

Dunstable

Registered Charity No: 1079444

Dunstable U3A Trustees' Annual Report: 1 April 2023 to 31 March 2024

The Trustees will submit this Annual Report and financial statements for the year ended 31 March 2024 based on the requirements of the Accounting and Reporting by Charities Act 1993: Statement of Recommended Practice (2005) to the Charity Commission.

Structure, Governance and Functions

Trustees & Officers known as the Executive Committee

Chair	Bernie Naughton
Vice-chair	Vacancy
Secretary	Victor Dove
Treasurer	Christine Adams

Trustees:

Membership Secretary	Pat Boulton
Speaker Secretary	Heather Brown.
Group Liaison Officer:	Peter Tasker (June until December 2023) Sally Clark (January 2024 until March 2024)
Social Media & Assets Register Secretary	Nick Porter

Non trustee positions

Minutes Secretary	Sue Porter
Beacon Administrator	Dorothy Hodder
New Members Secretary	Penny Tooth
Welfare Secretary	Laina Geleit
Newsletter Editor	Janet Davison (June until January 2024)
Webmasters	Andy Hodge/Nick Porter

Purpose. "By the members for the members"

The core objective of Dunstable u3a, (as per its Constitution) is:

"To help advance the 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."

2023-24 Another busy year when much was achieved

The Trustees met 10 times during the year to manage the affairs of Dunstable u3a in this, its 25th year since formation, and to ensure that its objectives and policies were maintained. The workload continued to be shared by the Trustees according to their interests and expertise. The Trustees thank all the volunteers who have made a significant contribution to the administration of Dunstable u3a.

Recovery from 2 years of lockdown was sluggish but fortunately members have risen to the challenge with many new members bringing with them renewed energy and purpose. 2023-24 will be remembered as the year when we struggled to recruit leaders; group leaders and trustees. Fortunately, this has now been resolved as we journey through this our 25th year with new found hope and confidence.

Sustaining & building our membership

During the year 2023-24, 110 new members were recruited. The 2024 membership renewal resulted in the majority of members renewing, with the exception of members who, through a combination of ill-health or relocation, decided not to renew their membership. By April 2024 renewal period, we are pleased that the total membership had stabilized at 754.

Membership of Dunstable u3a remains a popular choice for people retiring from employment or no longer having childcare responsibilities. However, for many they are described as the sandwich generation with both elderly and grandchildren caring responsibilities. Dunstable u3a is recognized as one of the largest charity organisations in Dunstable providing a valuable educational and social network service for third agers.

Attendance at the quarterly New Members' meetings, which are held in the Methodist Church, has increased. At these meetings new members are given the opportunity to meet others and to discuss with trustees what they would like from their local u3a.

Dunstable 2023 Annual General Meeting (AGM)

The 2023 AGM, which was well attended, was held on 19th June in line with our Constitutional rules. Following the formalities of the AGM, members present were entertained by two of our popular musical groups. The Ukulele group, headed by Peter Smith, greeted members as they took their seats. with a melody of uplifting and modern tunes. The in-person AGM was followed by the Dunstable u3a choir, conducted by Liz Higgins, who performed a variety of carefully selected inspiring songs.

Monthly Meetings were held, with guest speakers, on the 3rd Monday of the month at the Dunstable Methodist church. Attendance has increased with regular monthly attendance now over 200 members and there is a real buzz in the hall when the doors open at 1:15pm. We have had a variety of speakers during the past year. These ranged from factual educational talks to lighthearted entertainment when speakers had the audience participating.

These Monday meetings have become a conduit for socializing. As a member explained that membership of the u3a had provided him with a Lifeboat as he struggled to reconnect his life after a major and unexpected change.

The 2023 Christmas Concert was an outstanding success and the 300 members present were entertained to an excellent performance of music, singalong, and seasonal readings, all performed by Dunstable u3a members. Members were heard saying that it was a great success, simply the best concert ever delivered by Dunstable u3a performers.

Members started arriving from 1:30pm and were greeted with a melody of tunes by the Ukulele group lead by Peter Smith.

