

ILKLEY & DISTRICT u3a

ANNUAL REPORTS

2021 – 2022



Registered Charity Number: 1070945

CHAIR'S REPORT: from Angie Grain

This is my third and final Annual Report to the AGM, as our constitution states that Chairs (and other Trustee officers), can only remain in post for three years maximum. This is a very good ruling to ensure that we get a turnaround in key posts and new ideas on the Trustee committee.

When I took on the role in autumn 2019, little did any of us know that news about a virus affecting a town in China would have such a huge impact on us all, on our lives and on our u3a. It has been a really challenging three years and it has really tested our mettle throughout. During the pandemic so many of our members rose to the challenge and adapted to new ways of doing things, whether it was running our groups and keeping them interactive, arranging on-line presentations or just showing that age is no barrier to learning to harness new technology via Zoom etc. Who would have thought that 'you're still on mute' would be such a frequently used expression for us all?

It is to the credit of a huge number of volunteers and helpers that our u3a managed to keep as active as was possible within the changing constraints through time to keep us engaged with each other via a range of virtual activities. Many of our Group Leaders managed to run their groups via Zoom and indeed, some are continuing to harness it as a preferred way of operating. Where some u3as struggled or 'hibernated' throughout the pandemic, our Ilkley members strived to keep us active and connected and we kept really healthy membership figures through to today. Indeed we did attract one new member from Hampshire who joined us for our on-line events as his own u3a had closed down – that took the 'and District' part of our name to a new level.

We are indeed fortunate to have such expert and enthusiastic website and communication teams, who keep us all well informed of events, manage our membership data, update the website and keep in touch via social media and the local press. Our communications serve two main functions – to serve our existing membership and also to be our 'window on the world' showing who we are and what we do, in a very attractive manner so that potential members can judge if what we offer is of interest to them. The team has always been reliable, efficient, innovative and supportive both to myself, the Trustees, our members and others from outside our u3a; it is very much appreciated.

A while ago we were invited by the Third Age Trust to be one of the Pathfinder u3as on a 'Recruitment and Retention' project. This has been very valuable as this for us is an on-going priority and not just a finite project. All our Trustees have worked in this area and we continue, via Drop Ins, attendance at local events etc, to reach out to attract new members. There is no possibility of our u3a becoming too large though we may have to adapt how we do things. As long as there are people out there who could be benefit from our u3a, then raising awareness continues to be a vital part of our work.

We have welcomed lots of new members in recent years and we hope that they are enjoying our u3a experience, keeping mentally (and possibly physically and socially) active, meeting new people and gradually contributing to the future well-being of our u3a. This injection of 'new blood' is vital to u3a, like any other organisation. We hold regular New Members' meetings so that we can all meet each other, explain what the u3a is all about and discuss their interests, experiences and expectations. They are announced via personal e-mails, the Newsflash and the Events page of the website. If you have missed one, please look out for the next one when it is arranged.

In an effort to make ourselves less Ilkley-centric, we are trying to ensure there are more activities and a wider membership beyond the town. The Otley Ambassadors have helped us more than double our membership in the town and greatly increased the number of Interest Groups meeting there. We have already started a similar movement in Addingham and have our sights set on our other discrete towns – so if you live in Silsden, Menston, Burley, Guiseley etc – just get in touch with us and we will be exploring improving things in your area too.

We are fortunate to have large number of Interest Groups, across a very diverse range of subjects and activities. For these we are always thankful to all our fabulous Group Leaders who put in a huge

amount of work to run their Groups so successfully. In many cases, they could do with more support so do please offer to help. As the u3a is essentially a cooperative movement, we all have to do our bit and not leave tasks to others. It might be just small things that you can do but all contributions are appreciated.

Because of our growing membership, there is a constant need to establish new groups and this has been done continuously through the years. You will see new ones announced via the NewsFlash and the new 'Prospective Groups' part of our website. If you have any expertise you could share, or an interest you would like to pursue with others, please do not hesitate to contact us and we can work with you to make it happen. As I know from my own experience (starting a group years ago in a subject I knew little about) one does not have to be an expert to lead or coordinate a group, with only a few expert-led exceptions. The u3a is about sharing our expertise and interests and learning together is far more enjoyable than 'going it alone'.

