



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	08	2021		31	07	2022

## Section A Reference and administration details

Charity name

WHITBY WHALER

Other names charity is known by

Registered charity number (if any)

1031689

Charity's principal address

18 Upgang Lane

Whitby

North Yorkshire

Postcode

YO21 3EA

### 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	Mr Michael Mennier	Chairman		
2	Mrs Clair Stones	Secretary		
3	Mrs Janice Shade	Treasurer		
4	Mrs Maureen Agar	Asst Treasurer		
5	Mrs Maureen Metcalfe	Membership Secretary		
6	Mrs Cynthia Richardson	Health & Safety		
7	Ms Helen Leech	Publicity		
8	Mrs Wendy Price	Curriculum Organiser		
9	Mr Adrian Jennings	Committee	2/10/2021	
10	Mrs Sheila Sloan	Newsletter Editor		
11	Mr Julian Plested	Committee	2/09/2021	

### 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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**Description of the charity's trusts**

Type of governing document	Whitby Whaler was established and first registered in January 1987 under a Memorandum of Association which defined the objects and powers of the Charity and is governed by its Articles of Association.
How the charity is constituted	A member of the Third Age Trust as an unincorporated Association.
Trustee selection methods	The Executive Committee consists of 9 Officers and 2 Committee Member. Officers and Committee Members are elected annually and may serve for a maximum of three years in a specific role, with the exception of the Chair, who may serve for a maximum of six years. In the event of no nominations being received for one or more of the Officer posts, a majority decision can be taken by the EC to ask retiring officers to stay until the next AGM. The Trustees do not receive remuneration or derive any other personal benefits from the activities of the Charity.

**Additional governance issues (Optional information)**

- policies and procedures adopted for the induction and training of trustees.

**Policies for Induction of Trustees:**

1. Charity Commission's Charity Trustee – What's Involved
2. u3a Advice Sheet on Conduct for Trustees.
3. u3a Induction of Trustees
4. The current financial position as set out in the latest accounts.
5. Their specific roles and responsibilities.
6. Future plans and objectives

**Organisation**

Whitby Whaler u3a is an independent organisation under the umbrella of the Third Age Trust which provides additional helpful information & advice including policies, guiding principles and procedures which have largely been adopted by our u3a with some amendments for our own circumstances. The Committee deals with the financial and practical running of the charity. We have the option of forming loose links with other u3as and other organisations for the promotion of our objectives.

**Major Risks**

No major risk considerations and management plans are currently in place but areas that could be major risks are:

1. Financial: these are controlled within the committee thus minimising the risk of fraud or error.
2. Governance: each trustee has specific responsibilities within the committee, so they feel an integral part of the u3a.
3. Compliance: Annual Accounts are reported to the Charity Commission.
4. u3a Risk forms are available to Leaders to conduct risk assessments at venues and to share information with members'

We follow the guidelines provided by the Third Age Trust and are structured and governed by the Third Age Trust.

- The charity's organisational structure and any wider

network with which the charity works

- relationship with any related parties.

We are associated with the Third Age trust' the Yorkshire and the Humber Regional u3a and the East Coast Network.

## Section C

## Objectives and activities

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

The objectives and principal activities of The Whitby Whaler u3a are to:

- Support existing Group Leaders in Whitby Whaler u3a educationally and administratively.
- Produce identifiable benefits to third agers throughout the Whitby area by increasing and widening the provision of informal adult learning opportunities.
- The provision of facilities for leisure-time and recreational activities with the object of improving the conditions of life for older people in the interests of their social welfare.
- Develop new group activities.
- Raise the profile of Whitby Whaler u3a movement in the local area and increase public awareness. This will change it for the better and enrich the lives of all its members in education, well-being and socially.

### 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)

#### The Main Activities

##### Monthly Meetings

Every month we hold a Coffee morning for members to meet and socialise, have the opportunity to sign up for leisure activities and read/hear about current and future events organised by the committee. In addition, we may also have entertainment from one of our own activity groups such as Singing group, Recorders, Ukulele or Dancing either at the Coffee mornings or at arranged social gatherings. Members also have the opportunity to socialise and possibly meet new friends.

This was disrupted during the year because of government guidelines and Covid restrictions but various events were organised for all members on ZOOM . An active drive has taken place to resume group meetings in a variety of venues as well as in some cases provide online access to the meetings e.g. Travels from the Armchair, Philosophy, Discussion, History and Monthly Lectures.

##### Activity Groups

Members form interest groups covering as wide a range of topics & interests as desired. Members organise their own activities & offer their skills, knowledge & experience for the benefit of fellow members. 53 educational and leisure activity groups met regularly pre Covid to explore their areas of interest; mental, physical or artistic to the benefit of our members. Some of these groups involve trips to the theatre, various historic and artistic venues and walking trips between ½ and one day. There have been many successful study or social day/evening trips organised by various groups, including guided tours by experts covering gardening, theatre, classical music, history, and general subjects. A list of these, together with contact details, is available on our website.

