



Annual General Meeting of St James Institute

02.05.2026

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

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 it reinvested back into the maintaining the building and improving the facilities for all.

We have several organisations and activities available for the community:

- 1- Children's Performing Arts/Circus classes
- 2- Snooker – S.J. James Snooker club , boasting superb tables
- 3- Table tennis- Merton table tennis
- 4- Dancing- Ballroom, Latin, social
- 5- U3A- university of 3rd age with a full programme of activities
- 6- Music - Vintage Brass

Regular Hirers Include:

Merton Table Tennis- www.mertonttc.co.uk

St James Snooker club

U3A Bournemouth - www.bournemouthu3a.org.uk

MLC dance – www.mlcdance.co.uk

GEMS Circus School - www.gemscircusschool.com

Vintage Brass - [Vintage Brass - About](#)

The Trustees and Committee of the St James Institute would like to thank all hirers and their members for their support this year.

Chairman's Report

This is my first report as Chair of the St James Institute, and it has been a busy and productive year.

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In addition to holding six trustee meetings, we reintroduced meetings with representatives of our hirers, resulting in a further four meetings. These have helped to strengthen communication between stakeholders and, I believe, have benefited both the Institute and its users.

To improve security, electrical safety, and fire compliance, the trustees commissioned a range of essential works. As required by our insurers, the Institute must hold a valid Certificate of Inspection and Approval from an authorised IEE engineer, renewed every five years. An Electrical Installation Condition Report (EICR) was therefore undertaken, which identified a number of significant issues requiring attention, including both electrical and fire safety matters.

Following several concerning incidents, the trustees approved the installation of CCTV to better monitor use of the premises and enhance security. In addition, the front door entry system failed on several occasions and required repair, incurring additional costs. Maintenance work was also carried out on the roof, including gutter cleaning and minor repairs. Furthermore, an upgraded Wi-Fi system was installed in response to requests from users.

Unfortunately, the Smoking and Alcohol Policy has, at times, not been adhered to by some members. This poses a potential risk to the Institute's insurance cover. As a result, the trustees have introduced the possibility of sanctions within hiring agreements. However, it is our hope that all users will comply fully with these policies, making enforcement unnecessary.

By the time of this AGM, it is anticipated that a new sports floor will have been installed in the small hall. I would like to extend particular thanks to Vice-Chair Gordon White for securing external funding, which has helped to minimise costs to both the Institute and Merton.

Finally, the trustees reviewed the current Scheme of Regulation and concluded that it requires updating to reflect modern practices and ensure it remains fit for purpose.

Reinhard Lindner

Chair, St James Institute

Secretary's Report

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This has been a busy and productive year for the St James Institute, with significant work undertaken to support the governance, administration, and day-to-day operation of the charity.

AGM Formalities

Notice of this Annual General Meeting has been given in accordance with the Institute's governing document, and a quorum is present.

The minutes of the previous AGM have been circulated and are presented for approval.

Governance and Meetings

During the year, six trustee meetings were held, along with four additional meetings with representatives of hirer groups, as noted in the Chair's report. Minutes were recorded for all meetings, and actions were monitored to support effective decision-making and good governance.

The trustees serving during the year were as follows:

Reinhard Lindor
Ruth Baverstock
Gordon White
Gemma Mawson
Marc Weatherly

The trustees also reviewed the current Scheme of Regulation and agreed that this requires updating to ensure it reflects current practice and remains appropriate for the effective management of the charity.

Compliance-

The trustees have ensured that the Institute has continued to operate in accordance with its governing document and relevant regulatory requirements.

Website and Communications-

The previous website platform had become outdated, with costs rising to almost £40 per month. A new website has been developed by Ruth Baverstock at an annual cost of £155.52, representing a saving of approximately £250 per year. The website provides up-to-date information on activities taking place at the Institute and is available at: <https://www.st-james-institute.org.uk>. Requests for updates or amendments should be directed to Ruth Baverstock.

Security and Access-

Several measures were introduced to improve the security of the building. The timer on the front door keypad was updated, and the locks were changed following incidents of unauthorised access, including use of the building after 1am. This is particularly important as the Institute's insurance does not cover occupancy beyond this time.

In addition, CCTV has been installed to monitor the premises, reflecting the absence of nearby on-site oversight. This provides reassurance for trustees and users and allows for objective review of any incidents or complaints.

Facilities and IT Improvements-

Superfast Wi-Fi has been installed and is now available to all building users, responding to feedback and enhancing the usability of the premises.

Use of the Institute-

The Institute continues to be well used, with six main hirers regularly using the facilities. We continue to see interest in new hirers; however, no new long-term commitments have been secured.

During the year, we also said farewell to Terry and Barbara from the dancing group, who have retired after many years of hiring the Institute. The trustees would like to thank them for their long-standing commitment and contribution to the life of the Institute.

