

## **WYLAM INSTITUTE COMMUNITY ASSOCIATION TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2025**

The trustees present their annual report and financial statements for the year ended 31 March 2025.

### **Objectives and activities**

The objects of the Association are to provide facilities for the Educational, Social and Recreational Activities of individuals and organisations in the village of Wylam and the vicinity.

### **Achievements and performance**

The Institute is a thriving asset for the whole community and has a good range of classes, activities, meetings and celebrations held throughout the year. A couple of classes have moved on, and some new groups are operating, with the net result being that the Institute is hired around the same as in previous years. On average the Institute has at least one room hired for 73% of the available time.

Health and safety is a critical area for any public building. The Institute has developed a comprehensive Health and safety policy and revised its standard conditions of hire to ensure safety is a critical concern for all hirers and visitors. We are committed to making the Institute as free as possible from hazards. We have also revised our Safeguarding policy to ensure the safety and wellbeing of individuals.

The committee is committed to securing the future of the Institute and reducing the liability on trustees. We have been working for some time on changing our charity status to a Charitable Incorporated Organisation, which will mean the organisation takes on some of the liability that trustees currently own, and that staff will have contracts with the organisation. We expect this work to take up to 18 months to complete.

Communication has been enhanced over the last 12 months. We have reinstated the Institute Facebook page and increased followers by 17% and connected with our hirers through a twice-yearly hirers' forum as a two-way communication and listening opportunity. In addition, we have just launched our Institute website. This provides information on hiring, policies, history and contact details for us, as well as a gallery of photographs. We are working on an online booking system, which we hope will be available in the coming months.

### **Financial review**

We are pleased to report that we ended the year with our finances in a healthy state. Details of income from hirers and other sources, as well as operational and capital expenditure, can be found in the financial statements. The Independent Examiner did not need to highlight any material matters of concern in his report on the accounts.

#### Income

Hire income was £39,242, an increase of 19.3% over the previous year, and represented approximately 109% of our running costs. Hire income represented 83.7% of our total income.

Membership income including gift aid was £2,769, a rise of 117%, but note that this rise was partially due to there being two members' coffee mornings in the financial year under review.

We gratefully received donations of £285 from various individuals and societies. We also received a generous grant of £3,000 from Wylam Parish Council, which as usual was used to pay the annual buildings insurance premium.

Income from solar panels was £800, a rise of 4.5% from the previous year.

Total income was £46,899, an increase of 20%.

#### Expenditure

Staff costs are by far our biggest item of operational expenditure. Our overall operational costs were £35,919 and capital expenditure was £1,123, making total expenditure £37,041.

#### Surplus

As already noted, income was £46,899 and expenditure £37,041, so there was a surplus for the year of £9,858.

#### **Reserves policy**

Our Financial Reserves Policy was approved in January 2025, and the balance and reasons were reviewed at the AGM in June 2025. A reserve balance of £25,000 was agreed, which may be spent for the following reasons:

- a) To ensure **continuity** in the event of a large variation in income levels. For example, if long-term work is being undertaken in the building and some or all of the halls cannot be hired for a period.
- b) To ensure that there is an amount available to spend in **emergencies**. For example, if significant health and safety improvements are required immediately.
- c) To cover **specific future project** expenditure. For example, where external funding has been agreed for a project, but the payment has not yet been received.
- d) To ensure that there are funds available for **closure** in a situation where the Institute can no longer operate.

#### **Structure, governance and management**

The charity is controlled by an indenture dated 1 August 1895, supported by Rules adopted 13 May 2013, and is an unincorporated association.

The trustees are elected or re-elected yearly at the Annual General Meeting from among members of the Association. The Building and Land Holding Trustee is the Charity Commission.