Being conscious that many of our groups, especially the indoor ones, operate through the autumn and spring terms, we have long been conscious that the summer months could be a long time with limited u3a activity. This is why we have our Summer Programme of individual events and activities that are open to any and all of you. Feedback shows how important this is to members, perhaps especially single folk who appreciate the continuity of social interaction throughout the summer. The work of all the contributors and the organising group is very much appreciated – thank you.

One new development this last year has been our Showcase event in September. It has taken the place of the old 'Meet the Leaders' meeting but has morphed into something much bigger. In addition to encouraging members, especially new ones, to meet our Group Leaders, to see the variety that is on offer, it also provides a real showcase of what we do for non-members and/or potential members and guests. About twenty new members signed up on the day and many members gave feedback about how much they appreciated the chance to meet with old friends whom they had not seen for a long time. Hopefully, this will become an annual feature in our diaries.

During the course of the last year two Trustees (Mark Hall and Sandra Nistri) had, for their own good reasons, to step down as Trustees. However, during the year MCoT co-opted two new Trustees: Neil Stevens to coordinate Established Groups and Jacqui Wellbrook as Secretary.

At this 2022 AGM, we are also losing some more as they come to the end of their Trustee periods. Steve Moorcraft has been our Treasurer for three years and has taken this role to a new level. The MCoT (Management Committee of Trustees) now has far better financial information and forecasting to aid their discussions and decision-making. Steve has always been totally reliable, helpful and knowledgeable and has helped Group Leaders and many others who have needed his advice. Marten Koopmans has been our Events Coordinator, a job which he has done efficiently for the past three years. We have regular and occasional events and Marten has handled them all. Alison Middleton has only been with us for one year but took over as the Editor of the EYE for the latest edition, has been our link member with the Clarke Foley Centre and has coordinated the Community Links area.

In addition to losing Trustees, we have also lost some key Action Team members who have contributed lots of time, energy and expertise to our u3a and all will be sorely missed. All this explains why we are now campaigning to get more volunteers and Trustees to share the workload and keep up the high standards and variety of activities we have had in the past. Please do get in touch with us if you feel you can help and support us.

In reviewing our u3a's activities, achievements and growth, it could be easy to be complacent. However, we must all be aware that a rosy future for our u3a is not guaranteed. As an educational co-operative charity, it can only thrive with a wide base of volunteers across a wide spectrum of activities (Trustees, Group Leaders, Action Team members etc). It has grown increasingly difficult to recruit members to take on these roles and this places our u3a in jeopardy. Without increased member involvement it will not thrive and grow.

As I heard someone on a TAT Zoom meeting state – ‘in an ideal u3a, every member is a volunteer, we’re all in this together. If asked why volunteers aren’t paid, the answer is that they are priceless!’

Action Teams

All the many and varied activities going on across the u3a could not be managed effectively or realistically by just the Trustees alone. Instead, in typical u3a fashion we rely on many volunteers who give their time and experience to support our Action Teams; these are themed to cover our main areas of activities, but always keep each other informed of developments and also rely on each other for occasional support.

We are very grateful indeed for the support of all these volunteers who help our u3a function and thrive and retain its dynamism; many of these teams are seeking new volunteers to help in their work.



All teams are not 'silos' and will need good communications to work together and/or seek assistance where needed; this may include overlapping membership

Communications Team: Coordinator's report (Peter Mate)

Communications are at the heart of all our u3a activities, keeping our Members, our Group Leaders, and the wider community, updated and informed.

Internal Communications are provided through the regular NewsFlash, the bi-annual Eye magazine, and through the comprehensive website. Our members are offered regular opportunities for collective meetings, through monthly Saturday Talks, and a full events programme through the Summer Programme. Additional collective celebration and social events run throughout the year,

Our external communication is provided through the public section of our website, through social media, and through regular wide coverage featured in the local Press/Ilkley Chat. The recent 'Showcase' event featured an enhanced 'Meet the Leaders', attracting lots of local residents through the Clark Foley Centre, with a taste of what we have to offer. Our many Groups regularly exhibit and display their achievements at venues around the area, giving our u3a a highly visible profile.

