



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

JUBILEE INSTITUTE ROTHBURY

CHARITY No 227913

ANNUAL REPORT 2022-23



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 2022-23

Pat Moloney	Chair and IT
Paul Cramman	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
Andy Baugh	Website and social media
Bill Gunn	Facilities support
Gwyneth Wray	Social and History
Derek 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 treasurers 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, and the Coquetdale Amateur Dramatic Society. 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, as well as the parish council. 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.

As a sign of the times, we now host the Coquetdale Food hub, with storage and distribution organised from the Hall.

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. Our thanks go to the Patrons for their continued support.

The trustees also run social events of various types to raise funds. Grants for capital expenditure are obtained whenever possible.

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 both status' were renewed in November 2022, after a thorough assessment of our procedures and management. Thanks go to Fred Bogyor for all his work on this process, and to John Lewis for staying on as a Trustee and assisting, until the process was completed.

3. MANAGEMENT REPORTS FOR 2022-23

3.1 Activities and Progress (Pat Moloney)

This report covers the period May 2022-April 2023. 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).

The monthly management meetings have continued to be well supported by the twelve Trustees, where all management and financial matters are discussed. We were also fortunate to be able to co-opt two additional Trustees in Bob Mills and Graeme Leck.

However, at the time of writing this report, six of our Trustees will be stepping down from their roles at this AGM.

Heather Lister, our minutes secretary, has been a Trustee since 2011. We have relied on her to keep an accurate and up to date record of our meetings, as well as contributing to the decision making process. Thanks Heather for all that you have done.

Ken Branson has been a Trustee since 2010. Besides patching and fixing the fabric of the building when required, Ken has kept an eye on the Hall by dropping in on a regular basis to inspect it. His knowledge and humour will be missed.

Margaret Blanshard became a Trustee in 2016. Margaret has overseen the equipment servicing and routine maintenance schedules for the Hall. Her efficiency and eye for detail will be a hard act to follow.

Derek and Gwyneth Wray joined in 2021. Besides their contribution to the social side of the Hall, with their background in historical research, they were also tasked with compiling a history of the Institute from both the available papers as well as anecdotal contributions from the Coquetdale community. This is just about complete, and the Trustees will be making arrangements to have the work published. It is fitting that their time as Trustees will be marked by a lasting, updated record of the Hall.

William Gunn is also stepping down after two years as a Trustee due to moving home. Bill helped out with the management of the property and did a number of fix-it type jobs to keep the place well maintained and working.

Because of the demands on the time and energy of the management committee, and the annual concern about the number of Trustees coming forward, and managing regular meetings, consideration is being given to changing our Governing Scheme (Trust Deed).

The Charity Commission has been consulted about us reducing the number of Trustees called for in making the Institute manageable. At our last Trustees' meeting in April it was decided that the minimum number of Trustees on the committee should be reduced to 8, but that any number up to 15 was still preferable. For decision making, the Trustees also decided that the meeting would be quorate, and therefore able to make decisions (especially financial ones), if 5 Trustees were present, including one of the Treasurers and either the chair or vice chair. Whilst it is unlikely that we would be reduced to such numbers, given the average attendance at management meetings, the Trustees felt that we should plan for the future, should managing become more problematic. Any substantial decisions could still be ratified by on line consultation, should meetings be difficult to arrange.

The Charity Commission have stated that the decision regarding the number of Trustees is for the Trustees and Users to make, and that they would consider favourably any change in this part of our Scheme (Trust Deed).

Having said this, we are currently using social media and letter box drops to encourage further applications for new Trustees. This has already produced two potential applicants, and we hope more will be forthcoming over the year.

The preceding year has been a very full and busy one as the objectives and priorities set the previous year were worked on. Besides the completion of the Institute's history, the youth project rooms were refurbished by the Trustees. We were then approached by the Coquetdale Food Hub as they needed to have local storage and sorting space for their endeavours. Due to the demands on their service they now occupy the largest of the ex youth project rooms which meets their needs.