The Concert began at 2pm with a rousing rendition of 'Oh Come All Ye Faithful' performed by all present. This was followed by the u3a Choir, conducted by Liz Higgins, who performed a beautiful version of 'Look to the Day' and many more. Liz Higgins and Fred Thomas performed an excellent piano duet version of the Twelve Days of Christmas.

A profoundly moving story, Kenny's Snowman, was written and read by John Hunt. The poetry of the occasion continued to flow with waves of humour and reality as Margaret and Pat's double act echoed the modern & traditional aspects of Christmas.

The atmosphere in the venue was full of excitement and members said they would have liked the concert to go on longer.

Social Group Outings

The Social Committee, consisting of a small team of dedicated and hard-working members, had a busy but challenging year. Ten day trips were organised including the annual trip to the seaside and a Christmas extravaganza. These coach outings were very popular and spaces tend to get filled as soon as they were announced.

The outing to see the London Christmas lights was a spectacular success even though the 55 u3a members headed off from Dunstable in the pouring rain. The evening started with a visit to Kennedy's Fish & Chips restaurant in the city centre where the food was delicious & the service outstanding.

The first social outing of 2024 to Lincoln Cathedral and Waterfront was a lovely visit to the historical and beautiful Cathedral city of Lincoln which was not a disappointment. Besides the magnificent Cathedral nearby was Lincoln Castle built by William the Conqueror in 1068.

Group Activities

Groups have been and remain the backbone of Dunstable u3a and many new members cite the joining of a particular group as the reason why they joined the u3a. Unfortunately, demand for group membership has resulted in some members having to join a waiting list. There are now 82 different Groups covering a wide variety of subject areas and there are 100 leaders and coordinators managing these groups. A few new groups started throughout the year and all the places filled quickly. Regrettably, a few groups have closed due to the lack of volunteers to lead them, or other factors.

The newly formed Travel Group successfully delivered its Christmas Turkey & Tinsel trip in December and has another short holiday planned.

The Group Liaison Officers (GLO's) are kept busy at the Monday meetings.

In October 2023, group leaders met for an education & social gathering in Creasey Park Football Centre. They met the trustees and were informed about a number of changes. All group leaders were provided with the latest version of the Group Leaders Handbook, which has been updated to contain many changes, including those relating to Insurance and Risk Assessment.

Group leaders requiring replacement for outdated equipment have been helped with the purchase of new equipment. There has been advice offered on PAT testing and most equipment used in outside venues, especially the Churches, has been tested. A central assets register is held of all u3a equipment in use by groups or committee members.

Group leaders wishing to improve communications with their members have had training in the use of the Beacon management system. They were also encouraged to make use of the Website and Facebook to interact with their members.

Communicating with the Membership

Feedback from members that they wanted to receive regular information from their u3a has resulted in the continuation of the monthly **Keep in Touch (KIT) letter**. We also encourage new members to receive the bi-monthly **Third Age Trust Matters magazine** as it contains a wealth of information about what u3a's are doing in many parts of the country.

Members who attend the monthly meetings also receive a **Factsheet**, containing information about new groups starting and groups looking for new members including factual news about u3a current activities, including forthcoming events. All these papers are on the website so even if members do not attend the Monday meetings, they can still access them.

Our Facebook page, which started during lockdown, has been a powerful medium to showcase the many activities in which members have participated. These include activities and pictures of the Social Outings, Christmas concert performance and the many happy walkers, to name but a few, investing in their health and wellbeing in the beautiful Bedfordshire countryside.

Third Age Trust (TAT) AGM 2023

In October the Dunstable u3a Chair and Secretary participated in the TAT AGM via Zoom. The AGM was chaired by Liz Thackray current Chair, who steered us through the formalities. It was important to learn about the many developments being considered or already in the pipeline. Developments such as the expansion of Beacon (the membership database) and its integration within the new website structure will have an impact throughout u3as well into the future.

East of England Representation.

The newly elected trustee for the East of England Maurice Austin, visited us, attended a members Monday meeting and subsequently stayed as a visitor for the regular committee meeting. He shared with us the forthcoming plans for separating the u3a Board of Trustees and the Council of Representatives. This proposal will be voted on at the October 2024 AGM at which Dunstable u3a have 3 votes by virtue of our membership size.