Our u3a website is widely considered to be exceptional, and the envy of u3as across the UK. It is well designed, and easy to navigate, even for those who struggle with IT. Perhaps most important, content is always fresh, with updates highlighted on the entry Homepage.

Events Team: Events Coordinator's report (Marten Koopmans)

In this year we were able to almost resume normal services but the turn-out to some of the events such as the Saturday Talks – now called Saturday Socials – has not yet fully returned yet to the 'BC' (Before Covid) levels.

The 2021 AGM could be held as before the lockdown at All Saints Church and the Saturday Talks/Monthly Socials at the Clarke Foley Centre. Only the Christmas Cracker event had to be cancelled last minute in December due to a surge in Covid cases. This was compensated by having an alternative Summer Cracker event in July as part of the 'normal' Summer Programme which now could also be done with 'real' trips, talks and other activities.

The 2021 Meet the Leaders event could also take place again, albeit in September instead of in June as before. The Thank You dinner for the group leaders and other helpers was also reinstated in April. This year the Meet the Leaders event was expanded to a Showcase event held in September, not only as a celebration of the 40th anniversary of u3a nationally and the 25th anniversary of the Ilkley & District branch, but also to show to the general public what good work our u3a is doing for the wider community. The turn-out of groups and visitors was so great that this event looked more like an Arabian Souk.

Groups Action Team: Groups Coordinators' report (Margaret McCabe and Neil Stevens)

Our 115 interest groups span an amazing range of subjects and activities and without the members who lead them our u3a would not exist.

Providing help and support to these Group Leaders is a big job and the team splits into two - one sub-team that encourages and supports new groups and the other that looks after established groups.

New Groups (MMcC)

From November 2021, the New Groups Team's aim was twofold; to keep a record of each group and to give support to new Group Leaders. The difficulty in starting new groups was the reluctance of members willing to be Group Leaders so a procedure was set up to try to answer both these problems.

When anyone expresses an interest in a new group the first step is a meeting between them and the New Groups' Coordinator when they are shown a 'New Group Leaders' Pack' which contains help in setting up a new group and this is discussed in relation to the topic of the group. Help is available at every stage and the next stage is advertising the group on Newsflash. If the Group Leader is satisfied with the response, the group is then classed as belonging to **Prospective Groups**. This was recently created for groups which has interested members but still needs advertising. It can be found on Newsflash and with the Established Groups listed in the A – Z on the website. After the first meeting it becomes an Established Group.

It is now working well as proved by the 32 new groups since February until now. However, it could not have been possible without the ever-present support from other members, especially the Website Team and New Groups Team who have had to cope with the new procedures.

Established Groups (NS)

We would like to thank Mark Hall who was the Established Groups Coordinator for the first part of the year. He very effectively dealt with the hangover from the lock-down during which many groups had become inactive. Neil took over from him in the middle of the year. One of our major challenges

is helping leaders manage waiting lists and finding leaders for second groups. This is particularly acute in the languages area.

Our job would be impossible without the help of the Website Team who maintain the information about groups on our website and provide the route for members to contact group leaders. The team has recently introduced two forms that give members a chance to have their say about groups. "Suggest a New Group" can be accessed from the What's New list on our home page and "Advise us of a Full Group" is at the top of every group listing. NewsFlash is our essential communications channel and provides the hot news on new groups and changes to existing groups. We would like to thank the editors.

Welcoming and Engaging and Membership Team: Membership Secretary's report (Jean Smith)

Ilkley & District u3a continues to enjoy a large and growing membership which is keen to uphold the principles of the u3a movement. The u3a movement is based on mutual aid and as an Educational Co-operative there is an expectation that members will share their interests and skills. Thank you so much to those of you who already support your fellow members in this way. As you read through this report, please may I make a plea that if you are not already doing so, you could consider what you might offer to do in the forthcoming year, however small.

