



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	FEBRUARY	2022		31	JANUARY	2023

Section A Reference and administration details

Charity name

Wells u3a

Other names charity is known by

Wells University of the Third Age

Registered charity number (if any)

1023275

Charity's principal address

Rathdownie, Wookey Road, Wells

Postcode

BA5 1NA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susan Ann Revell	Chair		Members
2	Jennifer Anne Williams	Administration Secretary		Members
3	Vivian Elaine Kelly	Minutes Secretary		Members
4	Ian Michael Lee	Treasurer		Members
5	Donald Branch		Appointed 10 November 2022	Members
6	John King			Members
7	Jeanne Evans			Members
8	Ann Brown			Members
9	Christine Lowe			Members
10	James Antony Crawley			Members
11	Janice Elizabeth Crawley			Members
12	Marian Harding		Appointed 10 November 2022	Members
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name

Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charity Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected annually at the Annual General Meeting by members. On November 10 th 2022, members voted their approval of the officers, reports and accounts and elected the duly nominated trustees. Voters' eligibility was checked and verified against the membership records. Trustees are confirmed in their officer role at the next full meeting of the trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Wells u3a continues to be affiliated to the Northern Somerset Association of u3a's and trustees attend meetings regularly.

Wells u3a has continued to keep abreast and involved with local events through its contact with the Wells Community Network, a Community Interest Company established to provide support to residents in Wells during and following the pandemic.

Wells u3a operates as a self-governing member of the Third Age Trust; in recognition of our corporate responsibility to good governance and transparency, we follow all the guidance provided by the Third Age Trust and implement the procedures and protocols that the TAT recommends. In discharge of that responsibility, we have introduced and regularly review, policies covering Privacy, Data Protection, Safeguarding, Equality Diversity and Inclusion, and Finance. All members agree to our Members Code of Conduct on joining Wells u3a. We have procedures covering risk assessment and incident reporting. We publish our policies and procedures on our website and encourage group leaders and members to familiarise themselves with our policies and procedures.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The charitable purpose of Wells U3A is the advancement of education and in particular the education of older people and those who are retired from full time work, by all means, including associated activities conducive to learning and personal development, in Wells and its surrounding locality.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Structure: Governance and Management
Wells u3a is a member of the Third Age Trust, whose national office is Blackfriars Road London, and is governed by a registered constitution set out by the Third Age Trust and approved by the Charity Commission and adopted by Wells u3a in April 2018.

In order to administer our activities within laid down rules we appoint a group of elected trustees who act as committee members who take on various roles conducive to the successful running of an active member-orientated organisation, with meetings held approximately every 6 weeks. The Trustees are appointed or re-appointed annually at the Annual General Meeting, observing the Third Age Trust recommendation of serving no more than three years in a named post where possible. All trustees give their time voluntarily and receive no remuneration or other benefits (apart from acceptable expenses, for example for stationery).

Objectives and Activities

To advance the education of retired people and those in their later years not in full time employment, in Wells and the surrounding area. In addition, leisure and recreational activities are arranged by and for members throughout the year.

Members' groups continue to offer an eclectic range of interests, with a new German conversation group started in this year, adding to some 50 plus existing groups. All the groups reflect the passion and knowledge that members are ready to share with fellow members. Members join groups that cover topics that they are already familiar with or to learn something entirely new.

We have continued to offer Zoom Pro to member groups, should that be their preferred choice.

Weekly coffee mornings have continued to offer a place to meet for prospective new members, as well as for existing members. These gatherings give an opportunity to meet face to face, to exchange news of events, and also to provide a listening ear for these who may require it.

Monthly talks have resumed; selected guest speakers present interesting and informative talks of a wide range of topics. These talks always have capacity attendance.

Representatives from some of the members' groups were in attendance during our new members welcome day, to introduce themselves and share their particular interest.

Additional details of objectives and activities (Optional information)

Wells u3a is entirely dependent on its volunteers as the model for u3a promotes. Members share their knowledge, expertise or passion with fellow members contributing where they can, which has meant that most groups have continued to flourish, with planned succession in mind.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

Our principal aim for this year has been the engagement with members again, post-Covid, but with due care in mind. We have seen the successful continuation of 50 plus interest groups which provide education and stimulation for our members. Many members contribute to the groups that they have joined by offering talks and activities based on their own knowledge and expertise, or that they have undertaken to research, thereby expanding their own and fellow members knowledge and understanding. Members have started new groups reflecting their own specific interest and have encouraged other members to join them in learning something new. Most groups encourage discussion and full participation by all members is encouraged in a friendly and safe environment. Our Group Coordinator maintains an overview of the groups and is ready to step in with advice and support.