An energy audit was undertaken and various recommendations were made. The majority of the building's lighting is now LED based and hopefully will contribute to a lessening of our electricity bill. Our eccentric heating system continues to function, but in view of the soaring gas bills we feel we need to take more control over its use by installing a remote management system, using Wi-Fi.

We acquired Warm Hub status last year and an event was run in January. We are still exploring how we might use this facility for the benefit of the community.

Currently there are plans being discussed to enhance the Jubilee Hall's status, building on its role as the local emergency centre, following the lessons learnt from storm Arwen and its aftermath. This may entail setting up a communications centre for emergency services as well as uninterruptible power supply within the building, as well as continuous mobile phone and broadband connections. Watch this space.

Relevant documentation is now on the Cloud, and we are striving to cut down on the amount of paperwork that necessarily accumulates with the running of such an enterprise as the Jubilee Institute.

The building work is almost complete, with some pointing still outstanding.

As previously mentioned, our Hallmark 1 and 2 status' were renewed in November and lasts for 2 years.

Finally, we continue to keep a close eye on our expenditure, given the financial uncertainties we all face. Thanks have to go to both our Treasurers for ensuring we remain solvent. We're lucky to have them.

Concluding this section of the report, I should mention that this will be my final presentation as Chair of the Trustees. Having held the post for some 10 years I believe it is time for someone else to give fresh impetus and provide new ideas and plans for the future. I have enjoyed my time in the role, and will be remaining as a Trustee for the immediate future. My thanks to my fellow Trustees, and all those who have given me support over the years.

In order to maintain the smooth running of the team, the Trustees decided to bring forward the election process, given the delays to the AGM due to illness. This was done at the June Trustees' meeting, and it was decided that the new chair will be Paul Cramman, whilst the vice chair will be Fred Bogyor. Other roles, other than our two treasurers, will be ratified accordingly. This is in line with the Charity Commission's advice re organising our own administration.

3.1.1 Fund Raising and Other Events

Last year's Duck Race was so successful that this year we attempted the 1000 Ducks Race! Whilst we didn't quite make it it has made a major contribution to our funds. For future consideration, we are looking at perhaps promoting our own music events, as well as cooperating with the U3A for quarterly quiz nights. The cinema is up and running and continues to be well attended. We are looking at the possibility of reopening the Saturday night film show in the Cheviot Room.

However, despite the success of our efforts we have been forced, like many other organisations, to raise our hiring charges. We believe we have kept them to a fair rate, and hope this will not discourage users in future.

3.1.2 News of Users and Use

Generally, the Hall usage is returning to pre Covid levels, although the RVS was forced to quit the Hall, due to their own financial issues.

3.1.3 Maintenance and Improvement

The last of the refurbishment works will be completed this summer, and a decorating schedule will be implemented to freshen up the décor.

Generally, the Hall is in very good condition for its age, 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, both as caretaker and booking clerk.

3.2 Priorities and Objectives for the coming year.

1. Publish 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 replacement of the Hall lighting by LED lights.
3. Look to install an energy management system and consider replacing our time worn solar panels.
4. Look to apply for Hallmark 3 status.
5. Work with our newly acquired Warm Hub status to provide and enhance further services to the Community.

3.3 Report on Usage

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
Coquetdale Food Hub	Keep Fit
Age UK Keep Fit	
Chose to Lose (replaced Weight Watchers)	Rothbury Highland Pipe Band
Coquetdale Amateur Dramatic Society	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
Repair Cafe	U3A - Poetry
Llyoyd's Bank	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
NNPA	

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. Weddings, funerals
Children's and adults' parties	