Our membership continues to grow from 940 in 2012 when records were first recorded online, to 1635 in October 2021, to a current total of 1752 active members.* At the time of writing 121 members have not yet renewed their membership this year and a further 80, mainly for reasons of ill health, relocation, being over-committed or not having participated in group activities, have chosen not to re-join this year. However, since 1st August 2022 we have already welcomed 112 new members. We are also looking forward to ten members of the Ukrainian community living in Ilkley joining us. We know that you will go out of your way to welcome them.

**For a range of fascinating statistics about our u3a, please look on our website (Ilkley u3a.org) and under the 'For Members' tab scroll down to Managing our u3a/ Ilkley & District Member Statistics.*

It would be great if everyone in our district had heard of u3a, whether they wished to join or not. It is too wonderful an organisation to keep it to ourselves. We have therefore continued to support promotional events, including regular Drop Ins, Otley Farmers' markets, Otley Buttercross event, Burley Summer Festival and Audley Clevedon. Following its success in Otley, our aim is to create Ambassador groups in all areas of our District, to promote u3a and begin new groups operating in local venues. We would like Ambassadors to telephone new members two or three times in their first year. We would like to thank those kind members who regularly print and deliver Newsflash to our members who do not have email access.

We have a team of wonderful 'Welcomers' whose support at Saturday socials and other events such as the Showcase, has been greatly appreciated. We also seek to welcome and support new members at New Members' Meetings and the newly initiated coffee morning.

We are always mindful to include all our members, and to this end would like support for the Accessibility of members who may have particular needs resulting from hearing, mobility, sight, social isolation, health etc. If you have expertise or an interest in supporting others in this area, please make yourself known.

Finally, I would like to express sincere thanks to the 1163 members who have agreed to support our u3a by the completion of a Gift Aid form. If your circumstances have changed and you now find that through paying tax you are in a position to offer to Gift Aid your annual subscription, please contact the Membership Secretary. At no cost to yourself, we can claim 25% of your subscription from HMRC. This obviously helps to keep the running cost of our u3a as low as possible for all of us.

Conclusion:

It has been an honour and a privilege to be the Chair of such a great u3a; it is so active, innovative and supportive, it is no wonder that it has such an excellent and well-earned reputation – at all levels. Although I am stepping down as Chair, I believe so much in the u3a that I have already volunteered to be part of some of the Action Teams in the future so I will still be around.

I have met some wonderful people through the u3a, in a wide variety of roles and would personally like to thank them all for the help and support I have had over the past three years; I certainly could not have done it without them.

I wish my successor and all the Trustees and voluntary helpers all the very best for the future, being confident that our u3a will continue to grow and thrive and serve such a valuable purpose within your communities.

Angie Grain

Treasurer's Report on the Financial Statement for the Year Ending 31 July 2022

I am pleased to present the financial statement for Ilkley & District u3a for the year to 31 July 2022. This is my final report as Treasurer as I step down as both Trustee and Treasurer at the AGM on 19th November 2022. I have been a trustee for 4 years and Treasurer for over 3 years. I've worked with a great team of Trustees over this time who do a fantastic job for our members. I wouldn't hesitate to recommend the role of a Trustee in this team.

I would like to take this opportunity to thank everyone for their kindness, help and support during my time in office.

It was fantastic to see our organisation get back to some order of normality so soon after the lifting of the Covid 19 restrictions and this year's financial statement reflects that change. Thanks to all the group leaders and their support for getting things up and running again so quickly after the lifting of the restrictions.

The financial statement shows a surplus of £1,453, although this doesn't show the true financial position for the members in terms of how we spend members' subscriptions and any other small sums of income we receive. I'll try and explain this issue in this report.

In accordance with our parent organisation's (The Third Age Trust) financial rules, income and expenditure received and paid out in relation to interest groups are part of our charity's income and expenditure and are therefore included as part of the annual financial statement. This income and expenditure relate to the money that interest groups deposit to pay for their outgoings such as room hire or travel costs. The interest groups deposit the money in advance to pay for these services and the service provider invoices the Treasurer who then pays the bill on behalf of the interest groups. The interest groups fully fund their outgoings in accordance with the u3a rules. However, as a matter of pure timing, there will generally be a surplus on the money deposited by interest groups before money is paid out. This surplus masks the actual results of the money paid in and out on behalf of the day to day running of our charity, which I call our Operating Income and Expenses. It is the members subscriptions that by and large fund our operating expenses, so this is something the management board have to keep a close eye on.

