



Places

People

Play

An Inspired Facility



# ANNUAL REPORT OF



## **2021**

St James Institute was founded in 1906, by Mr Walter Child Clark a philanthropist. During his retirement in Boscombe he initiated and joined many projects to improve the welfare of local people. Walter funded the cost of building the Institute club house in 1906 as a centre of leisure for the people of Pokesdown. The guiding principle of the institute is to keep the hire charges to a minimum to make all the use of the institute affordable for all.

The institute supports the community in two ways:

- 1- We have several rooms for hire
- 2- We have several different organisations offering different activities.

Most of our income comes from the hire of our facilities. We carefully monitor all our income to make sure its reinvested back into the maintaining the building and improving the facilities for all.

We have a number of organisations and activities available for the community:

- 1- Children's circus classes
- 2- Snooker - Sj James Snooker club , boasting superb tables
- 3- Table tennis- Merton table tennis
- 4- Dancing- Ballroom, Latin, social
- 5- U3A- university of 3<sup>rd</sup> age with a full programme of activities

**'The Trustees and Committee of the St James Institute would like to thank all user members and leaders once again for their support over the last challenging and difficult two years'**

**No roles will be up for re-election, but the Chairman would like to express his keenness to try and find a replacement soon due to his want of reducing his volunteering workload.**

### **Chairman's Address**

Since our last AGM. In April 2019 the Institute has had to face the unprecedented occurrence of COVID and all that went with it.

At that point the Institute was doing very well with quite a nice amount in the Bank.

At the point when the 2020 AGM was due COVID closed us down. We had already had the 2019 elected Treasurer resign before he started and L. Millington who was V. Chairman take over.

This meant finding a replacement V.Chairman and Chris Dennett from the Snooker Club kindly volunteered.

In Sept.2019 Lawrence left the country for NZ so we then had to find another Treasurer and Jim Honeybun from the Snooker Club volunteered to take over. In March 2020 the Institute was closed by the Govt. without warning!

Those early months were dramatic but W.Blamey (carpenter) was able to use the lockdown time to build an office on the stage for the use of the Sec & Treas. of the institute which in time will house the computer etc. He also undertook other repairs needed doing making full use of the emptiness.

All contracts about payments had no baring and not knowing at that stage that the Institute was going to get any money the Snooker section continued to pay their Full Rent throughout the crisis. As it turned out the Institute has done very well with the Council Grants and looking at the Accts. it was a good job that we did get them.

During the winter of 2020 we found that the heating system needed total replacement as both boilers were no longer fit for purpose.

That being done and now slowly back open we look forward to what the future may bring always looking over our

shoulder should COVID again rear its head.

### **Secretary Report**

It is without no doubt this past 18 months has been somewhat very challenging for our hirers and members. I would therefore like to thank everyone for their patience and resilience throughout the pandemic whilst the institute closed and reopened again with restrictions and new policies.

To echo Malcolm's report we used the time that the Institute closed to get major works and small maintenance jobs done including; building a small office, installing a new boiler system, cleaning and polishing the main hall floor, new smoking area in the court yard and new security lights fitted.

Unfortunately, the pandemic caused a lot of our older members to no longer return to their normal dancing activities and so Heathers Thursday dancing group did not return once hirers were able to return. We are thankful that all our other past hirers have returned, and we are very happy to see them use our facilities once again.

The institute was thankfully supported by the Governments grants which meant we did not fall into a financial crisis.

Unfortunately, due to the vulnerability of our Trustees we have not been able to have any committee meetings. Having said this, we look forward to being able to schedule them again.

I personally would like us to recognise the support and commitment our chairman and trustees have shown throughout these past 18 months and thank them for this.

And finally, a big thank you to all the people who support St James and give freely of their time and energies to help us provide this service to the local community.

### **Treasurer report**

Please see accounts.

### **Hiring**

All organisations and hirers are required to sign an annual contract to ensure all

are fully conversant with the hire regulations, health & safety and fire safety rules and the St James usage requirements. The hire rates at St James are kept as low as possible to ensure that all members of the community can afford to use the facilities.

Please visit the St James Institute Website at –

<http://www.st-james-institute.org.uk/>

Or mail the General Secretary at Email account –

[gensecsji@outlook.com](mailto:gensecsji@outlook.com)

In the tradition of previous years, we again requested that our organisations provide an insight into their successes and challenges:

**Adeline Dance** - has reduced their timetable and is now offering dance classes once a week.

### **St James Snooker -**

The Club itself was doing very well until COVID took over.

We had just managed to re-introduce the 5th table and membership had increased to bursting.

In the 2019-20 League season we were once again on the verge of winning probably everything, In fact the Pairs competition S-Finals had only players from St James left in.

It never finished.....

2020-21 season never started.....

We paid our Rent to the Institute throughout the crisis when our income was at its lowest.