Financial Management

Following the closure of the Dunstable NatWest bank branch Dunstable u3a decided to change its bank accounts from NatWest bank to Lloyds Bank which still has a physical Dunstable branch.

Our Treasurer advised that we keep the NatWest bank account open for the time being, which was fortuitous as many members used this old bank account to renew their 2024 membership. The formalities of changing a bank account are torturous but the transfer has gone smoothly and staff at Lloyds have been welcoming and helpful.

Many of our financial transactions are now done online and this year saw this increase to:

- 80% of all membership renewals were done online.
- 80% of the Social Trip payments are now made at Monday meetings, using the Sum-up card machine.
- 99% of all payments made by the treasurer are by bank transfer.
- 96% of all group income & expenditure is operated online through the main account.

We have continued to manage our members' fees in a prudent manner with all purchases having to pass a 'value for money' test. To that end we were able to hold the annual membership fee at £12.00 in 2023/2024. We have reduced our bank reserve in line with the Charity Commission 'best practice' advice. However, to cover our inflationary operational costs, we have proposed a modest increase in the 2025/2026 membership fee to £15.00. This still represents a fee £1.50 less than what it was in 2019 the pre-Covid year.

The 2023-24 Annual Accounts form part of these AGM documents circulated to the membership and you will see that we hold a healthy financial reserve. Many of our operational costs are increasing but suffice to say we still finish this year in a strong financial position.

Independent Examiner of Charity Accounts.

Due to the retirement of our previous Independent Examiner, we have had to change our provider of this mandatory service. Following three quotes we selected Hancock & Hastings Limited, Accountants, Registered Office: 4 Carlisle Close, Dunstable, Bedfordshire, LU6 3PH. Our accounts have been examined by Hancock & Hastings Accountants and their report forms part of the AGM technical papers circulated to the membership prior to the 2024 AGM.

Role of Trustees

Dunstable u3a is fully compliant with the requirements of our Constitution (formally adopted on 21st June 2021) and the model Trustee Code of Conduct which outlines the 6 main duties expected from Trustees in performance of their role. (The Charity Commission essential trustee guidance)

In line with the advice from Third Age Trust (TAT) the following policies have been reviewed and formally adopted by the committee in November 2023

- Members Code of Conduct
- Trustees Code of Conduct
- Disciplinary Procedure
- Complaints Procedure
- Safeguarding Policy
- Data Protection Policy
- Privacy Policy
- Grievance Policy.

This has been a difficult year when we experienced unusual turnover with the recruitment and retention of trustees. Thanks to the generosity of time given by all the current trustees we have been able to continue providing all the services. Thanks also go to Sally Clark for standing in for the Group Liaison Officer who was indisposed for a short period. The past few months have been a nervy time when recruitment of replacement trustees was slow but the response from several Red Alert letters resulted in a valiant response from members. So, as we go forward towards the AGM, we are fortunate to have a keen and eager group of members hoping to be elected and form the next committee.

Nominees:

Please note the following nominees for election at the 2024 AGM, plus the members who proposed and seconded them.

Trustee Position

Membership Number

Officers

Chair

Frank Shaw:		D2829
Proposer:	Bernie Naughton	D2335
Seconder:	Pat Boulton	D2504

Vice-Chair

Vacancy	D
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Treasurer

Michael Dance	D2869
Proposer: Christine Adams	D2353
Seconder: Nick Porter	D2654

Secretary

Bob McGee	D2771
Proposer: Victor Clinton Dove	D2758
Seconder: Bernie Naughton	D2335

Trustees

1) Sue Porter	D2653
Proposer: Dorothy Hodder	D2280
Seconder: Nick Porter	D2654
2) Gail Dance	D2870
Proposer: Christine Adams	D2353
Seconder: Nick Porter	D2654
3) Elizabeth Anderson	D1998
Proposer: Timothy Anderson	D1997
Seconder: Dorothy Hodder	D2280
4) Timothy Anderson	D1997
Proposer: Elizabeth Anderson	D1998
Seconder: Dorothy Hodder	D2280
5) David Courtenay	D2880
Proposer: Bernie Naughton	D2335
Seconder: Nick Porter	D2654

Looking to the future

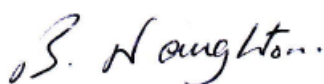
Dunstable u3a is a vibrant, thriving self-help organisation which provides members with numerous opportunities to keep on learning, experimenting and finding activities that keep the brain and body fit and healthy.