The diagram below shows the different results produced by including and excluding interest group income and expenses over the last 6 years.

Year Ended	31/07/17	31/07/18	31/07/19	31/07/20	31/07/21	31/07/22
Total Income & Expenses						
Gross Income	58,520	62,038	80,370	82,940	30,754	86,177
Gross expenses	52,423	58,278	77,677	76,396	24,259	84,725
Surplus/deficit	6,097	3,760	2,693	6,544	6,495	1,452
Operating Income & Expenses						
Gross Income	26,556	27,592	25,679	32,254	25,490	31,535
Gross expenses	21,647	26,659	27,765	24,131	20,711	34,098
Surplus/deficit	4,909	933	-2,086	8,123	4,779	-2,563
Group Income & Expenses						
Group Income	31,964	34,446	54,691	50,686	5,264	54,642
Group Expenses	30,776	31,619	49,912	52,265	3,548	50,627
Surplus/deficit	1,188	2,827	4,779	-1,579	1,716	4,015

As you can see, when excluding interest groups income and expenses, the operating results are quite different. This year, we have actually made a deficit of over £2,500 on our operating results. When we produced our forecast at the beginning of the year, we anticipated a larger deficit but some of the expenditure we expected to lay out in 2021/22 wasn't actually invoiced/paid out until this current year, 2022/23.

The ever-increasing costs in the current economic climate and our anticipated deficit were the main reasons why the management board made a decision earlier in the year to increase the annual membership subscriptions for 2022/23, the first increase in subscriptions for over 12 years.

The benefit of the increase in subscriptions will be reflected in the 2022/23 financial statement which you will see this time next year. The forecast for 2022/23, on the back of a tough financial climate, is that we aim to break even. However, the management board will be keeping a close eye on this given the constant changes in our financial outlook.

Having said all this, our current finances remain very healthy and we have the financial reserves available if there is any sudden impact on our day-to-day business. In accordance with Charity law, we are required to maintain an agreed level of reserves anyway.

Before the pandemic, we embarked on a campaign looking for ideas on what we might spend our surplus funds for the benefit of our charity as a whole and/or individual groups. We have continued to help interest groups with particular financial needs where we can and earlier in the year, we purchased a bank card reader to make joining the u3a, at events like our drop-ins and the recent showcase event, much easier and convenient for our members.

We will continue to look for ideas to spend money on for the benefit of our charity and our members. Interest groups can make applications for funding by following the guidance on our website which can be accessed via this [link](#).

Best wishes to you all for the future.

Steve Moorcraft

Outgoing Treasurer: Ilkley and District u3a

Ilkley & District U3A: Accounts for the year ended 31 July 2022
Income & Expenditure Account: Year to 31 July 2022

Income	2021/22	2020/21	Notes
Membership fees receivable	23,930	21,167	1
Group Income	54,642	5,264	2
Summer Programme and events	6,993	565	3
Gift Aid received	0	3,544	
Bank Interest Received	164	214	
Donations and unidentified deposits	448	0	4
	86,177	30,754	
 Expenditure			
Groups Expenditure	50,627	3,548	2
Stripe Admin Fees	673	445	
Subscriptions and licenses	3,059	1,497	5
Summer Programme and events	9,257	1,179	6
Communications	6,378	2,607	7
Membership recruitment campaign	0	653	
 Events	0	1,584	
Third Age Trust	7,268	7,692	8
Other Governance and Compliance expenditure	1,242	0	9
Drop-in and new member meetings	1,682	233	
AGM	989	2,394	
Miscellaneous	2,081	898	10
Depreciation	1,469	1,529	11
	84,725	24,259	
 Surplus to Balance Sheet (rounded)	1,453	6,496	

