



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

JUBILEE INSTITUTE ROTHBURY

CHARITY No 227913

ANNUAL REPORT 2021-22



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

**European Regional
Development Fund**



1. ADMINISTRATIVE DETAILS

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

1.2 Trustees during 2021-22

Pat Moloney	Chair and IT
John Lewis	Vice-chair & secretary
Heather Lister	Minutes secretary
Shona Walker	Treasurer
Christine Abbs	Invoicing treasurer
Margaret Blanshard	Services and inspections
Fred Bogyor	Secretary support
Ken Branson	Facilities management
Paul Cramman	Secretary support
Bill Gunn	Facilities support
Pat Lewis	Cinema services
Derek Wray	Social and history
Gwyneth Wray	Social and history

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, 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 to be reviewed shortly.

3. MANAGEMENT REPORTS FOR 2021-22

3.1 Activities and Progress (Pat Moloney)

This report covers the period April 2021-March 2022. The Financial Reporting Standard 102 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 a result of its work. Ultimately it is the users of the Hall, and the people of Coquetdale who must judge if we have met our purpose as set out in the Constitution (see Section 2.1 of this report: Object of the Charity). Despite the ongoing Covid-19 crisis I believe that the Hall has been managed well within the framework of restrictions laid down by central government, and the inevitable loss of income which occurred during this time.

The monthly management meetings have continued to be well supported by the thirteen Trustees, sometimes resorting to Zoom in order to meet our responsibilities, and to be able to consult and plan with each other as to the needs of the Institute.

Sadly, the two longest standing Trustees, John and Pat Lewis, are retiring this year after being involved in the running of the Institute since 2006. John has acted both as chair and vice chair, as well as taking on the not inconsiderable task of managing the administration. Pat has played a key role, both as Treasurer and cinema volunteer organiser. We wish them both well in this, their second retirement.

John has kindly agreed to stay on, temporarily, as a co-opted Trustee, in order for us to achieve the renewal of our Hallmark 2 accreditation. But long term, their combined knowledge and wise advice will be missed. Those who have worked closely with the Institute will recognise, and appreciate, just how much they have contributed to the smooth running of the establishment.

The other eleven Trustees have agreed to continue in their roles. We hope we will be joined by two new Trustees, giving us a healthy management group.

3.1.1 Objectives for 2021-2022

We continued to provide a safe environment in order that activities could continue within the Hall, once restrictions were eased. Usage picked up in September of last year with the reopening of the Friday night cinema. Other groups have gradually resumed, as confidence has returned.

Plans to refurbish the redundant Youth Project rooms had been put on hold. The Trustees were reluctant to commit any substantial monies to this project when income levels and possible hirers were unknown. It is hoped that this year will allow us to carry out the plans we made last year.

Efforts to write a full history of the Jubilee Institute have continued. Documentary and anecdotal evidence has been compiled, with use of the County Archives at Woodhorn being consulted.

The new doorway to the Institute from the lane was finally installed in April this year, after a 2 year wait. We hope this presents a more welcoming, appropriate entrance through what is the main thoroughfare to the building.

With the exception of some pointing work, the external and internal refurbishment is drawing to a conclusion. We have endeavoured to use local builders as much as possible, and our overall aim is to draw on the local area for any further works that might be needed.

3.1.2 Fund Raising and Other Events

Like many other similar organisations, we had to curtail our fundraising events. However, we did hold a quiz in April which was very successful, and the annual Duck Race returns next month.

The restart of the cinema is a very welcome contribution to our funds. Our Treasurer, Shona Walker, will highlight the income and expenditure over the preceding year.

Despite the substantial rise in the cost of fuel, and other commodities, the Trustees decided not to raise the cost of hiring any facilities in the Institute for this year, in order that usage could continue to rebuild after the shutdown. We would hope to maintain this approach, but rising costs may necessitate a rethink at some point.

3.1.3 News of Users and Use

Groups are gradually returning to the “Haarl” and there is no doubt that many have missed the opportunity for social interaction in a comfortable environment. We would hope that the previous booking levels will be restored in the ensuing months.

3.1.4 Maintenance and Improvement

Various works are ongoing or planned, despite the call on our resources. One of our two boilers was replaced as it was time expired. The other, older boiler will hopefully be replaced this year.

Work is being done on replacing energy inefficient lighting with more eco-friendly led lights. To refit the whole hall in one go would be uneconomic, so a rolling programme of replacement is being undertaken, as lights fail.