Table 5: One-off occasional use

Northumbrian Water	Local veterinary practices
Forestry Commission	Coquet Singers

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

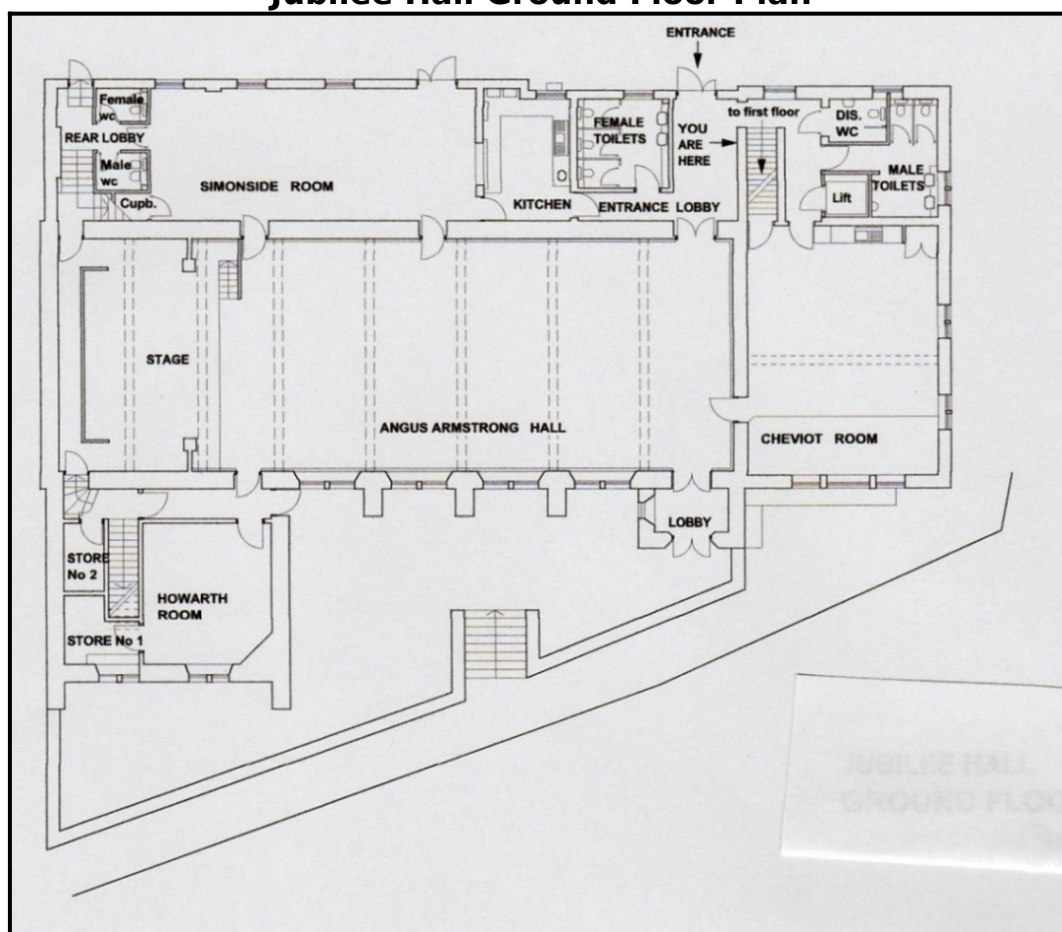
Floor	Storage area	Who uses this area for what?
Cellar	Cellar	Hall: Water meter, main stopcock. Hall: Trustees' and caretaker's storage on shelves.
Ground	Armstrong Hall under stage	<i>Left side:</i> Scout storage. <i>Centre:</i> Hall tables, staging, screens heated trolley <i>Right side:</i> CADS: scenery, 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	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. Alncom Fibre Cabinet
First	In Coplish Room	CADS store: musical instruments, etc.
First	In Debdon Room	Coquetdale Food Hub storage and distribution
First	Opposite Cragside Room	Scout store
Roof	Roof space	CADS: costumes Hall: Some long-term storage Hall: Electricity converters for solar panels