Balance Sheet as at 31 July 2022

	Y/E 31 July 2022	Y/E 31 July 2021
Current Assets		
Current Account	6,011	12,782
Deposit Account	20,479	20,416
Membership Account	41,303	29,878
Total Current Assets	67,793	63,076
Equipment & Other Assets	7,697	6,407
Total Assets	75,490	69,483
Current Liabilities		
Membership fees for 2022/23 received in 2021/22	19,014	15,757
Depreciation Reserve	3,289	1,819
Total Current Liabilities	22,303	17,576
Total Net Assets	53,187	51,906
Accumulated funds b/f from previous accounting period	51,906	45,356
Plus surplus from income and expenditure a/c	1,453	6,496
Plus unpresented cheques b/f written off to surplus	0	54
Less adjustments to Group income & expenditure (net)	172	0
Accumulated funds carried forward	53,187	51,906

Accounting Policies

Accounts have been prepared on an annual basis following the Charity Commission's Accounting and Reporting by Charities: Statement of recommended practice (SORP), 2005. The financial statements are prepared on a receipts and payments basis with the exception of membership fees which reflect the fees receivable for the 2021/22 accounting year on an accrual's basis and in accounting for depreciation on Fixed Assets.

THE NORTHERN TOWNS, RAILWAY, SCIENCE & TECHNOLOGY, TRAVEL AND VOYAGERS GROUPS

For most of the year none of the above groups operated normally due to the Covid 19 pandemic. Appropriate accounts and Financial statements showing their current financial position have been prepared and are consolidated in the main Ilkley & District u3a accounts.

Gift Aid

Gift Aid has been claimed for 2021/22 but was not received until August 2022 (2022/23)

Fixed Assets and Depreciation

Fixed assets are capitalised and depreciated where appropriate. Depreciation is calculated at 25% of the net book value of the assets brought forward plus any expenditure on fixed assets incurred during the year.

NOTES TO THE ACCOUNTS

1) Membership Fees

Membership Fees Received in 2021/22	£27,214
Plus fees relating to 2021/22 received in 2020/21	£15,757
	£42,971
Less fees relating to 2022/23 received in 2021/22	£19,014
Total fees receivable on accruals basis for 2021/22	£23,957
Less membership fees refunds	£27
Net Fees receivable on accruals basis for 2021/22	£23,930

2) Group Income

Group Income (Deposits, transfers)	£54,642
Group Expenditure (Room Hire, Travel and other costs)	£50,627
Surplus Group Balances at 31 July 2022	£17,065

3) Summer programme and events income

Summer programme	£3,419
Study Days	£2,768
Saturday talks and other events	£807
	£6,993

4) Donations and unidentified deposits

Donations	£440
Unidentified deposits	£8
	£448

5) Subscriptions and Licences

2 year software licence	£2,920
Other licences	£139
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	£3,059

6) Summer programme and events expenditure

Summer programme	£2,495
Study Days	£2,736
Saturday talks and other events	£4,026
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	£9,257

7) Communications

Postage	£2,254
Printing and copying	£3,767
Other expenses	£357
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	£6,378

8) Third Age Trust

Membership subscriptions (capitation)	£7,268
Contribution to Third Age Matters magazine (paid in 2022/23)	£0
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	£7,268

9) Other Governance & Compliance Expenditure

Trustee meetings	£1,176
Other	£66
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	£1,242

10) Miscellaneous expenditure

Storage rental at Clarke Foley	£990
Admin charges	£400
Other smaller items	£691
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	£2,081

11) Fixed Assets Depreciation

Net book value of assets brought forward	£4,587
Expenditure on fixed assets during year	£1,290
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	£5,877
Depreciation @ 25%	£1,469
Net Book value of assets	<hr/>
	£4,408

Independent Examiner's Report to the Trustees of Ilkley & District U3A

I report to the Trustees on my examination of the accounts of Ilkley & District U3A for the year ended 31st July 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 Charity'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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do 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.

Independent Examiners Qualified Statement

The Northern Towns, Railways, Science & Technology, Travel and Voyagers interest groups, while part of Ilkley & District U3A, have traditionally prepared their own accounts which are now consolidated into the Charity's accounts. I have not examined these group accounts and therefore I am unable to report on them.

Signed: *Mike Roberts*

Name: Michael Leslie Roberts

Address: 1, Bark Lane, Addingham, ILKLEY, LS29 0RA

Date: 9th October 2022