

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	08	2024		31	07	2025

Section A Reference and administration details

Charity name

Shoreham & Southwick U3A

Other names charity is known by

Registered charity number (if any) 1117982

Charity's principal address

16D Ham Road

Shoreham by Sea

West Sussex

Postcode

BN43 6PA

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	Susan Lawrence	Chair		
2	Karen Hewitt	Vice Chair		
3	Joanne Matthews	Treasurer		
4	Lesley Scarff	Secretary	29 November 2024	
5	Ross Workman			
6	Laura Watson			
7	Sheila Brady			
8	Liz Gibbs		11 February 2025	
9	Lesley Mason		29 November 2024	
10	Frances Olivier Kay		11 March 2025	
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)

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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 adopted 24 November 2006 as amended on 29 June 2018 as amended on 21 September 2018 as amended on 29 June 2018 as amended by resolution dated 17 November 2023

How the charity is constituted
(eg. trust, association, company)

Unincorporated association

Trustee selection methods
(eg. appointed by, elected by)

Trustees are appointed or reappointed annually at the Annual General Meeting held in November

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.

Membership is open to people no longer working and residing in the Shoreham and Southwick locality.

The trustees oversee the day to day running of the Charity with reference to advice and resources from the National U3A. Trustees regularly seek the views of members. All Trustees give their time voluntarily and received no remuneration or other benefits.

Activity groups are run by members this can be in member homes, outside venues or community venues where rooms are rented.

Policies include:

- Bullying and harassment policy and procedures
- Complaints policy and procedures
- Engaging external speakers at charity events policy and procedures
- Financial reserves policy and procedures
- Internal charity financial controls policy and procedures
- Internal risk management policy and procedures
- Risk management
- Safeguarding policy and procedures
- Serious incident reporting policy and procedures
- Trustee conflicts of interest policy and procedures
- Trustee expenses policy and procedures

This charity does not own and/or lease land or property

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

The advancement of 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, in Shoreham, Southwick and the surrounding district.

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)

In planning our activities for the year, we kept in mind the Charity commission's guidance on public benefit at our trustee meetings.

We aim to advance education for people not in full time employment with the study of a variety of topics, organised, led, and where applicable researched by the members. Provide the opportunity to pursue learning for sheer enjoyment. Provide the facilities for leisure time and recreational activities with the object of improving the conditions of life for older people in the interests of social welfare.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are grateful for the many hours that volunteers, including member volunteers, spend in coordinating activity groups, supporting with organisation or development of new groups and activities and supporting the organisation of the monthly meetings. Without the input of members' time, energy and expertise the Shoreham & Southwick U3A would not be able to continue to flourish and grow.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The past twelve months have seen many changes and improvements for our u3a, with an expansion in our interest groups and steady membership numbers. This has been made possible by the time and effort of all our volunteers, and our sincere thanks go to them all for keeping our u3a so vibrant and interesting.

We held a special 'Thank You' event for all volunteers on 17 October – a social afternoon with tea and cakes at The Barn Theatre in Southwick. The event was very well attended and proved a great success.

Our annual Open Day on 6 June 2025 at The Shoreham Centre gave all existing groups the opportunity to display their activities and talk to those interested in discovering more. Members were able to select groups for the next session beginning in September, and potential new members could see what we have on offer. Over 50 new members signed up on the day, showing how impressed they were by the range and scope of our interest groups. Members were also able to renew their membership on site, which many took advantage of.

We currently have 650 members and 88 interest groups (October 2025). Nine new groups started in the past 12 months: Chess, Daytime Disco, Encaustic Wax Painting, Knit and Natter 2, Life Story 2, Mahjong 3, Murder Mystery Books 5, Quizzes, and Walking 4.

We have also had several Pop-Up Groups in the past year, including a film screening of 'Six Inches of Soil' and Getting to Know Tech (1–4) and Shoreham Banking Hub Information Events, all of which have proved both popular and practical additions to our programme.

Our well-attended Friday Monthly Events continue to attract around 100 people, with a full programme of illustrated talks and music.

We have been able to renew and replace some of our equipment for use by interest groups and at Monthly Friday Events. The storage facility for our equipment at The Shoreham Centre is regularly monitored, and a new storage cupboard has been purchased, improving access and organisation.

Thanks also to all those on the Committee for their hard work and commitment over the past year. The level of skill, teamwork and good humour keeps us all on track.

The Committee has seen some changes in personnel during the past year and three new members were co-opted onto the Committee and will be seeking election at this AGM.

The Chair and Vice Chair will be standing down at the AGM as it is the end of their three year term of office, as required in the Constitution.