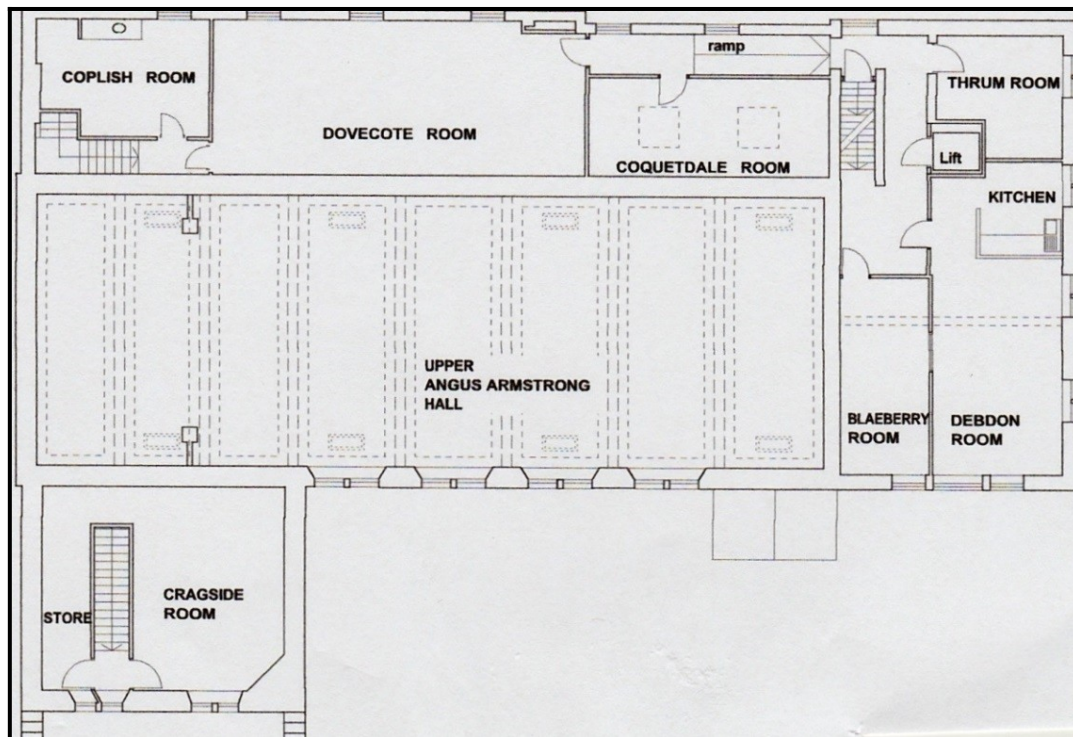
Table 8: Smaller storage cupboards

Floor	Room	Cupboards
Ground	Simonside Room	Available
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



3.4 Treasurer's Report for the Year ended 31 March 2023 (Shona Walker)

Treasurer's Report for the Financial Year Ended 31 March 2023

These accounts (attached) cover the period 1 April 2022 to 31 March 2023. They have been agreed by the Trustees, audited by an Independent Examiner and will be submitted to the Charity Commission. Our thanks again to Larry Lampert for carrying out the independent examination.

Trustees authorised to carry out online transactions are now Shona Walker, Pat Moloney and Christine Abbs, who are also cheque signatories.

The 2022/23 accounts reflect a near-return to what we think will be a more normal operating environment, with some previous groups falling away and new activities starting up. Our revenue deficit for the year was -£1635 (2021/22 -£1003), and the reduction in reserves was -£7544.70, (£-6690.04, including investment income.)

The reduction in reserves was almost entirely due to non-current expenditure and reflects improvements made to the building and its facilities. Contributions made by the Patrons of the Institute, and specific funding by the Coop have been allocated to these purposes:

- (c) New main entrance door, replacement gas boiler, floor scrubber (total £7.7k)
- (d) Final payments for our refurbishment project (£1.4k)

We have also been given grants to help with updating the hall to more environmentally sound standards (£11.2K to install LED lighting and warm-hub solutions).

