WYLAM INSTITUTE COMMUNITY ASSOCIATION TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2026

The trustees present their annual report and financial statements for the year ended 31 March 2026.

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

Throughout 2025-26, the Institute continued to be a well-used and valued community asset, hosting a wide range of classes, activities, meetings and celebrations for people of all ages.

The level of hire has been challenging this year, with Northumberland County Council moving an education team to new premises and the loss of another regular hirer. We have made considerable efforts to bring in new activities and events this year, and this has resulted in some new regular classes and other events.

Over the year, the trustees and staff have continued to focus on ensuring that the Institute is governed well, remains a safe environment for all users, and is financially sustainable. Health and safety continues to be treated as a priority, and all our policies and procedures have been kept under regular review. Safeguarding remains central to our work, helping to ensure the wellbeing of everyone who uses the Institute.

Improvements have been made with the installation of a new sign on the front of the building, a new ground floor boiler and new porch doors. Regular maintenance work ensures safety and comfort for visitors, and this has included the removal of some unsafe trees in the garden.

Members approved the change to our charitable status at the 2025 AGM. The new constitution was approved by members at the 2026 AGM, and we will be submitting our application to the Charity Commission to create a new Charitable Incorporated Organisation for the Institute. This remains an important step in securing the long-term future of the Institute.

Communication with hirers and the wider community has continued to develop over the past year. Our new online booking system has been successfully implemented. Our website and social media presence are now well established and provide clear information to support our aims. We have continued to value opportunities for listening and feedback. Our 130th anniversary weekend offered a glimpse into the Institute's history and for people to come together to celebrate.

Financial review

Once again the Institute ended the year with a healthy financial position. A detailed analysis of income from hirers and other sources, as well as operational and capital expenditure, can be found in the Financial Report to the Charity Commission, which has been independently examined.

Income
Hire income was £36,619, a decrease of 6.7% over the previous year, and represented approximately 94% of our running costs. Hire income represented 84.3% of our total income.

Membership income including gift aid was £1,356, a fall of 51%, but this reduction was partially due to there being two members' coffee mornings in the previous financial year. We gratefully received donations of £1,002 from various individuals and societies. We also received a generous grant of £3,000 from Wylam Parish Council, which was used to pay the annual buildings insurance premium. Income from solar panels was £964, a rise of 20.5% from the previous year.

Total income was £43,463, a fall of 7.3%.

Expenditure
Staff costs are by far our biggest item of operational expenditure (£22,196 this year),
Our overall operational costs were £38,914 and capital expenditure was £9,138, making total expenditure £48,051.

Deficit
As noted above, income was £43,463 and expenditure £48,051, so there was a deficit for the year of £4,588.

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 as at 31 March 2026:

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		
Fiona Oomes		
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 PHILIP BATES

Position: CHAIR TREASURER

Date: 5/11/2026 5/11/2026

Wylam Institute Community Association - Charity No. 522167
Financial report 1 April 2025 to 31 March 2026

Notes

	This year	Last year
Income	43,463	46,899
Expenditure	-48,051	-37,041
Surplus/Deficit	-4,588	9,858
Assets		
Santander Current	3,866	5,833
Santander Deposit	39,184	41,806
Total	43,050	47,638

	This year	Last year
Income	43,463	46,899
Hire of premises	36,619	39,242
Hire with music	24,084	17,779
Hire without music*	12,536	21,463
Other income	6,844	7,656

	This year	Last year
Expenditure	-48,051	-37,041
Operational exp.	-38,914	-35,919
Wages	-22,196	-21,163
Services	-7,905	-6,221
Insurance	-2,993	-2,888
Maintenance	-1,651	-2,622
Cleaning & toilets	-970	-1,166
Licences	-540	-177
Office	-1,230	-261
Garden	-393	-360
Kitchen	-189	-249
Miscellaneous	-847	-811
Total Op. exp.	-38,914	-35,919
Capital expenditure	-9,138	-1,123
Total Cap. exp.	-9,138	-1,123

Funds Held	2025-26	2024-25
Reserve	25,000	25,000
General	18,050	22,638
Grants Restricted		
Total	43,050	47,638

Receipts and payments accounts as Statement of Recommended Practice
For the period from 1 April 2025 to 31 March 2026

Section A Receipts and payments **A1 Receipts**	**Unrestricted funds** to the nearest £	**Restricted funds** to the nearest £	**Total funds** to the nearest £	***Last year (2024-25)*** to the nearest £
Hall hires	36,619		36,619	*39,242*
Other income	6,844		6,844	*7,656*
Grants (list restricted)				
Sub total (gross income for AR)	43,463		43,643	*46,898*
A2 Asset and investment sales (see table)				
	0		0	
Sub total	0		0	
Total receipts	**43,463**		**43,463**	*46,898*
A3 Payments				
Operational	-38,914		-38,914	*-35,919*
Capital	-9,138		-9,138	*-1,123*
Sub total	**-48,051**		**-48,051**	***-37,041***
A4 Asset and investment purchases				
	0		**0**	
Sub total	**0**		0	
Total Payments	**-48,051**		**-48,051**	***-37,041***
Net of receipts minus payments	**-4,588**		**-4,588**	***9,857***
Cash funds at year end			**43,050**	***47,638***

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	WYLAM INSTITUTE COMMUNITY ASSOCIATION		
On accounts for the year ended	31 MARCH 2026	**Charity no (if any)**	522167
Set out on pages	FINANCIAL REPORT & RECEIIPTS and PAYMENTS 1/4/2025 – 31/3/2026		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2026

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:**	30/5/26
Name:	Michael Cassidy		
Relevant professional qualification(s) or body (if any):	None		
Address:	3 Stephenson Terrace Wylam NE41 8DZ		

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.	