

# Trustees' Annual Report for the period

Period start date  
**From** Day 1st Month April Year 2023  
 Period end date  
**To** Day 31st Month March Year 2024

## Section A Reference and administration details

Charity name Waterloooville u3a

Other names charity is known by

Registered charity number (if any) 1116807

Charity's principal address 52 Bushy Mead

Widley

Waterlooville

Postcode

PO7 5DY

### 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	Mark Dancey	Chair		
2	Kevin Stock	Membership Secretary		
3	Vicki Mottershead	Social Account Assistant Treasurer		
4	Lynda Moore	Secretary		
5	Glen Bush	Social Account Treasurer		
6	Peter Arnold	Treasurer		
7	Hilary Ryan	Speaker Secretary		
8	Barbara Legg	Groups Liaison		
9	Linda Hugo-Vieten	Ex-Portsdown u3a Chair	January 2024 – March 2024	
10	Anthony Paul	Ex-Portsdown u3a Treasurer	January 2024 – March 2024	
11				
12				
13				
14				
15				
16				
17				
18				
19				

**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)	Formed as part of the National Third Age Trust organisation
Trustee selection methods (eg. appointed by, elected by)	Nominated and seconded by members and voted by members at Annual General Meetings

**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.

Policies:

- Bullying and harassment policy and procedures
- Complaints handling policy and procedures
- Engaging external speakers policy and procedures
- Financial reserves policy and procedures
- Internal financial controls policy and procedures
- Risk management policy and procedures
- Safeguarding policy and procedures
- Safeguarding vulnerable beneficiaries
- Serious incident reporting policy and procedures
- Social media policy and procedures
- Trustee conflicts of interest policy and procedures
- Trustee expenses policy and procedures
- Disciplinary procedure
- Equal opportunities
- Data protection policy
- Privacy policy
- Code of practice - accessibility for members who have a disability
- Grievance procedure
- Health and safety policy

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

To advance the education of the public and in particular the education of older people no longer in full time gainful employment in Waterloooville and its surrounding locality.

The provision of facilities for leisure time and recreational activities with the object of improving the conditions of life for the above persons in the interests of their social welfare. The u3a is for enjoyment as well as ongoing education and personal development as it promotes friendship and can reduce isolation. It is open to all as non political and non religious.

### 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 following activities managed by the Trustees of Waterloooville u3a reflect the requirements of the guidance issued by the Charity Commission on public benefit:

#### Education/training

Eg. languages, local history, archaeology, cookery

#### Arts/culture/heritage/science

Eg. Art history, science, maths problem solving

#### Recreation

Eg. Board games, reading groups, learning guitar, singing

#### Amateur sport

Eg. Badminton, pilates, walking groups, tai chi

In total there are over 90 interest groups running successfully within Waterloooville u3a.

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

Waterlooville U3A's purpose is the advancement of education of older people and those who are retired or semi-retired, by all means, including intellectual, cultural, creative, physical and leisure interests. These activities encourage positive ageing, and provide fulfilment and personal enrichment. The U3a operates in Waterloooville and its surrounding area.

WU3A is an unincorporated association operating under a constitution (as revised July 2024) governed and managed by an Executive Committee of Trustees. Such Trustees are appointed at Annual General Meetings, although up to two others may be co-opted when a vacancy occurs, subject to confirmation at the next General Meeting.

WU3A is a member of a national body known as the Third Age Trust, to which many area associations-



U3As operate in many areas of UK who share similar objectives to WU3A.

Accounts and Policy on Reserves Accounts are maintained on a Receipts and Payments Cash basis. The principal source of income is membership subscriptions.

Funds are used to provide core facilities for the operation of Wu3a including the provision of support from the national u3a organisation. This includes hall rental for meetings, an annual open day and payments to external speakers. Overheads for the administration of the organisation of more than 930 members include IT services, stationery, printing, postage and limited travel.

Most personal development activities take place within the interest groups which are self-financing with their participants contributing financially when necessary but some grants from Wu3a funds are awarded to encourage new membership and interest groups.

The Trustees determine the level of reserves to be held from time to time based on prudent assessment of financial risk, the level set currently at £8,800 once all known liabilities have been provided for.

The accounts as approved by the Independent Examiner, and subsequently formally approved by the Trustees and by the membership, are submitted with this Trustee's report together with the Charity Commission proforma CC16a and the Independent Examiner's report signed on behalf of all Trustees.

Volunteers from the membership assist with social events, monthly meetings and coffee mornings. Sometimes during the membership season a small number of existing members can be co-opted to assist with the workload.

