



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the Period

**From** 01.10.2020 (Period start date)

**To** 30.09.2021 (Period end date)

**Charity name:** Ashington Veterans and Elders Institute

**Charity registration number:** 1101024

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide facilities for recreation and other leisure time occupation, in the interest of social welfare, with the object of improving the conditions of life of the inhabitants of Ashington and the surrounding areas.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The Covid-19 pandemic severely reduced activities/revenue again this financial year.</p> <p>Members would normally have 8am until 11pm access to the building which provides snooker, billiards, darts and indoor table games. They can socialise over refreshments, watch tv, or use the institute as a drop-in centre if they wish.</p> <p>Members can join local snooker and billiards leagues which enables contact and establishes friendship with others in the local community who have similar interests. In normal circumstances we run internal competitions and hold special events like occasional barbecues, exhibition matches and music nights.</p> <p>Members and visitors now have access to our established community garden to either work in or relax in. We have created a new woodworking workshop which members can join and either help with institute projects or use equipment for their own private tasks.</p> <p>We normally entertain residents from local care homes on a weekly basis and encourage external small groups to use our committee room. An established local guitar group now practices twice a week and a small crafts and activities workshop is held approximately once every month.</p> <p>We hope to resume care home visits, firstly in an outdoor capacity, from Spring 2022.</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have all had their joining pack issued by the Charity Commission and have access to its website.  Any changes are communicated at committee meetings.
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not normally make grants to other organisations.
Policy on social investment including program related investment	Para 1.38	The charity does not normally get involved in social investment.
Contribution made by volunteers	Para 1.38	<p>The charity only normally seeks contributions from volunteers when working parties are needed for the upkeep of the premises. Volunteers help to keep the place clean and tidy, and help to maintain the quality of the snooker tables.</p> <p>Around 12 volunteers are now involved in running the community garden, and a further nine have been involved in our woodworking project, raising money for local charities. Activities include cutting, painting and selling.</p> <p>Coffee mornings became a much stronger offer for the institute this year, and our Garden Club members now run these events themselves.</p> <p>One of our members is a member of Ashington Camera Club and he is currently involved in a project intended to showcase the activities of AVAEI. He has photographed Brightside volunteers in action, our garden club members carrying out their activities and our coffee morning activities, as well as the exterior of the building. He will be photographing our music nights and exhibition matches, and once complete, these photos will be displayed around the building, and used on our website.</p>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Maintained member numbers, introduced Garden Club members and encouraged more women and even non-members from the general public to get involved in our activities.</p> <p>Generated more interest from the local community in hiring out our committee room to craft groups for the first time.</p> <p>We maintained links with ASDA, the Co-op and Newcastle Building Society, although using their meeting rooms for our formal meetings became impossible during the Covid-19 pandemic.</p> <p>Continued with the upgrade of the premises by completing the landscaping to the side and rear of the premises to finally create and launch our Community Garden.</p> <p>We installed an outside toilet/utility room which ensured garden users had washing and toilet facilities any time they were on the premises, even if they remained outside.</p> <p>The main achievement this year was our flower project. Volunteers made and sold over 2,000 wooden flowers from fence boards and plywood, raising over £8,000 for local branches of the NHS and SAAFA. Over 90 people were involved. Companies like Akzo Nobel and Brightside Adult Services were major contributors. Individuals cut and painted from their own homes, our own members got involved, and we formed a members' activity group which met twice a week in the garden, all ensuring we made and sold as many as possible.</p> <p>We decided to sell these at our coffee mornings, which generated more revenue for us as the public really got behind the project.</p> <p>We developed and firmly established our Community Garden at the side and rear of our premises, by installing more seats, changing the layout, ensuring the greenhouse was fit for purpose, and ensuring the group who looked after it were given clear guidelines on what their remit was. They formed their own Sub Group of three, overseen by three trustees, meeting every eight weeks.</p>

