



## Trustees' Annual Report for the period

|                   |            |                 |              |    |             |                |              |
|-------------------|------------|-----------------|--------------|----|-------------|----------------|--------------|
| Period start date |            | Period end date |              |    |             |                |              |
| From              | Day<br>1st | Month<br>April  | Year<br>2024 | To | Day<br>31st | Month<br>March | Year<br>2025 |

### Section A Reference and administration details

Charity name

Waterlooville u3a

Other names charity is known by

Registered charity number (if any) 1116807

Charity's principal address 52, Bushey 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  | Robert Stansbury  | Chair                                   | October 2024                      |   |
| 2  | Linda Hugo-Vieten | Membership Secretary                    | October 2024                      |   |
| 3  | Vicki Mottershead | Subscribers Account Assistant Treasurer |                                   |   |
| 4  | Lynda Moore       | Secretary                               |                                   |   |
| 5  | Glen Bush         | Social Account Treasurer                |                                   |   |
| 6  | Anthony Paul      | Treasurer                               |                                   |   |
| 7  | Hilary Ryan       | Speaker Secretary                       |                                   |   |
| 8  | Kevin Stock       | Groups Liaison                          | October 2024                      |   |
| 9  | Angela Chapman    | Operations                              | October 2024                      |   |
| 10 |                   |   |                                   |   |
| 11 |                   |   |                                   |   |
| 12 |                   |   |                                   |   |
| 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)**

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

**Description of the charity's trusts**

|   |   |
|---|---|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution  |
| How the charity is constituted<br>(eg. trust, association, company) | Formed as part of the National Third Age Trust organisation                       |
| Trustee selection methods<br>(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 Waterlooville 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

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

Membership of Waterloooville u3a stands at 1030 members.

Activities during the year were:

A full programme of speakers at the monthly general meetings held at both venues Cosham and Waterloooville.

A Quiz evenings attended by over 100 members.

A Barn Dance attended by 72 members, musical group and catering.

An Open Day displaying many interest groups that attracted 17 new members.

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

A Xmas meal at the local golf club attended by 81 members.

## 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)                        | <i>AJ Paul</i> | <i>L. I. Moore</i>        |
| Full name(s)                        | Anthony Paul   | L. I. MOORE               |
| Position (eg Secretary, Chair, etc) | Treasurer      | Secretary &<br>Vice Chair |
| Date                                | 17/07/25       |                           |





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

Waterlooville u3a

Uo (if any)

1116807

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1st April 2024

To

Period end date  
31st March 2025

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest £ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |   |  |                                 |                               |
| Main Account Includes subscriptions of £12349         | 18,540                                    | -                                       | -                                      | 18,540                          | 16,677                        |
| Deposit Account                                       | 1,723                                     | -                                       | -                                      | 1,723                           | 96                            |
| Social (Groups) Account                               | 33,654                                    | -                                       | -                                      | 33,654                          | 30,028                        |
| Subscription Account                                  | 16  | -                                       | -                                      | 16                              | 15                            |
| Self Reporting Groups                                 | 847                                       | -                                       | -                                      | 847                             | 1,573                         |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>54,780</b>                             | <b>-</b>                                | <b>-</b>                               | <b>54,780</b>                   | <b>48,389</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>54,780</b>                             | <b>-</b>                                | <b>-</b>                               | <b>54,780</b>                   | <b>48,389</b>                 |
| <b>A3 Payments</b>                                    |   |   |  |                                 |                               |
| Main Account  | 19,572                                    | -                                       | -                                      | 19,572                          | 14,962                        |
| Deposit Account                                       | -   | -                                       | -                                      | -                               | -                             |
| Social (Groups) Account                               | 34,481                                    | -                                       | -                                      | 34,481                          | 27,575                        |
| Self Reporting Groups                                 | 825                                       | -                                       | -                                      | 825                             | 1,569                         |
| SR Adusts   | -   | -                                       | -                                      | -                               | 156                           |
| Subscription Account                                  | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>54,878</b>                             | <b>-</b>                                | <b>-</b>                               | <b>54,878</b>                   | <b>44,262</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>54,878</b>                             | <b>-</b>                                | <b>-</b>                               | <b>54,878</b>                   | <b>44,262</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>(97)</b>                               | <b>-</b>                                | <b>-</b>                               | <b>97</b>                       | <b>4,127</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>17,464</b>                             | <b>-</b>                                | <b>-</b>                               | <b>17,464</b>                   | <b>13,337</b>                 |
| <b>Cash funds this year end</b>                       | <b>17,368</b>                             | <b>-</b>                                | <b>-</b>                               | <b>17,368</b>                   | <b>17,464</b>                 |

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

| Categories    | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | NatWest Current Account                                | 1,258                              | -                                | -                               |
|               | Cash in Hand   | -                                  | -                                | -                               |
|               |  | -                                  | -                                | -                               |
|               | <b>Total cash funds</b>                                | <b>1,258</b>                       | <b>-</b>                         | <b>-</b>                        |
|               | (agree balances with receipts and payments account(s)) |                                    |                                  |                                 |

|                          | Details                      | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|--------------------------|------------------------------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | NatWest Reserve Account      | 8,927                              | -                                | -                               |
|                          | NatWest Social Account       | 7,003                              | -                                | -                               |
|                          | NatWest Subscription Account | 31                                 | -                                | -                               |
|                          | Retained by Groups           | 149                                | -                                | -                               |
|                          |                              | -                                  | -                                | -                               |
|                          |                              | -                                  | -                                | -                               |

|                      | 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 | 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  | 15/07/25         |
| <i>H.I. Moore</i> | H.I. MOORE | 17/7/25          |



## Independent Examiner's Report

To Trustees and Members of Waterloooville u3a  
on the accounts for the year ending 31<sup>st</sup> March 2025

I report to the trustees on my examination of the Current Account for the year ended 31<sup>st</sup> March 2025. 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 Current Account 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:  Date: 2/5/25

Name: Margaret Stanger

Relevant qualifications; Treasurer Havant u3a

Address: 1 Talbot Close Bedhampton PO9 3HS

## Independent Examiner's Report

To Trustees and Members of Waterloooville u3a  
on the accounts for the year ending 31<sup>st</sup> March 2025

I report to the trustees on my examination of the Social Account for the year ended 31<sup>st</sup> March 2025. 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 Social Account 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:



Date: 7/5/25

Name: Peter Arnold

Relevant qualifications; Ex-Treasurer Waterloooville u3a 2 years

Address: 18, Fielder Court, Stakes Road, Waterloooville, PO7 5LA