We will shortly be undergoing an energy assessment to see if there are other ways we can meet our energy efficiency requirements, as well as trying to keep down the substantial costs of heating and lighting such an old building.

Generally, the Hall is in good condition, in no small way due to the continued hard work put in by our caretaker, Fiona Foreman, to whom yet again we owe a large debt of thanks for the care and effort she puts into her responsibilities.

3.1.5 The Jubilee Hall and Community Interests

With the gradual reopening of the Hall, we have tried to balance the ongoing safety requirements following on from the pandemic, and the need for people to meet up again in a healthy environment. The Trustees have taken the view that people should follow the general guidelines laid down by the health authorities but that we would not be in a position to enforce regulations. On the whole, people have behaved responsibly. We, in turn, have tried to provide ample space for people to circulate safely, as well as such facilities as hand sanitizers etc.

3.1.6 Priorities and Objectives for the coming year

As we gradually learn to live with the social health issues of the last two years it is hoped that some kind of normality will return. With this in mind we will aim to:

1. Complete and display the full history of the Rothbury Jubilee Institute in a format that will be readily accessible to the people of Coquetdale.
2. Continue with the plans to refurbish the Youth Project rooms in consultation with potentially interested groups.
3. Complete an energy audit of the Jubilee Institute and implement any affordable improvements, including the replacement of the 18 (or more) year old boiler and LED lighting.
4. Finish the building works to the necessary standard.
5. Make appropriate use of digital systems to manage the facility e.g. the Cloud for administration.
6. Carry out a strategic review of expenditure, given the expected future financial stresses.
7. Undertake Hallmark 2 renewal.

3.2 Report on: Building Maintenance Work; Usage. (John Lewis & Christine Abbs)

3.2.1 Building Maintenance Work

This report follows up two matters referred to by the Chair in Section 3.1. The first one is the building maintenance project begun in 2019 with the assistance of Abode Chartered Surveyors. This was covered in detail in last year's annual report, so a summary of progress to date is sufficient here.

First, the repair work to stabilise the external and internal cracks in the north and west walls of the building is complete. They will now be resistant to further movement. Rotten windows in the Debdon room, Blaeberry room, and Angus Armstrong Hall have been repaired and the upstairs windows double glazed. A new modern entrance door has been installed in the side passageway. The rotting fire door further up the side passageway has been replaced. After this work it was necessary to make good internal and external decorations. A complete re-decoration has been undertaken externally. Internally, the opportunity was taken to install hard-wearing panelling in the side entrance lobby, and all affected areas have been re-decorated.

The building project will be complete when three remaining items have been done. First, the external stonework needs pointing; after some setbacks, local contractors have finally been appointed to carry this out later in the year. Secondly, the decorations around the newly installed side entrance need minor repair. Thirdly, at the time of writing, the side entrance lock and security system are not yet fully functional.

A further suggestion made by Abode was to register the title of the Jubilee Institute, a long overdue step. With the aid of solicitors, the work to do this has been carried out and our application is currently lodged with the Land Registry. We await their confirmation that it is done.

The cost of all this work, amounts to about £28,500, most of which has already been paid. Grants of about £6,800 were obtained to cover parts of this, leaving about £21,700 to be found from Jubilee Institute funds. This is a little over the original budget of £20,000, but includes improvement work not envisaged at the start.

In last year's report our failed attempts to remove a jackdaw's nest from the eaves were described, expressing the hope that success would follow the end of the nesting season. Well, we tried, but sharp eyes may have noticed that the jackdaws are currently winning the battle. We intend to try once again in the coming year, perhaps in conjunction with some gutter clearance and roof inspection.

3.2.2 Usage

For many years the trustees have presented a review of the use of the Jubilee Institute facilities to the AGM and in the Annual Report, to demonstrate that we are meeting the objectives of our constitution, and that we have spent grant money wisely and effectively. Generally, this review has included a comparison with the previous year or years. At last year's AGM no such review was appropriate because the use of our facilities was minimal during the pandemic. This year we have been in start-up mode and comparisons with previous years must be made cautiously. However, a summary of actual use during this very atypical year is clearly worth presenting in order to check that users are returning, and to gain a rough idea of the extent to which that is happening.

The tables below classify 2021-22 users in the same way as in previous Annual Reports, showing them classified by the extent of their 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.

