



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

JUBILEE INSTITUTE ROTHBURY

CHARITY No 227913

ANNUAL REPORT 2020-21



**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 2020-21

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
Pat Lewis	Cinema services and website
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 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 several 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. Users with long-term contracts normally include the Scouts, the Guides, a club for the over 60s, the Coquetdale Amateur Dramatic Society, and an RVS day care centre. Also, in normal times, 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 likely to be reviewed shortly.

3. MANAGEMENT REPORTS FOR 2020-21

3.1 Activities and Progress (Pat Moloney)

This report covers the period April 2020-March 2021 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). Within the restrictions imposed by the Covid 19 crisis of the last 16 months I believe we have managed the Hall well in anticipation of a full reopening when the current restrictions are finally lifted.

The ten Trustees have managed only 3 meetings since last April, (one via Zoom) due to the Covid restrictions imposed on all of us. Because of the closure of the Hall there have been less calls on the Trustees' time and efforts. However, this does not mean that business came to a complete halt.

Three of our current Trustees are standing down this year, John Rutherford, Helen Malone, and Francine Needham. Thanks to all of you for the contributions you have made over the years. We hope to be able to replace all three, plus invite others to become Trustees for the coming year.

3.1.1 Objectives for 2019-2020

The building inspection mentioned in last year's annual report led to works being undertaken to rectify cracking in the exterior and interior walls, after ascertaining its cause, and redecorating both internally and internally. John Lewis will detail this work in his part of this report. This will be funded primarily from our reserves.

The building has continued to be maintained to a high standard, thanks to the unceasing efforts of our caretaker come booking clerk, Fiona Foreman.

We have installed such equipment and procedures as outlined by the government to cover the Covid 19 regulations. By the time you read this report it is hoped that most, if not all, of the current restrictions will be lifted. However, we are prepared should the Hall reopen, but still come under Covid requirements.

Thanks to a grant from the Coop, we have ordered our new entrance to be fitted in the lane this year, making the building much more welcoming, as well as easing access generally.

3.1.2 Fund Raising and Other Events

All activities in the Hall, both those organised by the Trustees and those by the users of the Hall, came to a complete standstill over the last year. As you would guess, this has had a huge impact on our income. We have been fortunate in receiving grants from the government under the Covid 19 regulations, as well as a grant from the Coop towards the new entrance. CADS made us a one-off grant, and these have helped to keep us financially sound. Thanks should also go to the Patrons for their continued support which has contributed greatly to our income stream. John Rutherford will outline the financial position in detail in his part of this report, but we have fared relatively well in the circumstances.

3.1.3 News of Users and Use

Given the circumstances of the last year this section is redundant for this report.

3.1.4 Maintenance and Improvement

John Lewis will give more detail about the specific works undertaken over the last year, and those to be completed.

Generally, the building is in good condition and should provide safe and comfortable facilities for the foreseeable future. There have been no security issues and the building has been prepared for any future requirements under Covid 19 regulations. The terrace on Bridge Street has also been cleared and tidied up and is now much more presentable.

3.1.5 The Jubilee Hall and Community Interests

The Hall has been little used over the last year due to the restrictions.

3.1.6 Priorities and Objectives for the coming year

1. The next year is full of uncertainties due to the ongoing epidemic. Although things seem to be easing it may be that we will have to live and organise under a very different reality in future. So, to this end, the Hall will be maintained as a Covid Secure facility, with such restrictions as decreed by the government, and by the decisions of the Users and the Trustees, until deemed no longer necessary.
2. We have received a grant from the Community Foundation towards refurbishing the Youth Project rooms which have fallen into disuse, since the winding up of the group. We hope to let the rooms to a long-term group, but, failing this, we envisage this as being used as a more private space which could be let to groups requiring some separation from the rest of the building.
3. The lane entrance will be refurbished this summer, thanks to the Coop grant.
4. It is hoped a full history of the Jubilee Hall will be compiled by two of our new Trustees, bringing together not only material held in our archives, but also anecdotal histories from the residents of Coquetdale.
5. The current round of building works will be completed, and redecorating undertaken.

3.2 Report on Building Maintenance Work (John Lewis)

Cracks have been observed in the Jubilee Institute building since well before the turn of the millennium. Old repairs to stonework and pointing are evidence of this. The slow development of these cracks has led experts to regard them as the inevitable settling of a large building in an area where water can have small effects on the underground stability. Every few years internal plaster cracks promote renewed interest in the topic, and the trustees then feel bound to reassure themselves that all is well.