Policy and Compliance Matters-

The trustees have considered whether it would be possible to amend the charity's constitution to permit the consumption of alcohol on the premises. Any such amendment would require approval from the Charity Commission, and no indication has been given as to whether such approval would be granted.

As highlighted in the Chair's report, adherence to the Smoking and Alcohol Policy remains essential to ensure compliance with insurance requirements and the safe operation of the Institute.

Maintenance and Repairs-

A wide range of maintenance and repair work has been undertaken during the year to ensure the building remains safe, compliant, and fit for use. This has included roofing works, plumbing repairs, replacement of toilet fixtures, installation of sanitary and recycling facilities, updating first aid supplies, installation of signage, minor decoration, and repairs to fixtures and fittings throughout the building.

Volunteer Contribution and Acknowledgements-

The trustees wish to record their sincere thanks to Mike Derrington for his continued voluntary support. His contributions have included undertaking a range of minor maintenance works, securing a replacement water heater for the downstairs kitchen at no cost, improving security arrangements, and coordinating significant improvement works in the small hall.

The trustees would also like to express their gratitude to Ruth Baverstock, who, in addition to her role as Treasurer, has undertaken a significant amount of additional work for the Institute, including developing the new website and supporting a wide range of operational tasks throughout the year.

Planned Projects-

Looking ahead, several projects are planned to further improve the Institute's facilities, including completion of the new flooring in the small hall, installation of insulation above the snooker hall, external redecoration, and installation of storage beneath the stage.

The trustees remain committed to maintaining and improving the Institute for the benefit of all users and ensuring that it continues to operate in a safe, compliant, and sustainable manner.

AOB

Marc Weatherly stepped down as trustee-we thank him for his time. We also extend our sincere gratitude to Gordon White for his support, knowledge, and contributions as trustee.

2025

MONEY IN	
Merton TT	£7,920.00
Bmouth U3A	£2,220.00
Snooker Club	£6,240.00
Michelle Chapman	£3,756.00
Hunt&Harvey	£1,008.00
Gems Circus	£2,992.00
Vintage Brass	£1,944.00
Interest on Savings Account	£67.87
TOTAL MONEY IN	£26,147.87

2024

MONEY IN	
Merton TT club	£7,920.00
Bournemouth U3A office	£2,220.00
Snooker Club	£5,280.00
Michelle Chapman	£3,624.00
Hunt & Harvey	£1,080.00
Gems Circus	£1,632.00
Sundry rental income	£120.00
Interest on Savings Account	£76.43
TOTAL MONEY IN	£21,952.43

EXPENDITURE	
Utilities Gas	£3,152.90
Utilities Electricity	£4,520.00
Utilities Water	£640.00
Bournemouth C P (025810) (Bins)	£824.06
Business Rates	£578.77
Cleaning, cleaning products + toilet roll	£3,372.25
Insurance	£3,214.87
Maintenance	£1,357.82
Electrical Maintenance	£2,270.40
Servicing	£530.18
Website	£436.96
Wifi	£350.56
Purchases	£557.45
Sundries	£26.08
Accountant	£300.00
TOTAL MONEY OUT	£22,132.30

EXPENDITURE	
Utilities Gas	£2,744.43
Utilities Electricity	£4,424.75
Utilities Water	£687.00
Bournemouth C P (025810) (Bins)	£696.49
Business Rates	£255.74
Cleaning, cleaning products + toilet roll	£4,063.07
Insurance	£0.00
Maintenance	£3,247.66
Electrical Maintenance	£4,369.74
Servicing	£447.60
Website	£249.14
Wifi	£150.00
Purchases	£3,162.97
Sundries	£167.23
Accountant	£300.00
Plumbing	£684.98
Garden maintenance	£620.00
TOTAL MONEY OUT	£26,270.80

2025 Account Balances	
Current Account	
Opening Balance at 1 Jan 2025	£17,318.52
Closing Balance at 31 Dec 2025	£20,836.63
Savings Account	
Opening Balance at 1 Jan 2025	£5,157.82
Closing Balance at 31 Dec 2025	£5,225.69

2024 Account Balances	
Current Account	
Opening Balance at 1 Jan 2024	£21,350.09
Closing Balance at 31 Dec 2024	£17,318.52
Savings Account	
Opening Balance at 1 Jan 2024	£5,081.39
Closing Balance at 31 Dec 2024	£5,157.82



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
St James Institute

**On accounts for the year
ended**

31 December 2025

**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 2025.

**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:

James Shutler

Date:

16 APRIL 2026

Name:

James Shutler

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

Chartered Tax Adviser

Address:

17 Mortimer Road

Bournemouth

BH8 9HP