & Fundraising	3840.87	3673.11
Insurance & Utilities	312.88	337.68
Admin. & Misc.	46.01	66.20
Gift Aid & GASDD	4190.69	4565.99
Direct Patrons Donations	1950.00	1950.00
Income Total	29683.75	30173.62
Expenses		
Cinema & Fundraising	1072.04	1324.68
Staff Costs	3007.58	2991.94
Insurance & Utilities	6874.60	9765.08
Maintenance	11821.77	8291.57
Admin. & Misc.	2584.47	2016.79
Grants & Donations	400.00	650.00
Transfer of Direct Patrons Donations & Gift Aid to Patrons Acct	1950.00	3195.38
Transfer to Fundraising Acct.		1375.00
Expenses Total	27710.46	29610.44
Surplus for Year	1973.29	563.18
Balance C/F	3244.23	3807.41

Account Balances	31.03.2019	Difference	31.03.20
General Account	3244.23	+563.18	3807.41
Patrons	10347.46	+3195.38	13542.84
Fundraising	5906.02	+1378.55	7284.57
CCLA	47834.71	+293.19	48127.90
Total	67332.42	+5430.30	72762.72

4. SPECIFIC OBJECTIVES FOR 2020-21

Specific objectives for the coming year are normally set out in this annual report. They 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. No objectives for 2020-21 have yet been set for the reasons outlined in Section 3.1.6 of this report. They will be addressed by the trustees when activities resume.

Report signed on behalf of the trustees.

Signature:

Name: Patrick Moloney

Position: Chair of Trustees

Date:

March 2020: Mural painted by Joan Pattison in the Armstrong Hall



Late 1940s or 1950s: Drama in the Jubilee Hall