This happened in October 2019 when, as noted in our 2020 Annual Report, it was decided to commission Abode Chartered Surveyors to carry out a survey and provide a review. Referring to the plans of the Jubilee Institute that are shown below, the cracks of initial concern to the trustees were those seen on the inside and outside of the NW corner of the building, that is, the corner between the side lane and the High Street. The rooms involved were the toilets, the Cheviot Room, the landing outside the Blaeberry and Coquetdale Rooms and the Coquetdale Room itself. During the first survey, cracks of potential concern were also found in the wall further up the side lane outside and inside the Simonside and Dovecote Rooms. Some cracks were found elsewhere. However, all cracks were in the range of negligible, very slight, or slight, with few reaching the slight category.

The review was followed by further investigative work, at the end of which, it was concluded that we had enough information to repair the damage in a reliable manner and that this should make the building more resistant to further cracking. The main areas for attention were the two referred to above, namely the NW corner and the wall further up the side lane. It was also concluded that the costs, although well exceeding our usual maintenance expenditure, were bearable from our reserves. Abode Chartered Surveyors were asked to continue their valuable involvement and to oversee the repair work.

At the time of writing, the main cracks in the north-western corner of the building have been repaired both inside and out, using methods that help to hold the crack together and resist further movement. (There is one short crack to finish in the Debdon Room.) Internal redecoration of the affected areas has been carried out in the side entrance lobby, on the landing and in the Cheviot Room. The opportunity was taken to improve the robustness of the lower wall surfaces in the side entrance lobby by installing painted panelling, similar in appearance to the main hall. On the exterior, some remaining observable cracks require simple pointing, yet to be completed.

In the further reaches of the west outside passageway, the cracking that had been discovered required the removal of rendering to diagnose the cause prior to remedying it. The wall here is a cavity wall. It was found that the problems occurred at the point where different building materials had been abutted vertically without adequate ties to hold them together, or across the cavity. This has been remedied and the rendering restored and painted.

Review of the external paintwork by Abode, and then by Armstrong Joinery and Building, revealed extensive need for thorough redecoration of all the woodwork. Rot was found in the upstairs window frames of the Debdon and Blaeberry Rooms and also in one frame of the main hall. There are few windows in the building that have not been double-glazed and these were largely those of the two upstairs rooms in question. So, a grant was sought for this work from the Community

Foundation, and our application was successful, yielding the sum of £4,000. The woodwork repair and double-glazing cost a little over this figure; it is almost complete. External painting of all the woodwork is also well under way.

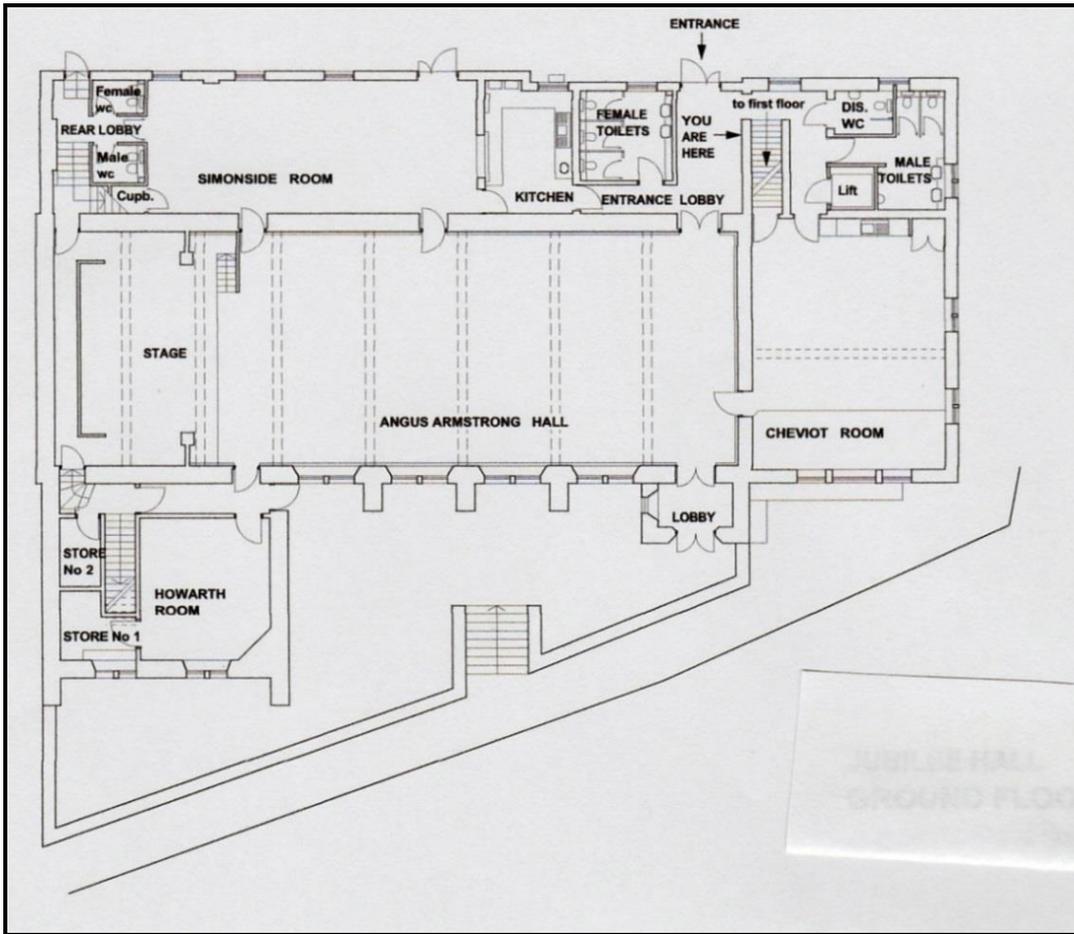
Finally, replacement of the side entrance door has now been commissioned, funded by a grant from the Co-op. This entrance is the regular means of entrance and exit for users of the building. The new entrance will be more attractive, easier to use, and more suitable for a modern village hall; it should be completed this summer.