#### **Reference and administrative details**

Charity name: Wylam Institute Community Association  
Registered charity number: 522167  
Charity's principal address: Church Road, Wylam, Northumberland, NE41 8AP



**Names of the charity trustees who manage the charity:**

Trustee name	Office (if any)	Dates acted if not for whole year
Christine Wilkinson	Chair	
Julian Bates	Treasurer	
Prof. John Goddard	Vice-Chair	
Robin Piette	Vice-Chair	
Vivien Smith		
Helen Rafferty		
Jacqueline Haigh		
Denis Peel		
Roger Turner		
Fiona Oomes	Secretary	
Margaret Anderson	Secretary	

**Declaration**

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

Signed on behalf of the charity's trustees:

Signatures:	.....  .....	.....  .....
Full names:	..... CHRISTINE WILKINSON .....	..... JULIAN BATES .....
Position:	..... CHAIR .....	..... TREASURER .....
Date:	..... 15.01.2026 .....	..... 15/1/2026 .....



Section A

Independent Examiner's Report

Report to the trustees/  
members of

WYLAM INSTITUTE COMMUNITY ASSOCIATION

On accounts for the year  
ended

31 MARCH 2025

Charity no  
(if any)

522167

Set out on pages

FINANCIAL REPORT & RECEIPTS and PAYMENTS 1/4/2024 – 31/3/2025

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2025

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

*M Cassidy*

Date:

18/5/25

Name:

Michael Cassidy

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

None

Address:

3 Stephenson Terrace

Wylam  
NE41 8DZ

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**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

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**Wylam Institute Community Association - Charity No. 522167**  
**Financial report 1 April 2024 to 31 March 2025**

Notes

	<u>This year</u>	<u>Last year</u>
Income	46,899	38,969
Expenditure	-37,041	-44,591
<b>Surplus/Deficit</b>	<b>9,858</b>	<b>-5,622</b>

<b>Assets</b>		
Santander Current	5,833	2,311
Santander Deposit	41,806	35,470
<b>Total</b>	<b>47,638</b>	<b>37,781</b>

	<u>This year</u>	<u>Last year</u>		<u>This year</u>	<u>Last year</u>
Income	46,899	38,969	Expenditure	-37,041	-44,591
Hire of premises	39,242	32,882	Operational exp.	-35,919	-35,049
Hire with music	17,779	15,014	Wages	-21,163	-19,886
Hire without music*	21,463	17,868	Services	-6,221	-3,385
Other income	7,656	6,087	Insurance	-2,888	-2,733
			Maintenance	-2,622	-3,710
			Cleaning & toilets	-1,166	-884
			PRS	-177	-125
			Office	-261	-363
			Garden	-360	-599
			Kitchen	-249	-232
			Miscellaneous	-811	-2,232
			<b>Total Op. exp.</b>	<b>-35,919</b>	<b>-34,149</b>
			Capital expenditure	-1,123	-9,542
			<b>Total Cap. exp.</b>	<b>-1,123</b>	<b>-9,542</b>

<b>Funds Held</b>	<b>2024-25</b>	<b>2023-24</b>
Reserve	25,000	16,000
General	22,638	21,781
Grants Restricted		
<b>Total</b>	<b>47,638</b>	<b>37,781</b>

**Receipts and payments accounts as Statement of Recommended Practice**  
**For the period from 1 April 2024 to 31 March 2025**

<b>Section A Receipts and payments</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds</b>	<b>Last year</b>
<b>A1 Receipts</b>	to the nearest £	to the nearest £	to the nearest £	(2023-24) to the nearest £
Hall hires	39,242		39,242	32,882
Other income	7,656		7,656	6,087
Grants (list restricted)			0	0
Sub total (gross income for AR)	46,898		46,898	38,969
<b>A2 Asset and investment sales (see table)</b>				
	0		0	
Sub total	0		0	
<b>Total receipts</b>	<b>46,898</b>		<b>46,898</b>	<b>38,969</b>
<b>A3 Payments</b>				
Operational	-35,919		-35,919	-35,049
Capital	-1,123		-1,123	-9,542
Sub total	-37,041		-37,041	-44,591
<b>A4 Asset and investment purchases</b>				
	0		0	
Sub total	0		0	
<b>Total Payments</b>	<b>-37,041</b>		<b>-37,041</b>	<b>-44,591</b>
<b>Net of receipts minus payments</b>	<b>9,857</b>		<b>9,857</b>	<b>-5,623</b>
Cash funds last year end			37,781	43,404
Cash funds this year end			47,638	