A wide range of users has returned to the Jubilee Institute during the past year. The numbers of users falling into the categories listed in Tables 1 and 2 (regular use) have nearly returned to the level of earlier years, reflecting the fact that many clubs and societies with regular meetings have been simply waiting for the opportunity to re-start. However, losses include the 1st Coquetdale Guides, who have relocated to Thropton, and O'Neill Richmond Solicitors, a commercial letting. The Coquetdale Amateur Dramatic Society is running meetings again but were unable to stage a pantomime in February this year, a significant loss both socially and financially, but probably a temporary one. The users represented in Table 4 (use of a regular type) have also returned, demonstrating the resurgent desire of residents to enjoy parties and other social gatherings. However, there are fewer users shown in Table 3, which displays less frequent users and annual events. This is consistent with the degree of caution still surrounding occasional and avoidable meetings. It may also reflect the time taken to organise such events as the Music Festival and the Lent Lunches. It is to be hoped that such caution will gradually diminish as our experience teaches us that it is safe to return to former habits.

It should be noted that several organisations make use of stores, cupboards and rooms to store their equipment and other possessions. For completeness this use, which has not changed, is shown in Table 7 below. Following this Table, plans of the upstairs and downstairs layouts are provided for reference.

TABLES OF USERS ACCORDING TO EXTENT OF USE

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

2 nd Rothbury Scouts, Cubs and Beavers	Over 60s
A charity giving counselling	Northumberland County Council (assisting residents with CVs and job applications)
Age UK Keep Fit	
Chose to Lose (replaced Weight Watchers)	Rothbury Highland Pipe Band
Coquetdale Amateur Dramatic Society	Royal Voluntary Service Day Centre
Group studying the Life of Christ	Tae Kwondo

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
History Society	U3A - Creative writing
Makers (Craft) Market	U3A - Discussion group
Northumberland National Park Auth	U3A – Art Appreciation
Rothbury Community Crisis Group (was Rothbury Flood Group)	U3A - Poetry
	The Wildlife Trust
Rothbury Labour Party meetings	

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

Coquetdale League of Friends	NCC (public meetings, polling station, etc.)
Coquetdale Community Archaeology	Parish Council Cluster Group
Cycling drop-in	Rothbury Climate and Nature Group
Extreme marathons stop off point	Sale of fashion
Group hosting Chinese students	

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	Weddings, funerals

Table 5: One-off occasional use

Northumbrian Water	Local veterinary practices
Forestry Commission	Coquet Singers
Use of hall as emergency hub during Storm Arwen	Northumberland Communities Together (assisting Ukrainian refugees)

Table 6: Use by the Trustees

Cinema (roughly fortnightly)	Fundraising quiz night
Committee meetings (10 evenings per year)	