Unfortunately our planned New Members Day, when there is an opportunity for members to meet each other and propose new groups was again unable to take place this year but we had a number of new members joining during restrictions.

Faced with the challenge of Covid and lockdown and a return to face to face meetings as a committee we worked hard to return to our previous group meetings. This was particularly hard as our

previous venue did not open and we had to hold groups in a variety of new venues in the town.

The Curriculum Coordinator, who is a trustee and committee member, keeps a record of unfulfilled requests for specific groups & helps to facilitate the setting up of new groups. Unfortunately our usual Group leader/Convenor meetings were not held during the year which made communications difficult at times. Advice is given on venues & together with the Treasurer, on the financial arrangements for the group. A Weekenders Group has continued to thrive under the new title TOAST and has a growing membership offering a wide variety of activity from local theatre trips to Sunday lunches; from walks to see the snowdrops in Guisborough to seeing the Christmas lights in York.

#### **Communication with members**

We try to keep members fully informed of all our activities by sending out information emails through the Beacon system and maintaining a Web site for those of our members who are 'on-line' (currently 77% of our 611). We published a monthly newsletter, sent via email and available at Coffee Morning Meetings and various locations around the town, including Whitby Library. During the time public places were closed and coupled with the cost of postage being expensive we relied on other members to hand deliver to neighbours in their locality. We have updated our website to make it user friendly and continued to grow our Facebook page. We also provide a half page column once a month in the local newspaper, The Whitby Gazette

#### **Public Benefit**

Our charity is welcoming and inclusive to anybody within the criteria set out in our constitution. There are no qualifications needed and we endeavour to keep the membership fee as low as possible and provide as many facilities such as the monthly meeting, newsletter, and the Third Age Trust magazine available to members. A number of these are available online and members are kept informed.

The activity groups are made up of our members. Knowledge is exchanged as a process of learning and groups are particularly conducive to forming friendships which is part of our objectives. The number of members during the year shows the interest in our charity and we have every belief that numbers will increase once full restrictions are lifted, even if they take some time to return to pre Covid numbers. There is now a light at the end of the tunnel, and we can look forwards to learning new skills, developing new interests, and making new friends.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Plans for 2021 - 2022 proved very difficult to implement: We have expanded our presence in the community with articles published in local newspapers/publications and Third Age Trust magazines as well as opening up ZOOM groups to the wider community. The latter has been withdrawn in some cases. Membership management details with reference to new Data Protection requirements has been assessed and upgraded when we continue to be part of the national u3a Beacon system.

**The trustees have ensured that everything our charity has done has helped (or intended to help) to achieve the purposes for which it is set up, and to no other purpose.**

The trustees have regard to the guidance issued by the Charity Commission on public benefit. Membership is open to all in their third age, which is defined not by a particular age but by a period in life in which full time employment has ceased. Members promote the values of lifelong learning & the positive attributes of belonging to u3a, particularly at a time in life when social contact may have decreased.

#### Additional details of objectives and activities (Optional information)

- Policy on grant making.
- Contribution made by volunteers

##### Grants

Grants are given to existing groups towards purchasing equipment e.g. sound system, music stands, costumes for the 3rd Stagers drama group etc.

Grants may be given to new groups to help them to 'start up'.

It is anticipated that Grants /Subsidies will probably be necessary once groups in person resume owing to increased room hire charges (our previous venue at St John Ambulance Hall was long term closed and was not available) and the hesitation of some members to resume group meetings.

##### Volunteers

All Activity Groups, administration and support activities are run by volunteers from the overall membership. For example:

- The majority of our Activity Groups are led by our members.
- Members take a role in teaching the Activity Groups.
- Members offer their homes for the Activity Groups in some cases to keep costs to a minimum. This has not taken place because of Covid and likely to be much reduced once Government restrictions are permanently lifted.
- Members help in running the Monthly Meetings.
- The Activity Groups provide speakers or entertainment for some of the Monthly Meetings and Celebrations throughout the year.

**Summary of the main achievements of the charity during the year**

Membership during the year was increased from 380 to 611 members, a considerable number of previous members have not renewed their membership though there have been a significant number of new members as well as new members moving into the area.

(i) Built on implementation of internet-based Membership to improve our efficiency in handling membership and related areas such as:

- Emailing our members through Beacon
- Gift Aid awareness when enrolling
- Distribution of the Third Age Trust publications, Third Age Matters and Sources online as well as National and Regional workshops and courses
- Ability to use Bacs transfer when enrolling as well as Convenor/Group Leaders paying group fees online
- Activity Group membership lists
- The web site has been continually updated. Social media, Facebook developed through a volunteer administrator.