The total cost of all this work has been watched carefully by the trustees throughout the process. It is pleasing to report that our extensive use of local tradespeople has been consistent with keeping costs down and maintaining the quality of the work. It seems likely that the total cost of everything discussed here will amount to about £25,000. Of this, about £7,000 will be covered by the grants we have been able to arrange. This means that we will have spent about £18,000 on long-term maintenance, surely an appropriate use of our reserves.

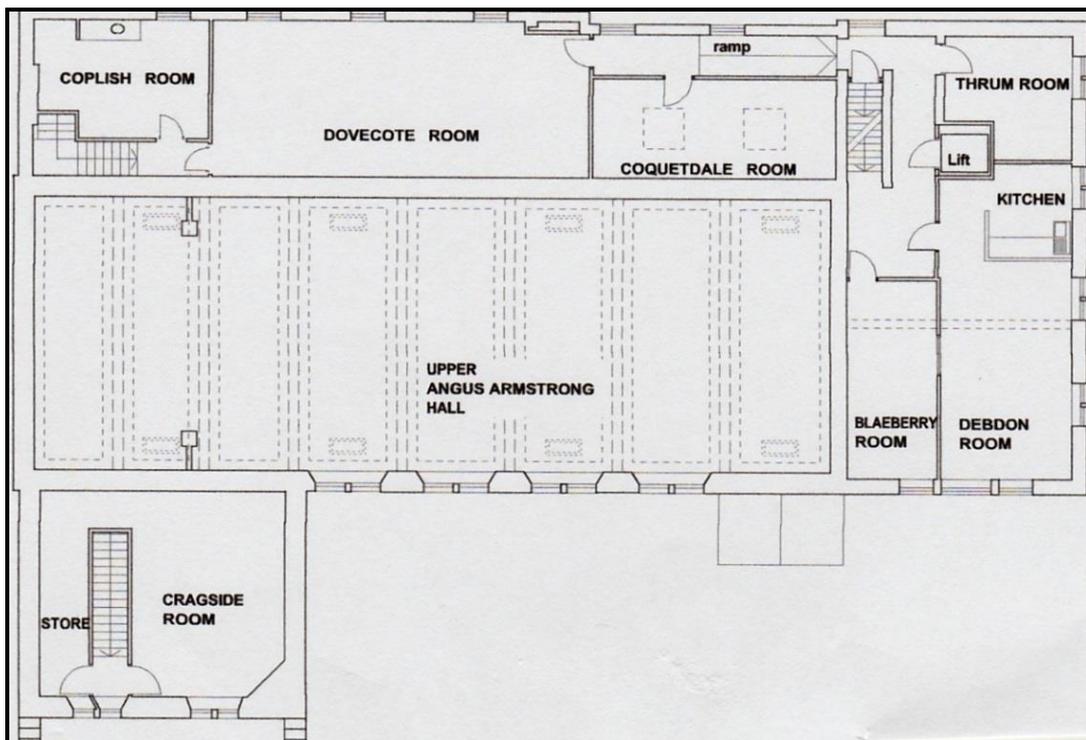
One additional recommendation was made by Abode Chartered Surveyors in their initial report. This was that we should consider appointing a Solicitor to register the title of the Jubilee Institute, having discovered their investigations that the Land Registry holds no such title. (The title was relevant to the question of responsibility for drains in the west outside passageway, the state of the drains being a factor to consider when assessing possible underground water damage.) The lack of title deeds could be remedied at a relatively low cost (estimate £540). Abode indicated that we would be wise to proceed with this to avoid a variety of problems in the future. The trustees agreed but decided to leave the matter until the building work was complete.