TABLES OF STORAGE AREAS

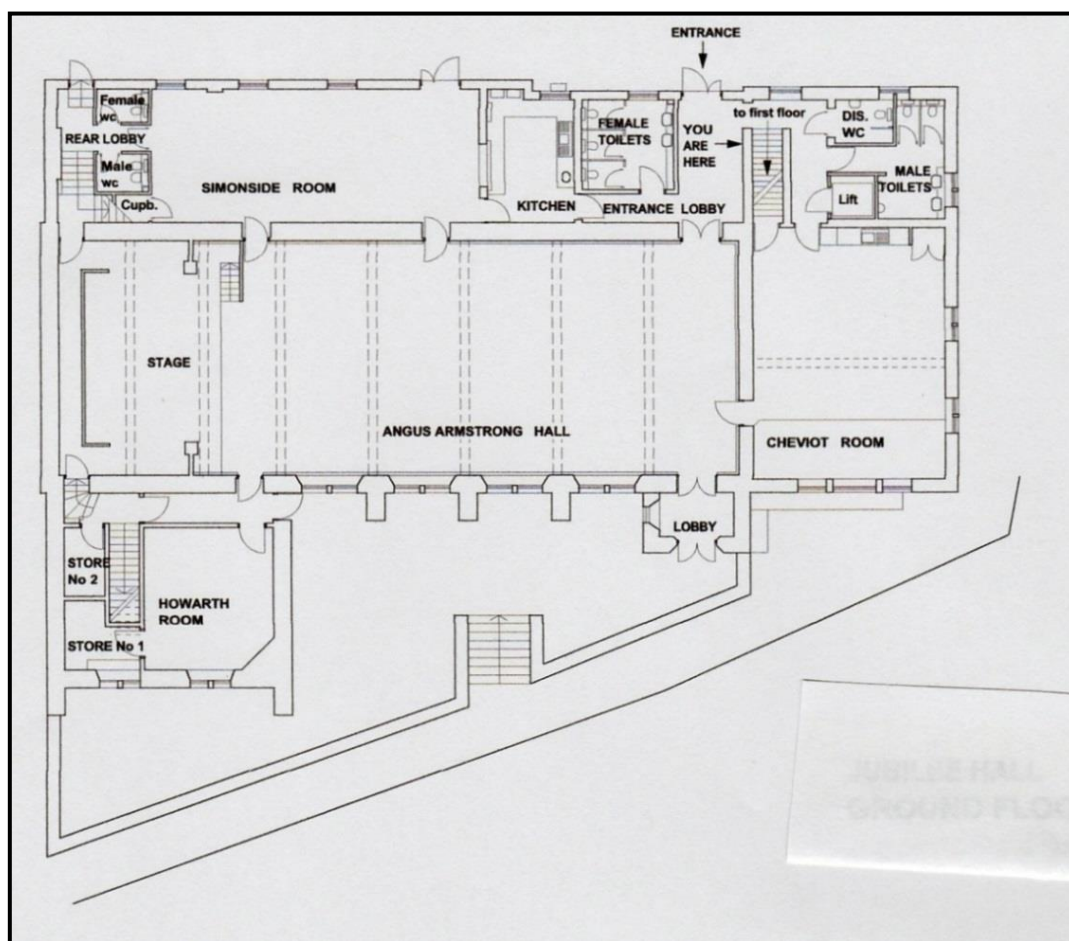
Table 7: Substantial storage areas

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
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	Blaeberry 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

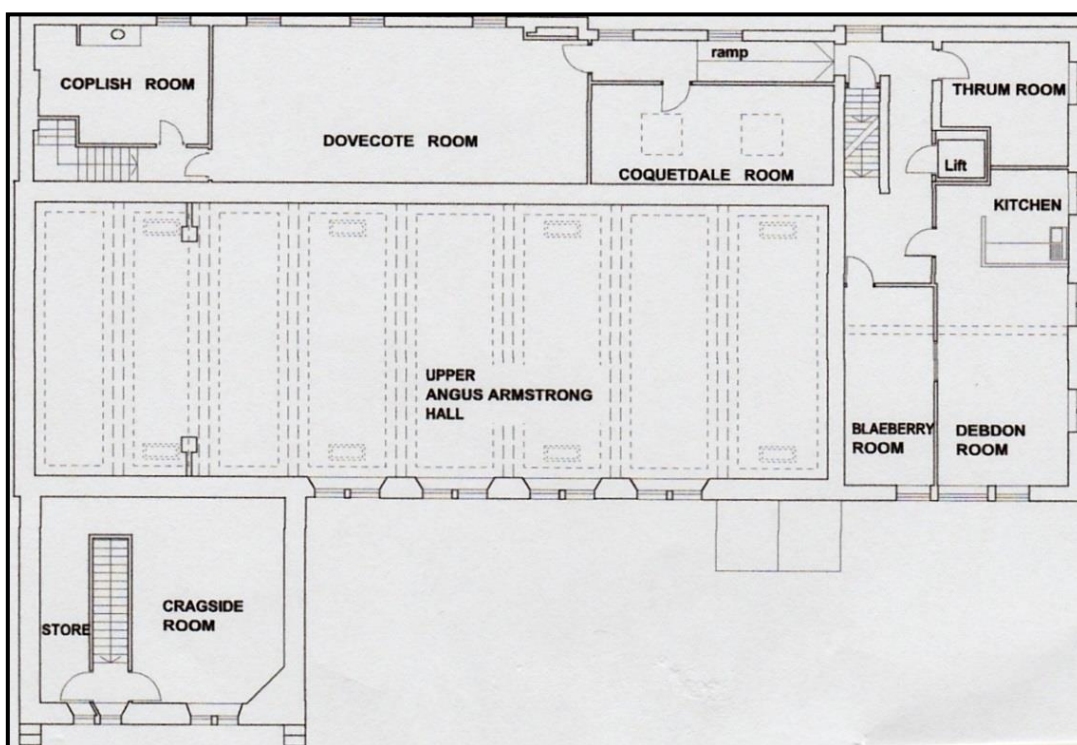
Table 8: Smaller storage cupboards

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 2022 (Shona Walker)

The accounts are shown on the next two pages.

These accounts cover the period 1 April 2021 to 31 March 2022. They have been agreed by the Trustees, audited by an Independent Examiner and will be submitted to the Charity Commission.