In addition, we are hoping for further grants in order to refurbish our solar panels and handle our energy demands more closely.

This is a strong financial performance, given the level of price increases sustained but the overall impact has been a reduction in our cash balances. However, our reserves remain more than sufficient to see us through the current situation.

2023/24: Although it has been encouraging to see audiences and groups returning, we will have to acknowledge that 2023/24 will be another challenging year, with prices continue to rise and some of our fixed price contracts coming to an end. Our users and the community generally will also be hit by the cost of living hike, with the twin potential risks of reducing our income while placing greater demands. Room hire rates have been increased, but also cost of living rises hitting our users, and potentially our income. There might also be greater demands on us as a community center and Warm Hub. We are proud to support these initiatives, but they may have an impact on our revenue spend.

The Jubilee Institute Rothbury Registered Charity: 227913
Receipts and Payments Account for the year ended 31 March 2023

	2022/23	2021/22
	£	£
Revenue Account		
Income		
Room Hire	17,506	9,440
Cinema & Fundraising	5,074	3,606
Insurance & Utilities	315	272
Admin & Misc	518	17
Gift Aid & GASSD	726	702
Patrons Donations	1,834	1,903
Grants	11,200	14,843
Gifts & Donations	37	100
Income derived from Activities	37,209	30,882
Patrons Funding for Major Works	6,420	4,000
Net Transfers from Fundraising	1,348	1,900
Interest other accounts	25	21
Total Income	45,002	38,903
Expenditure		
Room Hire	0	1,664
Cinema & Fundraising	1,470	514
Insurance & Utilities	11,404	9,523
Admin & Misc	5,376	3,473
Gifts & Donations	50	
Land Registry	0	740
Maintenance: major	20,402	12,462
Maintenance: minor	6,076	7,506
Operating costs	44,778	35,881
Allocation to Patrons Account	1,834	1,903
Allocation of interest	25	21
Total Expenditure	46,637	37,805
Gen A/c Surplus/ (Deficit) for year	(1,635)	(1,003)
Movement on other Accounts		
Patrons A/c Income	1,834	
Patrons A/c Expend	6,420	
Patrons A/c change	(4,586)	
Fundraising A/c Income	13,700	
Fundraising A/c Expend	15,023	
Fundraising A/c Change	(1,323)	
Net Revenue Surplus/(Deficit) for year	(7,545)	(4,999)
Investment Income		
CCLA a/c Income	855	20
CCLA a/c Change	855	20
Net Surplus/(Deficit) for year	(6,690)	(4,979)

Balance Sheet for the year ended 31 March 2023			
Cash at Bank & Investment Account			
Account	B/ fwd 05/ 04/ 2022	Movement	C/ fwd 31/ 03/ 23
	£	£	£
General	3,754	(1,635)	2,118
Patrons	13,372	(4,586)	8,786
Fundraising	5,387	(1,323)	4,064
CCLA	48,206	855	49,060
Total	70,718	(6,690)	64,028

4. SPECIFIC OBJECTIVES FOR 2023-24

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 2023-24 after election and are inevitably dependent upon available finance.

1. Publish 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 replacement of the Hall lighting by LED lights.
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4. Look to apply for Hallmark 3 status.
5. Work with our newly acquired Warm Hub status to provide and enhance further services to the Community.

Report signed on behalf of the trustees.

Signature:

Name: Patrick Moloney
Position: Former Chair of Trustees
Date: 10th July 2023

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 gives 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*

Date: *5th May 2023*

Name: *L. A. LAMPERT*

Sharon E Walker

5 May 2023

SE WALKER

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L. A. Lampert

Date:

5th May 2023

Name:

L. A. LAMPERT

Sharon E Walker

SE WALKER

5 May 2023