Section E

Financial review

Brief statement of the charity's policy on reserves

Cash at the bank at 31.07.2025 was £16381 in unrestricted funds. The main financial risk to the charity is loss of income from membership subscriptions. We aim to hold funds to cover 6 months of operational costs in the event of loss of income and to meet any unforeseen expenditure that may occur. We are currently budgeting to reduce our reserves in a sensible planned manner (about -£3k in 25-26)

Details of any funds materially in deficit

Not applicable

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.

Our main source of funding is membership subscription. The increase in the number of members and groups meeting in paid venues, and the collection of room fees from members, has been a major task for our Group Coordinators and Treasurer, with a significant amount of cash being collected each week. After a great deal of research and following a membership-wide consultation, we introduced a new membership fee structure in June 2025. We now have an inclusive membership fee at two levels:

- Full Membership (£45 per annum) – giving access to all groups and events.
- Limited Membership (£20 per annum) – giving access to groups in unpaid venues (e.g. members' homes, cafés, pubs) plus the Monthly Friday Event and Pop Up Groups.

We are open to supporting members, who are struggling financially by subsidising membership where appropriate. We always aim to keep membership fees as low as possible.

Section F Other optional information

The Committee continues to work on succession planning for our u3a and encourages members who would like to learn more about the roles and responsibilities of Committee members, officers and group coordinators to get in touch. Our u3a is based on participation and sharing, and it can only continue if members are willing to put in time and effort to keep us going. It can be great fun and very rewarding work. We aim to be a friendly and welcoming team, all working towards providing an atmosphere where we "live, laugh and learn" together.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

SLawrence

Full name(s)

Susan Lawrence

Position (eg Secretary, Chair, etc)

Chair

Date

23.10.2025

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st JULY 2025

	2024/25	2023/24
	£.p	£.p
RECEIPTS		
Subscriptions received for the year	12,531.48	9,225.79
Contributions to:		
Friday monthly meetings	2,031.17	2,202.21
Group meetings	13,580.60	10,875.20
Donations	0.00	119.23
Reserve account interest	184.33	128.12
Gift Aid	1,503.10	928.83
Total receipts	29,830.68	23,479.38
PAYMENTS		
Speaker Fees- Monthly meetings	1,130.10	1,478.45
Room Hire (Groups & Monthly Meetings etc)	14,934.50	12,969.63
Printing & Stationery (includes Newsletters)	1,686.65	1,215.32
Postage	650.03	754.19
Refreshments	1,514.33	1,427.58
Equipment	1,017.87	2,414.52
Licences & Fees	1,447.93	1,653.96
Affiliations	2,772.00	2,424.00
U3A Magazine Mailshot	1,910.56	1,548.76
Miscellaneous	157.93	189.25
Group support	467.78	350.10
SUM UP /Bank Charges	13.42	0.00
Total payments	27,703.10	26,425.76
RECEIPTS LESS PAYMENTS FOR YEAR	2,127.58	-2,946.38
Trips, Outings & Theatre Group	0.00	0.00
Excess of Expenditure over Income for the year	2,127.58	-2,946.38
Reserves at beginning of the year	14,253.25	17,199.63
Reserves at end of the year	16,380.83	14,253.25

BALANCE SHEET AT 31 JULY 2025

	£.p	£.p	£.p	£.p
Assets:				
Bank accounts:				
Current	9,637.01		4,386.86	
Membership	23,062.40		10,818.38	
Reserve	15,836.82	48,536.23	12,152.49	27,357.73
Cash float for Friday Events		50.00		50.00
SUM UP pending CIH		50.00		0.00
Cash in hand		0.00		22.00
Total Assets		48,636.23		27,429.73
Liabilities:				
Creditors and accruals:				
Subscriptions and donations in advance	23,062.40		10,818.38	
Trips & Outings	8,811.00		0.00	
Gift Aid 2024	0.00		1,503.10	
Other creditors	382.00		855.00	
		-32,255.40		-13,176.48
Total Assets less Liabilities		16,380.83		14,253.25

Shoreham & Southwick u3a owns various items of audio/visual, IT equipment & activities equipment.
All equipment is expensed on purchase.

All receipts reported are unrestricted.

Jo Matthews
Treasurer

I have examined the above statements, without audit, from the books and vouchers supplied together with such further information and explanations as I required.


Tony Bourne
Independent Examiner



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity's Name

Shoreham & Southwick U3A

On accounts for the year
ended

31/07/2025

Charity no
(if any)

1117982

Set out on pages

1 & 2
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 07 / 2025**.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

23 October 2025

Name:

Anthony Alfred Bourne

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

Address:

10 Nursery Close, Shoreham-by-Sea, West Sussex, BN43 6GJ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.