The outgoing Treasurer, John Rutherford, continued in his role into the 2022/23 financial year, when his responsibilities were taken over by Shona Walker. Trustees authorised to carry out online transactions are now Shona Walker and Christine Abbs, who are also cheque signatories on the Trust's bank accounts, with the addition of Pat Moloney and Ken Branson.

The Covid pandemic continued to affect the life of the village, and therefore the activities and finances of our village hall. The Jubilee Hall remained closed for part of the year, and restrictions and group preferences had a significant effect on revenue from room hire, Cinema and fundraising. Unfortunately, our major fixed costs, such as insurance and maintenance, continued to accrue and it is largely thanks to Covid-related grants through Northumberland County Council that our overall deficit was contained at £4979 (£1003 on our current account revenue spend).

Our Patrons continued to support the Institute, and £4000 from the accumulated fund was used to fund the major refurbishment project (now almost complete) which will benefit the village in the future. The Coop provided the balance of their community grant (£2033) which has also been applied to major works.

The overall financial impact has been a reduction in our cash balances. It has been encouraging to see that audiences and groups have been returning to the Cinema and other activities. We will however have to acknowledge that 2022/23 will be an even more challenging year than 2021/22, with increasing inflation hitting our costs hard, income still below pre-pandemic levels, and no Government bail-out grants likely.

On the positive side, some of the significant financial influences are, we hope, short term, and we are in the fortunate position that our reserves remain more than sufficient to cover any shortfall in this period. We will continue to look for opportunities to maximise effectiveness.

Receipts and Payments Account for the year ended 31 March 2022

2021/22		2020/21
General Account	£	£
Income		
Room Hire	9,440	1,553
Cinema & Fundraising	3,606	41
Insurance & Utilities	272	358
Admin & Misc	17	-
Gift Aid & GASSD	702	1,318
Patrons Donations	1,903	1,926
Grants	14,843	15,155
Gifts & Donations	100	-
Patrons Funding for Major Works	4,000	-
Transfers from Fundraising	4,000	-
Interest other accounts	21	
Total Income	38,903	20,350
Expenditure		
Room Hire	1,664	-
Cinema & Fundraising	514	-
Insurance & Utilities	9,523	6,497
Admin & Misc	3,473	2,764
Land Registry	740	-
Maintenance: major	12,462	8,215
Maintenance: minor	7,506	-
Transfers to Fundraising	2,100	-
Allocation to Patrons Account	1,903	1,926
Allocation of interest	21	
Total Expenditure	39,906	19,401
Gen A/c Surplus/ (Deficit) for year	(1,003)	949
Movement on other Accounts		
Patrons A/c Income	1,903	
Patrons A/c Expend	4,000	
Patrons A/c change	(2,097)	
Fundraising A/c Income	2,101	
Fundraising A/c Expend	4,000	
Fundraising A/c Change	(1,899)	
CCLA a/c Income	20	
CCLA a/c Change	20	
Net Surplus/(Deficit) for year	(4,979)	

Balance sheet for the year ended 31 March 2022

Net Current Assets: Cash at Bank

Account	B/fwd 04/04/2021	Movement in year	C/fwd 05/04/22
	£.p	£.p	£.p
General	4,756.43	(1,002.60)	3,753.83
Patrons	15,468.84	(2,097.20)	13,371.64
Fundraising	7,286.23	(1,899.21)	5,387.02
CCLA	48,185.07	20.48	48,205.55
Total	75,696.57	(4,978.53)	70,718.04

4. SPECIFIC OBJECTIVES FOR 2022-23

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 2022-23 after election and are inevitably dependent upon available finance.

1. Complete and display the full history of the Rothbury Jubilee Institute in a format that will be readily accessible to the people of Coquetdale.
2. Continue with the plans to refurbish the Youth Project rooms in consultation with potentially interested groups.
3. Complete an energy audit of the Jubilee Institute and implement any affordable improvements, including the replacement of the 18 (or more) year old boiler and LED lighting.
4. Make more use of digital systems, where appropriate, to manage the facility e.g. use of the Cloud for administration.
5. Carry out a strategic review of expenditure, given the expected future financial stresses.
6. Undertake Hallmark 2 renewal.

Report signed on behalf of the trustees.

Signature:

Name: Patrick Moloney

Position: Chair of Trustees

Date:

Attachment

Independent Examiner's Report

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect,

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: L. A. Lampert.

Dated: 22nd May 2022

Name: L. A. LAMPERT.

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



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