As a footnote, during this work, we asked Abode for advice on the removal of a crow's nest in a broken vent discovered by a roofer. With their help we established that we could remove the nest without breaking any environmental rules. The vent in question turned out to be just under the eaves next to a drainage gully which helped to support it. The nest was removed, and the vent was sealed up, but after a few weeks we observed new nesting material appearing, precariously located on the drainage gully alone. We had this removed and the gully covered over. When further nesting material appeared even more precariously located on an adjacent corner of the roof, we gave up for this year. When it is removed later in the year, we hope that will be the end of the matter.

Jubilee Hall Ground Floor Plan



Jubilee Hall First Floor Plan



3.3 Treasurer's Report for the Year ended 31 March 2021 (John Rutherford)

These are the accounts for the financial year ending 31 March 2021. They have been formally submitted to the Trustees, following the completion of the independent examination. The audited accounts will then be submitted to the Charity Commission.

The authorised Trustee signatories for approving online payments are John Rutherford and Christine Abbs. Cheque signatories are the above, plus Pat Moloney and Ken Branson.

The accounts are based on our income and expenditure during the financial year 1st April 2020 – 31st March 2021.

This year has been unprecedented, with the closure of the Jubilee due to the pandemic. Some of our usual income streams were severely affected, e.g. room hire, cinema and fundraising. However, we received £13,430 from Northumberland County Council, via its Covid relief schemes, which assisted in offsetting our lost income. We also received a first grant payment of £693 from the Coop and a £1,000 donation from CADS. This was also supplemented by our Patrons donations and the Gift Aid claim.

Our expenditure was also reduced due to the closure, with reductions in both staffing and utilities. Ongoing maintenance remained similar to last year.

Our overall balances have improved to a total of £75,696, which provides us with a level of reserves to cover any unexpected expenditure. There will be further planned maintenance of the building during 2021. This will require substantial expenditure from our accounts, but we are in a good financial position to proceed with this necessary work.

I would like to thank our independent auditor, Larry Lampert, and the ongoing support of our Patrons.

Jubilee Institute Rothbury: Annual Report 2020-21

All figures are in £ p	2019-2020	2020-2021
Bank Balance b/f Cash in Hand	3244.23	3807.41
Income		
Room Hire	17023.00	1553.00
Grants & Donations	2557.64	15155.29
Cinema & Fundraising	3673.11	40.71
Insurance & Utilities	337.68	357.58
Administration	66.20	
Gift Aid & GASDD	4565.99	1317.78
Direct Patrons Donations	1950.00	1926.00
Income Total	30173.62	20350.36
Expenses		
Cinema & Fundraising	1324.68	
Staff	2991.94	1636.41
Insurance & Utilities	9765.08	6496.55
Maintenance	8291.57	8215.21
Administration & Misc.	2016.79	1127.17
Grants & Donations	650.00	
Transfer of Patrons Donations & Gift Aid	3195.38	1926.00
Transfer to Fundraising	1375.00	
Expenses Total	29610.44	19401.34
Surplus for Year	563.18	949.02
Balance C/F	3807.41	4756.43

Account Balances	At 31/3/20	Difference	At 31/3/21
General Account	3807.41	+949.02	4756.43
Patrons	13542.84	+1926.00	15468.84
Fundraising	7284.57	+1.66	7286.23
CCLA	48127.90	+57.17	48185.07
Total	72762.72	+2933.85	75696.57

4. SPECIFIC OBJECTIVES FOR 2021-22

1. To maintain the Hall as a Covid Secure facility, with such restrictions as decreed by the government, and by the decisions of the Users and the Trustees, until deemed no longer necessary.
2. To complete the current round of building maintenance work. This includes the repair of building cracks and rotting window frames, and the associated re-decoration, and also the refurbishment of the lane entrance with the use of a Coop grant.
3. To refurbish the Debdon and Blaeberry Rooms in line with their expected future use, either for a long-term user, or as a more private community space. This will be aided by the receipt of a Co-op grant, if awarded to us.
4. To compile a full history of the Jubilee Hall.
5. Once the Friday cinema is up and running, to explore the viability of re-starting the Saturday cinema.

Report signed on behalf of the trustees.

Signature:

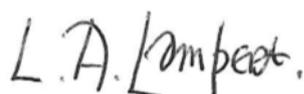
Name: Patrick Moloney

Position: Chair of Trustees

Date:

Independent Examiner's Statement

I certify that I have examined the accounts of the Jubilee Institute, as of 22 June 2021, and find them in accordance with the statements, books, and invoices presented to me.



L. A. Lampert (Auditor)

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



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