New members' open days held in May and in September provided attendees with the opportunity to feedback on their experience so far and to meet some of the group leaders and trustees.

A workshop for trustees, group leaders and fellow u3a members from the North Somerset Association was held in April. A valuable time was spent in exchanging views, discussing concerns, and refreshing our knowledge of policies previously adopted. This meeting finished with a talk by the Antiques Roadshow expert Paul Atterbury, who provided an entertaining snapshot of his time on TV, which was much enjoyed by us all.

In June we participated in the Queen's Platinum Jubilee celebration alongside other organisations; the celebration included a parade through the city, with our banner flying while marching to the Tidworth Army marching band. Bunting made by our members adorned the bandstand in the town park.

A Platinum Jubilee cream tea provided welcome sustenance in the afternoon.

Later in the day a Community stall highlighted Wells u3a achievements, and introduced our organisation to those unfamiliar with the benefits of belonging.

We were also present at the Oxfam One World Fair in October, where again we heralded the benefits of our organisation.

Wells u3a worked hard to reduce loneliness and isolation amongst its members, and improve their mental and physical wellbeing, both in the groups that members attend and with weekly coffee mornings, but also by organising three social events during the year: a summertime 'pizza and pud' party, a Harvest Supper and a Christmas Lunch. All were heavily subscribed and enjoyed by everyone there.

We learnt how to make paper lanterns and paraded our wonderful u3a dolphin paper lantern alongside other Wells residents in a fabulous Lantern Parade, which was a special occasion in the Wells calendar.

Publicity and advertising have become important parts of our continuity and regeneration. We advertise our upcoming events and publish press releases describing completed events in local weekly and monthly newspapers and in the county newspaper and magazines. We publish videos highlighting our groups and activities on YouTube.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees believe that Wells u3a should maintain a contingency reserve of £5000.00 to meet obligations in the event of a drastic fall in income.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of income is membership subscriptions and gift aid on those subscriptions. The biggest outlays are the Third Age Trust capitation fees which Wells u3a pays in order to remain under the umbrella of the Third Age Trust, and Wells u3a Newsletters which are printed quarterly, to keep Wells u3a members informed of our groups' current activities. The committee does keep under review the possibility of replacing the printed Newsletter with a digital version, but members' opinion is strongly in favour of keeping a printed copy, both for ease of reference and in consideration of the danger of excluding digitally-poor members.

Wells u3a continues to hand-deliver the quarterly newsletters, in order to avoid the cost of postage. A team of volunteers undertakes to deliver the newsletters within a couple of days of their receipt. This has proved to be very successful, both in terms of speed of delivery, and keeping printing costs more manageable.

The Treasurer reports to the committee at every meeting with a spreadsheet of income and expenditure and a summary report. Any issues of concern are discussed and agreed by the committee.

The main payments this year were for the Third Age Trust capitation fee, the Third Age Matters magazine which is received by the majority of members. (Third Age Matters is a Third Age Trust publication; members are invited to give their permission for their details to be passed on to a third-party distributor, or to opt out, which several do), the printing costs of the quarterly newsletters, and administration and training costs. Other sizeable outgoings were the rental of the lock-up garage to store larger assets and fees for the Wells u3a website facility and the TAT facilitated database, Beacon, necessary for the safe retention of member personal data.

All groups are expected to meet their costs. Occasional exceptions are made if unexpected expenses have been incurred.

Zoom Pro continues to be purchased for those occasions when groups or the committee may require to use it.