		<p>We again managed the Covid-19 challenges by maintaining robust cleaning and social distancing systems and maintaining an excellent relationship with Northumberland County Council's Principle EHO.</p> <p>We kept people occupied by running a weekly online quiz, when over 100 people, members and non-members alike, from many parts of the world, were emailed papers covering many subjects every Tuesday during lockdown.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>We completed all of our outstanding projects and committed to further improvements to our premises this coming year. We now want to install a shaded area in the garden, redecorate the exterior of the building, replace one of our snooker tables and upgrade the lights above all three tables.</p> <p>We again updated our Constitution to ensure it is fit for today's purpose.</p> <p>We ended the year with 20 female members, which underlines our determination to diversify as much as we can.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>Although closed for long periods of the year, we still raised money from our refreshments sales, coffee mornings, room hire and selling through our Small Lotteries Licence.</p> <p>Our coffee mornings are becoming busier and more popular, and we hope this will be a major income stream for us this year.</p>
Investment performance against objectives	Para 1.41	Not applicable.
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Trustees were reasonably happy with the financial position at the end of the year under the circumstances around the Covid-19 pandemic.</p> <p>The charity is financially sound, but the position again could have been around £3,000 better if the year had not been disrupted so much, which is very similar to the previous year's performance. Business Interruption grants from the County Council were gratefully accepted, especially as our regular income was again well down on previous years.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Prudent financial management. We are a not-for-profit organisation and any surplus at the end of the financial year is ploughed back into the future running of the institute. All surplus is used for the benefit of members, and a year's regular income held in reserves is our aim.</p>
Amount of reserves held	Para 1.22	£43,475
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>The Covid-19 pandemic has had a major impact on all of our activities. We estimate it has again cost around £3,000 in lost profit. More importantly it has resulted in only 60% of our elderly members returning since we reopened following lockdown. This trend will have a huge bearing on our future revenue if it continues.</p> <p>It is clear that many elderly people do not feel safe in using this type of facility, where people may be close to each other indoors for long periods of time, even though we have gone to great lengths to ensure the place is as safe as possible, and to communicate the findings of our Risk Assessment to all membership by letter and with regular updates on email.</p> <p>Although the country is trying to get back to normal, our elderly members still have mixed views on attending indoor activities. However, there is a growing number who are getting involved in our outside activities, which is very encouraging for the future.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>Income from snooker table usage and membership fees, room hire, refreshment sales and small lottery income.</p> <p>We have restored membership fees for the coming year. Last year we waived subs fees, and instead left it to individuals to decide whether or not they'd like to make a donation to the institute instead.</p> <p>Our coffee mornings have become a major success, and we hope to continue building revenue from these monthly events in the future.</p> <p>We hope to reintroduce Music Nights, internal competitions and exhibition matches in the coming year.</p> <p>We are again taking new members and allowing visitors, both of which were stopped during the Covid pandemic.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	None planned.
A description of the principal risks facing the charity	Para 1.46	<p>We are forecasting only a modest increase in regular revenue this financial year. If usage continues at its present level we anticipate to just about break even in this 12 month period.</p> <p>We are, however, a little more optimistic than we were during the height of the Covid pandemic, but with the prospect of large increases in utility charges looming, we are mindful that prudent financial management is needed by every one of our trustees and users.</p>
Other		

## Structure, Governance and Management

Description of charity's trusts:		None
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Institute
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Nominated and seconded by members, appointed at AGM. Election by ballot at AGM if required. Notices for nominations on display one month prior to AGM. Constitution allows for four Honorary Officers and up to four Lifetime Presidents to form a committee of at least six and up to 10. Non-members can be elected as trustees, but have no voting rights.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New trustees receive an induction pack from The Charity Commission. They receive a copy of our Safeguarding, Health and Safety and Equal Opportunities Policies at their first meeting following their appointment. These policies are all on display on the main notice boards.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Chair, Vice Chair, Treasurer, Secretary, one Lifetime President and three other trustees. We currently have two vacancies with no nominations at present.
Relationship with any related parties	Para 1.51	Regular contact with Age UK, Newcastle Building Society, Barchester Care Homes, Men in Sheds, Earth Balance, Brightside Adult Services, NHS and SAAFA.  Around nine of our members joined Earth Balance at Bomarsund, ensuring we could continue our woodworking sessions during the autumn and winter months indoors.
Other		Networking with similar snooker clubs in the area. Developing our website and social media pages. We now have over 100 members of our own Ashington Community Garden Facebook page, the institute's main way of informing the public what is happening in the garden. We regularly update our website to show the latest news and activities around the institute.