We have now to start all over again, lets hope it can carry on from where we Left off!!!

Malcolm Gray (COVID stressed organiser!)





Retired but not retiring?

A chance for older people to share their wealth of knowledge and skills.

Bournemouth U3A is a registered charity and run entirely by volunteers. We have been through an unprecedented 18 months with Covid-19, which has seen a major threat to our organisation.

However, most of our group leaders are keen to start up their groups again in September and members are anxious to return.

The U3A is for people who want to keep active in mind and body and are no longer in full time employment. There are no examinations to face, no qualifications required or awarded, but members share and expand their knowledge and acquire new skills. Groups are held during the day and are led in a relaxed and informal way by unpaid enthusiasts. We offer an eclectic mix of over 100 groups plus other regular leisure activities. We are also offering online groups for those who prefer to participate from home.

People join for companionship and to make new friends. Social activities include Coffee mornings, Picnics, Lunching Around the World, Ten Pin Bowling, Outings, Theatre trips and our annual Quiz, and Christmas lunch. We could not operate without our dedicated group leaders or office volunteers who all willingly give their time and commitment to the organisation. Our office is situated on the upper floor (open between 10am – noon weekdays) and is the hive of activity particularly at registration period in July & August. Our two popular table tennis groups use the small hall.

For further details visit:  
[www.bournemouthu3a.org.uk](http://www.bournemouthu3a.org.uk) or phone  
the office weekdays 10.00 - 12.00 01202  
420700  
www.bournemouthu3a.org.uk Ph.  
01202 420700

### **U3A Xchurch -**

Have returned to their normal programme and continue to hire the halls for Band practise and dance.

### **GEMS Circus Arts School -**

The last 18 months has been extremely difficult for our school. We are however, back up and running our weekly afterschool club and look forward to being able to carry on building a brighter and bigger school. Where young people can enjoy an activity whilst getting fit , making friends and most of all have fun.

[www.gemscircusartschool.com](http://www.gemscircusartschool.com)

FB: @gripelevatemoveshine

Instagram:@gemscircusartsschool

## **MLC Dance -**

The pandemic has made the last 18 months a very challenging time for my dance school.

Whilst the 'in person' classes were closed at the studio, teaching transferred onto Zoom with over 50 sessions taught to pupils, not just locally, but all over the country and even an international attendee!

MLC Dance is delighted to be back in the studio again, still adhering to Covid safety procedures.

Everyone is overjoyed to be back on the dance floor again.

### **Merton Table Tennis -**

Along with everyone else, the last eighteen months have been a very difficult time. The complete lack of playing table tennis has taken its toll on many of our members. We have managed to run twice between the lockdowns, by developing a booking system, which proved to be welcome by some of our members.

However, since the return to “normal”, the club has lost a third of its membership. Some members have been waiting for the vaccine, while others have decided to pursue other activities. Those who have renewed their membership are still concerned about the members who may just turn up and therefore might cause an issue with numbers in the hall. The club will continue with providing cleaning materials and maintain its Track & Trace protocols.

Despite all the problems, we are still getting applications from adults and juniors to join the club, so we are hopeful things will return to a more normal situation sometime in the near future.

Regards,

Ron Watson

Merton Chairman

As to the future of the club, there is a belief that it could become one of the best within the BCP area if provision could be agreed with the trustees of St. James Institute, for a review of the use of the Small Hall.

We would welcome the opportunity to put before the trustees and any other groups who use the Small Hall, our ideas at a meeting.



**An Inspired Facility**



**St James Institute**
**2021**
**Income and Expenditure Report as at 31st December 2021**
**2020**
**Income**

	Bank	Petty Cash	Total
			-4.08
Interest savings account	£ 0.50		£ 0.50
Snooker	£ 2,220.00	£ 875.00	£ 3,095.00
Merton TT club paid D/D	£ 1,840.00		£ 1,840.00
Hunt & Harvey	£ 1,130.00		£ 1,130.00
			£ -
			£ -
Bournemouth U3A office rent/bt costs	£ 2,915.75		£ 2,915.75
			£ -
Michelle Chapman/ Lawrence	£ 1,390.00		£ 1,390.00
Gemma Mawson	£ 450.00		£ 450.00
BCP Council- Covid payments	£ 16,335.21		£ 16,335.21
Water 2 Business	£ 102.08		£ 102.08
	£ 26,383.54	£ 875.00	£ 27,258.54