It is a well-established and purposeful organisation now in its 25th year since inauguration. It is financially strong and provides excellent value for money, social & educational services for its members. With a membership of 754 members and a strong committee we can offer security and further development. The incoming committee will have new ideas and will aim to recruit both members and leaders to sustain its growth and popularity in the future.

The highlight of 2024 will be the planned 25th Anniversary celebrations in September, when we unveil and showcase the best of what Dunstable u3a has to offer its members and provide a memorable event which we aim to share with the population of Dunstable.

Approved by the Trustees and signed on their behalf by

May 2024

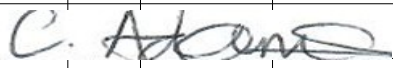
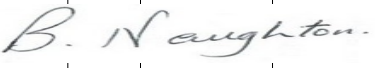


Bernie Naughton. Chair

UNIVERSITY OF THE THIRD AGE (DUNSTABLE) Charity no. 1079444					
Receipts and Payments Account Dunstable U3A Main Account					
for the period from 1st April 2023 to 31st March 2024					
		2023		2024	
		£		£	
Receipts					
Group Support		35,568.83		34,839.70	
Inactive group balances		3,260.39		44.00	
Gift Aid		957.17		1,076.28	
Membership for year Jan-Dec 2023 (from Membership Account)		6,944.95		10,270.50	
Sales of u3a diaries		138.50		116.00	
Miscellaneous		130.75		108.00	
Total receipts		47,000.59		46,454.48	
Payments					
Group support		37,618.68		32,648.07	
Third Age Trust membership subscriptions		3,264.00		3,168.00	
Third Age Trust mailing		957.52		1,170.59	
Beacon & licences		880.00		868.00	
Trustee expenses		258.22		247.93	
Stationery		471.28		481.66	
Postage		1,085.74		1,060.25	
Toners/Cartridges		2,112.86		2,283.28	
Monthly Speakers		1,090.00		966.80	
Printing		4.50		1,082.24	
Zoom		28.78			
Purchase of u3a diaries		220.26		197.99	
Advertising in The Vine		460.00			
Account Examiner fee		200.00		200.00	
Third Age Trust meetings		102.75			
Hall hire & catering		3,417.63		4,837.37	
Miscellaneous		-		254.11	
<i>Payments sub total</i>		<i>52,172.22</i>		<i>49,466.29</i>	
Asset purchases		835.58		531.55	
Total payments		53,007.80		49,997.84	
Net of receipts/(payments)		-6,007.21		-3,543.36	
Cash funds last year		37,626.09		31,618.88	
Cash funds this year (as per Beacon accounts)		<u>31,618.88</u>		<u>28,075.52</u>	