## Reference and Administrative details

Charity name	Ashington Veterans and Elders Institute
Other name the charity uses	
Registered charity number	1101024
Charity's principal address	Woodhorn Road Back Ashington Northumberland NE63 9AG



## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	William Thompson	Chair		
2	Lawrence Duddridge	Vice Chair		
3	Kenneth Hicks	Treasurer		
4	Keith Green	Secretary		
5	John Hume	Lifetime President		
6	Alan Oliver	Trustee		
7	Colin Neary	Trustee		
8	John Dobinson	Trustee		
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## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Keith Green		
John Hume		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable.

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	K Green	K Hicks
<b>Full name(s)</b>	Keith Green	Kenneth Hicks
<b>Position (eg Secretary, Chair, etc)</b>	Secretary	Treasurer
<b>Date</b>	12.10.21	

**Ashington Veterans and Elders Institute 2020/21****( Period from: 01-Oct-2020 to 30-Sep-2021)****Profit & Loss Statement****Income**

Associate Membership	£40.00
Community Garden Membership	£10.00
Community Garden Income	£538.50
Competitions Income	
Chalk & Tips Money	£21.10
Donations	£882.00
Third Party Donations Income	£8,594.00
Full Membership	£300.00
Grants (Restricted Income)	
Ashington Town Council	£750.00
Catherine Cookson Trust	£500.00
NCC Community Chest	£2,500.00
William Leech	£1,500.00
National Lottery	£2,000.00
Grants (UnRestricted Income)	
NCC Covid19 BI Grant	£20,237.71
Co-operative Society	£2,123.59
Miscellaneous Income	£162.50
Meters	£1,767.30
Refreshments Income	£548.35
Room Hire	£588.00
Small Lottery Income	£1,200.00
Special Events Income	
Tea & Coffee Money	£30.11
Visitors Fees	

<b>Total Income</b>	<b>£44,293.16</b>
<b>Total Grant Income</b>	<b>£28,861.30</b>
<b>Total Non-Grant Income</b>	<b>£15,431.86</b>

**Expenditure**

Community Garden Expenditure	£1,094.81
Competitions Expenditure	£30.00
Gas and Electric	£1,077.18
Insurance	£926.32
League Fees	
Maintenance & Repairs	£215.64
Projects	
Outside Garden Toilet	£9,761.20
External Landscaping	£91.83
Woodworking Tools & Accessories	£1,610.08
Third Party Donations Expenditure	£8,594.00
Miscellaneous Expense	£1,564.88
Miscellaneous Supplies	
Refreshments Expenditure	£230.05
Council Rates	
Security	£40.00
Small Lottery Expenditure	£860.00
Snooker Equipment/Maintenance	£210.67
Special Events Expenditure	
Stationery	£108.64
Tea and Coffee Supplies	£26.27
Telephone & Broadband	£392.76
Toilet/Cleaning/Kitchen Supplies	£165.93
TV Licence	£157.84
Water Rates	£227.31

<b>Total Expenditure</b>	<b>£27,385.41</b>
<b>Total Project Expenditure</b>	<b>£11,463.11</b>
<b>Total Non-Project Expenditure</b>	<b>£15,922.30</b>

<b>Total Profit/Loss</b>	<b>£16,907.75</b>
<b>Regular Profit/Loss</b>	<b>(£490.44)</b>
<b>Grant Excess</b>	<b>£17,398.19</b>

<b>Accrued Expenditure</b>	
<b>Adjusted Regular Profit/Loss</b>	<b>(£490.44)</b>

**Balance**

Cash in hand as at 01-Oct-2020	£211.11
Opening Bank Balance	£26,500.27
Available Opening Balance	£26,500.27
Profit (Loss) to 30-Sep-2021	£16,907.75
	<b>£43,619.13</b>

Cash in Hand as at 30-Sep-2021	£143.17
Current Bank Balance	£43,475.96
- Accruals for this Year	
Available Bank Balance	£43,475.96
+ Payments from Previous Year	
	<b>£43,619.13</b>

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To Chair of Trustees,

I report on the receipts and payments accounts for Ashington Veterans and Elders Institute for the year ended September 2021.

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act.
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;  
and
- State whether particular matters have come to my attention.

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison to the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the next statement.

#### Independent Examiners Statement

In connection with my examination no matters have 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 2011; and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have been met.

Signed:

Name: Mrs Michelle Brannigan  
Date: 11/10/2021