Petty cash in hand 31/12/2021

**0**
**Expenditure**

	Bank	Petty Cash	Total
British Gas - Electric	£ 3,684.00		£ 3,684.00
British Gas - Gas	£ 3,744.00		£ 3,744.00
BCP Council rates	£ 417.30		£ 417.30
Water2 business	£ 227.00		£ 227.00
Pennon water	£ 97.50		£ 97.50
Performing Arts Society	£ 400.09		£ 400.09
Bournemouth Council bins	£ 267.16		£ 267.16
Fire alarm/fire extinguishers service	£ 362.88		£ 362.88
Insurances			£ -
St James website	£ 213.84		£ 213.84
New boilers	£ 5,865.97		£ 5,865.97
Roof repairs			£ -
Electrical repairs			£ -
Plumbing services	£ 688.32		£ 688.32
General repairs	£ 235.40	£ 35.00	£ 270.40
Garden maintenance	£ 275.00	£ 290.00	£ 565.00
Floor cleaning	640		£ 640.00
Cleaning		£ 2,400.00	£ 2,400.00
Toilet rolls & cleaning materials		£ 92.77	£ 92.77
Wifi costs	£ 108.00		£ 108.00
Civil engineer			£ -
Accounts and independent examination	£ 352.50		£ 352.50
Postage and stationery	£ 24.69		£ 24.69
Petty cash	£ 2,995.73	-£ 2,995.73	£ -
New curtain rail			£ -
Recover bench seat			£ -
Tool set for store cupboard		£ 55.00	£ 55.00
Metal shed from Amazon		£ 386.97	£ 386.97
Computer		411	£ 411.00
Vacuum cleaner		£ 199.99	£ 199.99
	£ 20,599.38	£ 875.00	£ 21,474.38

**At 31st December 2021 the Institute Funds stood as follows**

	Opening Bal 01/01/2021	Closing Bal 12/31/2021
Barclays Active Saver Account 73978427	£ 5,031.61	£ 5,032.11
Barclays Community Account 93528103	£ 14,652.50	£ 20,436.16
Petty Cash in hand	-£ 4.08	-£ 4.08

**Income and Expenditure Report as at 31st December 2020**

	Bank	Petty Cash	Total
Interest savings account	£ 3.17		£ 3.17
Snooker	£ 1,312.50	£ 2,984.50	£ 4,297.00
Merton TT club paid D/D	£ 1,561.60		£ 1,561.60
Hunt & Harvey	£ 950.00		£ 950.00
D Esperanca De Vas	£ 120.00		£ 120.00
H Lanceley	£ 208.70		£ 208.70
Bournemouth U3A income	£ 951.25		£ 951.25
Christchurch U3A	£ 1,529.00		£ 1,529.00
Michelle Chapman/ Lawrence	£ 1,556.00		£ 1,556.00
			£ -
BCP Council- Covid payments	£ 11,334.00		£ 11,334.00
			£ -
			£ -
	£ 19,526.22	£ 2,984.50	£ 22,510.72

	Bank	Petty Cash	Total
British Gas - Electric	£ 4,008.00		£ 4,008.00
British Gas - Gas	£ 6,423.00		£ 6,423.00
BCP Council rates	£ 527.25		£ 527.25
Water2 business	£ 380.40	£ 87.01	£ 467.41
Pennon water	£ 237.00		£ 237.00
Performing Arts Society	£ 244.80		£ 244.80
Bournemouth Council bins	£ 160.00		£ 160.00
Fire alarm/fire extinguishers service	£ 660.70		£ 660.70
Insurances	£ 4,348.03		£ 4,348.03
St James website	£ 112.68		£ 112.68
New boilers			£ -
Roof repairs		£ 400.00	£ 400.00
Electrical repairs	£ 325.00	£ 442.80	£ 767.80
Plumbing services	£ 85.00		£ 85.00
General repairs	£ 1,900.00	£ 214.74	£ 2,114.74
Garden maintenance		£ 425.00	£ 425.00
Floor cleaning	£ 250.00		£ 250.00
Cleaning		£ 1,320.00	£ 1,320.00
Toilet rolls & cleaning materials		£ 87.64	£ 145.82
Wifi costs	£ 54.00		£ 54.00
Civil engineer	£ 396.00		£ 396.00
Accounts and independent examination	£ 375.00		£ 375.00
Postage and stationery		£ 11.39	£ 11.39
Petty cash	£ 1,130.00	-£ 1,130.00	£ -
New curtain rail	£ 510.00		£ 510.00
Recover bench seat	£ 520.00		£ 520.00
Tool set for store cupboard			£ -
Metal shed from Amazon			£ -
Computer			£ -
Vacuum cleaner			£ -
	£ 22,705.04	£ 1,858.58	£ 24,563.62



Section A

Independent Examiner's Report

Report to the trustees/  
members of

St James Institute

On accounts for the year  
ended

31 December 2021

Charity no  
(if any)

238359

Set out on pages

1 of 1

*(Remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2021.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

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 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

1 SEPTEMBER 2022

Name:

James Shutler

Relevant professional  
qualification(s) or body  
(if any):

Chartered Tax Adviser

Address:

17 Mortimer Road

Bournemouth

BH8 9HP