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

## Section D

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

Negotiations commenced in September 2023 on the absorption of members from neighbouring Portsdown u3a which was forced to close due to the lack of committee volunteers.  
143 Portsdown u3a members transferred to Waterloooville u3a on very favourable terms including 19 interest groups. The Portsdown Chair and Treasurer joined the Waterloooville u3a committee as additional trustees in January 2024.  
Membership of Waterloooville u3a stands at 931 members.

Activities during the year were:

A full programme of speakers at the monthly general meetings.

A Beetle Drive attended by 50 members.

Two successful Quiz evenings attended by over 100 members.

A Barn Dance attended by 69 members, musical group and catering.

An Open Day displaying many interest groups that attracted new members.

A Thank You event held for all committee members, group co-ordinators and regular helpers.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

#### Reserve policy:

The level of reserves maintained at the start of each financial year should be at least 3 months net expenditure on main account expenditure items. This is computed annually as 25% of most recent accounts relevant net main account expenditure.

### Details of any funds materially in deficit

### 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.

#### Principal sources of funds:

Membership subscriptions currently £15 per annum or £25 for a shared household for 2 people.

Grants obtained from the Trust for Open Days.

Visitors fees at £3 per visit.

## Section F

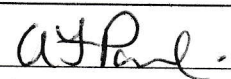
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	A.F. PAUL	
Position (eg Secretary, Chair, etc)	J. I. Moore	LYNDA MOORE
Date	13/8/24.	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Waterlooville u3a**

No (if any)  
**1116807**

## Receipts and payments accounts

CC16a

For the period from  
**1st April 2023**

To

31st March 2024

### 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>					
Main Account (includes subscriptions £13597)	16,677	-	-	16,677	16,145
Deposit Account	96	-	-	96	40
Social (Groups) Account	30,028	-	-	30,028	25,431
Subscription Account	15	-	-	15	-
Self Reporting Groups	1,573	-	-	1,573	1,651
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>48,389</b>	<b>-</b>	<b>-</b>	<b>48,389</b>	<b>43,267</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>48,389</b>	<b>-</b>	<b>-</b>	<b>48,389</b>	<b>43,267</b>
<b>A3 Payments</b>					
Main Account	14,962	-	-	14,962	17,325
Deposit Account	-	-	-	-	3,000
Social (Groups) Account	27,575	-	-	27,575	24,291
Self Reporting Groups	1,569	-	-	1,569	1,803
SR Adjusts	156	-	-	156	-
Subscription Account	-	-	-	-	459
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>44,262</b>	<b>-</b>	<b>-</b>	<b>44,262</b>	<b>46,878</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>44,262</b>	<b>-</b>	<b>-</b>	<b>44,262</b>	<b>46,878</b>
<b>Net of receipts/(payments)</b>	<b>4,127</b>	<b>-</b>	<b>-</b>	<b>4,127</b>	<b>- 3,611</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>13,337</b>	<b>-</b>	<b>-</b>	<b>13,337</b>	<b>16,949</b>
<b>Cash funds this year end</b>	<b>17,464</b>	<b>-</b>	<b>-</b>	<b>17,464</b>	<b>13,337</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 £
B1 Cash funds	NatWest Current Account	2,290	-	-
	Cash in Hand	-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>2,290</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Ok	Ok	Ok

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	NatWest Reserve Account	7,204	-	-
	NatWest Social Account	7,829	-	-
	NatWest Subscription Account	15	-	-
	Retained by Groups	127	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>A. F. Paul</i>	A. F. PAUL	13/08/24
<i>L. I. Moore</i>	L. I. MOORE	13/8/24



## Independent Examiner's Report

To Trustees and Members of Waterloooville u3a  
on the accounts for the year ending 31<sup>st</sup> March 2024

I report to the trustees on my examination of the accounts for the year ended 31<sup>st</sup> March 2024. As charity trustees you are responsible for the preparation of accounts in accordance with the Charities Act 2011.

I report in respect of my examination of Waterloooville u3a's Statement of Income and Expenditure for the said year and in the summary of accounts in form CC16a. I have carried out the examination in accordance with the Directions given by the Charity Commission under S145(5)(b) of the Act and I confirm that no material matters have come to my attention which give me cause to believe that, in any material respect:

accounting records were not kept appropriately; 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.

Signed: *P C Chalmers*

Date: *9<sup>th</sup> July 2024*

Name: Patricia C Chalmers

Relevant qualifications; BSc Maths(Glasgow), lifetime of teaching IT.

Address: 6 Foxes Close

Waterlooville

PO7 7JH