UNIVERSITY OF THE THIRD AGE (DUNSTABLE) Charity no. 1079444					
Statement of Assets and Liabilities Dunstable U3A Main Account					
	31st March 2023			31st March 2024	
	£	£		£	£
Current Account					
Balance b/f at 1st April	37,626.09			31,618.88	
Receipts	47,000.59			46,454.48	
Less: Payments	53,007.80			49,997.84	
Current Account Total		31,618.88			28,075.52
REPRESENTED BY:		£			£
Cash in Main Current account					
		31,618.88			28,075.52
Bank reconciliation:					
Balance per bank statement at 31st March 2024	31,478.88				28,556.52
Plus: Outstanding deposits	140.00				600.50
	31,618.88				29,157.02
Less: Outstanding payments					-1,081.50
As per accounts at 31st March 2024	31,618.88				28,075.52
UNIVERSITY OF THE THIRD AGE (DUNSTABLE) Charity no. 1079444					
Income and Expenditure Account Dunstable U3A Membership Account					
for the period from 1st April 2023 to 31st March 2024					
	2023			2024	
	£	£		£	£
Income					
Membership receipts (1st April 2023-31st December 2023)					
Gross receipts	909.50			2,844.50	
Less: bank fees for card payments (SumUp)	2.24	907.26		3.00	2,841.50
Membership receipts (1st January 2024 to 31st March 2024)					
Gross receipts	7,369.08			7,312.98	
Less: bank fees for card payments (SumUp)	15.33	7,353.75		17.51	7,330.49
Membership receipts 1st April 2023 - 31st March 2024 (including donations of £.00)		8,261.01			10,171.99
Statement of Assets and Liabilities Dunstable U3A Membership Account					
	31st March 2023			31st March 2024	
Balance b/f 1st April 2023		6,037.69			7,353.75
Plus receipts 1st April 2023 - 31st March 2024		8,261.01			10,171.99
Less: Membership receipts for year 1st Jan 2023 - 31st Dec 2023 (transferred to Dunstable U3A Main account)		6,944.95			10,270.50
Balance as per bank 31st March 2024		7,353.75			7,255.24
Bank reconciliation:					
Balance per bank statement at 31st March 2024					6,979.24
Plus: Outstanding deposits					276.00
As per accounts at 31st March 2024					7,255.24
<i>B. Naughton.</i>			<i>C. Adams</i>		

UNIVERSITY OF THE THIRD AGE (DUNSTABLE) Charity no. 1079444						
Receipts and Payments Account Dunstable U3A Social Account						
for the period from 1st April 2023 to 31st March 2024						
		2023			2024	
		£	£		£	£
Income by trip						
Cambridge						
Brighton		759.00				
Bletchley Park		1,023.50				
Canons Ashby		831.00				
William Morris		735.00				
Cheltenham		735.00				
Stamford					1,760.00	
Ely					950.00	
Hook Norton					1,309.00	
London Lights					2,190.00	
Lincoln					1,049.00	
Newmarket					1,477.00	
Brighton					736.00	
Coton Manor					260.00	
		4,083.50			9,731.00	
Expenditure by trip						
Cambridge		710.00				
Brighton		747.46				
Bletchley Park		1,018.00				
Canons Ashby		813.67				
William Morris		706.27				
Cheltenham		7.56			769.00	
Stamford					1,741.15	
Ely					931.66	
Hook Norton					1,349.84	
London Lights					2,182.19	
Lincoln					1,017.72	
Newmarket					16.37	
Brighton					6.30	
Coton Manor					3.40	
Voulez Vous deposit					50.00	
		4,002.96			8,067.63	
Transfer to Main account						
General expenses		23.05			31.08	
		4,026.01			8,098.71	
Surplus for the year (net of receipts/payments)			57.49			1,632.29
Statement of Assets & Liabilities Dunstable U3A Social Account						
		31st March 2023			31st March 2024	
		£	£		£	£
Current Account						

Balance b/f at 1st April 2023		1,033.36			1,078.90	
Plus Petty Cash at 1st April 2023		92.44	1,125.80		104.39	1,183.29
Receipts			4,083.50			9,731.00
Less payments			-4,026.01			-8,098.71
			<u>1,183.29</u>			<u>2,815.58</u>
Represented by :						
Cash in Social bank account			1,078.90			2,726.27
Cash held in Petty Cash			104.39			89.31
			<u>1,183.29</u>			<u>2,815.58</u>
Dunstable U3A Accounts prepared by Christine Adams, Trustee:			Signature			
						
Chair, Dunstable U3A, Bernadette Naughton:			Signature			
						
Date:						
		Page 3				

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Section A

Independent Examiner's Report

Report to the trustees

Charity Name

University of the Third Age (Dunstable)

On accounts for the year
ended

31 March 2024

Charity no
(if any)

1079444

Set out on pages

1 - 8

(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 31/03/2024.

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:

A Hancock

Date:

23/05/2024

Name:

Amy Claire Hancock

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

FCCA

Address:

4 Carlisle Close

Dunstable, Beds

LU6 3PH

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.

N/A