(ii) Identifying new members on Beacon has allowed us to

- identify and ensure they are aware of the opportunities we offer enabling them to maximise their membership benefits within Whitby Whaler u3a.
- Identify members who have not paid their subscriptions and enquire their reasons when possible.

(iii) Wider presence in the local Community and extended Community

- Continued development through media and social media sites by publicity and Facebook administrator volunteers
- Increased participation and attendances at local shows (eg Whitby Regatta, Egton Agricultural Show) which had been cancelled in 2020-21 because of Covid restrictions and returned 2021-2022 but with limitations.
- There was an opportunity to develop and build on the exercise classes we already hold with Walking Netball and Walking Cricket, but this has not been possible but future wellbeing groups are proposed are proposed for 2022-23 including New Age Kurling.

## Section E

## Financial Review

Review of the charity's financial position at the end of the period	Carried forward <b>£30622</b> Total income paid into the bank account was <b>£28233</b> and expenditure from the bank was <b>£29143</b> leaving a bank yearend balance of <b>£29712</b> .
Statement explaining the policy for holding reserves stating why they are held	The policy on reserves of Whitby Whaler u3a is to maintain between 6-and 12-months annual expenditure in reserve as advised by the national u3a.
Amount of reserves held	<b>£10563</b>
Reasons for holding zero reserves	<b>n/a</b>
Details of fund materially in deficit	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	<b>None</b>

## Section F

## Optional

### Further financial review details (Optional information)

- the charity's principal sources of funds (including any fundraising).

Our principle source of funds is our members' subscriptions and class fees

Main areas of expenditure are:

1. Our biggest area of expenditure is Room Hire £19295 i.e. 65% of expenditure. This will rise as our central venue is not available, the need to hire more venues as well as the expected increase in the cost of living.
2. Monthly Meetings
3. Paying for the direct mail of national Third Age Trust magazine, free to some u3a members
4. Providing a monthly newsletter which lists activities and contact details, free for all u3a members. This also acts as publicity as it is available in public places around Whitby.
5. Convener /Leaders Meetings with lunch or Afternoon tea provided. (only one held this year)
6. Cost of members attending conferences and other official national and regional meetings of the u3a.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Michael Menier</i>	<i>Clair Stones</i>
Full name(s)	Mr Michael Menier	Mrs Clair Stones
Position (eg Secretary, Chair, etc)	Chairman	Secretary

Date

03/05/2023





CHARITY COMMISSION  
FOR ENGLAND AND WALES

WHITBY WHALER u3a

1031689

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/08/2021		31/07/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Membership	6,648	-	-	6,648	-
Class Fees	20,562	-	-	20,562	-
Gift Aid	747	-	-	747	-
Donations/Coffee	90	-	-	90	-
Grant from Trust	150	-	-	150	-
Merchandise	15	-	-	15	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>28,212</b>	<b>-</b>	<b>-</b>	<b>28,212</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
Bank Interest	21	-	-	21	-
	-	-	-	-	-
<b>Sub total</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>21</b>	<b>-</b>
<b>Total receipts</b>	<b>28,233</b>	<b>-</b>	<b>-</b>	<b>28,233</b>	<b>-</b>
<b>A3 Payments</b>					
Room Hire	19,295	-	-	19,295	-
Class Activities4980	4,980	-	-	4,980	-
Merchandise	160	-	-	160	-
Affiliation Fees	2,376	-	-	2,376	-
Management & Administration	424	-	-	424	-
Beacon	594	-	-	594	-
Coaches	1,085	-	-	1,085	-
Bank Charges	109	-	-	109	-
Licence x2	120	-	-	120	-
<b>Sub total</b>	<b>29,143</b>	<b>-</b>	<b>-</b>	<b>29,143</b>	<b>-</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>29,143</b>	<b>-</b>	<b>-</b>	<b>29,143</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 910</b>	<b>-</b>	<b>-</b>	<b>- 910</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>30,622</b>	<b>-</b>	<b>-</b>	<b>30,622</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>29,712</b>	<b>-</b>	<b>-</b>	<b>29,712</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	HSBC Current Account	19,149	-	-
	Epworth Cash Plus Fund	10,563	-	-
		-	-	-
	<b>Total cash funds</b>	<b>29,712</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	<i>Clair Stones</i>	Clair Stones	20/04/2023	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
WHITBY WHALER u3a

On accounts for the year  
ended

31/07/2022

Charity no  
(if any)

1031689

Set out on pages

(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 / 07 / 2022**.

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 (~~other than that disclosed below~~\*) 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: 18.08.2022

Name:

GEOFFREY MICHAEL SCHOLEY

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

Institute of Chartered Accountants in England and Wales F.C.A

Address:

9 WHITE POINT COURT

WHITBY

YO21 3UR

Only complete if the examiner needs to highlight 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.**