Section F**Other optional information**

Succession planning for Wells u3a committee and group leadership has been one of the main priorities for this year. We are mindful that in order to thrive we must plan ahead for seamless transitions and successful replacements.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

J A Williams

Full name(s)

Jennifer Williams

Position (eg Secretary, Chair,
etc)

Administration Secretary

Date /

12/12/2023

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WELLS UNIVERSITY OF THE THIRD AGE							
Registered Charity number : 1023275							
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 JANUARY 2023							
	Unrestricted funds	Restricted funds (See Note A)	Designated Funds - Talks (See Note B)	Designated funds - Groups (See Note C)	Designated funds - Trips & Visits (See Note D)	Designated funds - Socials (See Note E)	TOTAL
	£	£	£	£	£	£	£
RECEIPTS							
Conferences		292.90					292.90
Donation	115.00						£115.00
Gift Aid	1232.25						£1,232.25
Groups				22055.04			£22,055.04
Monthly Talks			1466.00				£1,466.00
Social Events						3315.28	£3,315.28
Subscriptions	8127.00						£8,127.00
U3A merchandise - Trees	75.00						£75.00
Visits and Trips					1248.00		£1,248.00
TOTAL RECEIPTS	£9,549.25	£292.90	£1,466.00	£22,055.04	£1,248.00	£3,315.28	£37,926.47
							£37,926.47
PAYMENTS							
3rd Age Trust incl Capitation Fees	-2478.60						(£2,478.60)
Administration	-£699.51						(£699.51)
AGM & Open Meetings	-595.30						(£595.30)
Conferences		-1546.36					(£1,546.36)
Donations	-50.00						(£50.00)
Equipment and Resources (See Note F)	-721.87						(£721.87)
Gifts	-57.50						(£57.50)
Groups				-19748.94			(£19,748.94)
Insurance & Licences	-60.00						(£60.00)
Monthly Talks (Speakers & Expenses)			-£889.25				(£889.25)
Monthly Talks Venue Hire			-£427.68				(£427.68)
Newsletters	-2337.18						(£2,337.18)
Refunds of Subs	-12.00						(£12.00)
Other Printing	-237.70						(£237.70)
Rent of Lock-up for Storage	-940.80						(£940.80)
Social Events						-2785.11	(£2,785.11)
Training	-30.00						(£30.00)
U3A Magazine "Age Matters"	-1152.40						(£1,152.40)
U3A merchandise - Trees	-77.00						(£77.00)
Visits and Trips					-1.11		(£1.11)
Website & Beacon	-624.00						(£624.00)
TOTAL PAYMENTS	(£10,073.86)	(£1,546.36)	(£1,316.93)	(£19,748.94)	(£1.11)	(£2,785.11)	(£35,472.31)
							(£35,472.31)
EXCESS OF RECEIPTS OVER PAYMENTS / PAYMENTS OVER RECEIPTS FOR THE YEAR	(£524.61)	(£1,253.46)	£149.07	£2,306.10	£1,246.89	£530.17	£2,454.16
Bank balances at 1 February 2022	£6,930.85	£4,094.16	£2,390.20	£3,908.48	-£3.23	-£443.79	£16,876.67
Transfer from Unrestricted Funds							
Bank Balances at 31 January 2023	£6,406.24	£2,840.70	£2,539.27	£6,214.58	£1,243.66	£86.38	£19,330.83
							£19,330.83
STATEMENT OF ASSETS AND LIABILITIES AT 31 JAN 2023							
Assets	31-Jan-23	31-Jan-22					
Bank Main Account	£14,732.31	£12,278.15					
Bank no 2 Account	£4,598.52	£4,598.52					
Total cash in Banks	£19,330.83	£16,876.67					
Cash held by Groups	£768.07	£837.13					
Petty Cash	£50.00	£50.00					
Prepaid Expenses for Trips not yet taken	£553.00	£690.11					
Liabilities							
Cash held for trips not yet taken	£2,073.00	£690.11					
Cheques Outstanding	£174.00	£50.00					
Note A - These are Funds which are ring fenced for a particular purpose by the donor							
Note B - These are funds from attendance fees at the monthly talks, which are used to pay for speakers and refreshments							
Note C - These are funds from Groups to pay for their hire of premises and facilities.							
Note D - These are trips and visits open to all members on a first come first served basis, e.g. the St Fagans trip							
Note E - These are the regular events open to all on a first come first served basis, e.g. the Harvest Supper							
Note F - Assets purchased this year included:							

I report to the Trustees on my examination of the accounts of the above charity ('The Trust') for the year ended 31st January, 2023.

I have completed my examination and can confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that the accounts did not accord with the accounting records in any material respect.

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:

A handwritten signature in cursive script, appearing to read 'Jane E. Burman'.

Name:

A handwritten name in cursive script, appearing to read 'Jane E. Burman'.