



Annual report for the twelve months to 31st August 2024

Registration

The Charity Commission (CC) registered Hartley Wintney & District u3a on 24th November 2008 as Charity No. 1126887.

Name and Address

The Charity's Name is "Hartley Wintney & District u3a", also known as HWu3a. The principal office of the Charity is 34 Pool Road, Hartley Wintney, Hook, RG27 8RD.

Current Trustees

Steve Frazer (Chairman)
Richard Springett (Vice Chairman)
Dave Skellern (Treasurer)
Fiona Sweeney (Secretary)
Angela Sheppard (Membership Secretary)
Sheila Robertson
Clive Stokes (Speaker Secretary)
Tony Woods (Group Liaison)

During the year from 1st September 2023:

- Jill Cornwell resigned and formally stood down as a Trustee and Webmaster at the November 2023 AGM. Jill has continued to provide support in various areas but as a non-Committee member.
- Bob Blightman has taken over many of Jill Cornwell's responsibilities for the IT elements but as IT/Tech Lead in a Support Service role rather than as a Trustee on the Committee.
- Ann Moorcroft resigned in June 2024 and stood down as a Trustee and General Member for Events on completion of a successful stall at the 2024 Hartley Wintney Festival.
- Appeals for a person to take on a role as Publicity and Communications Lead, following on from many of Jill Cornwell's other previous support activities, were unsuccessful although several members have more recently stepped up to assist in this area under a restructured Committee and Support Services team. (See below for more details.)

At the up-coming AGM on the 5th November 2024:

- Dave Skellern will be standing down as a Trustee and as Treasurer. He will continue to provide assistance until handover to his successor has been completed.
- Ivan Cresswell will be standing as a Trustee and as Treasurer.
- Steve Frazer will propose the adoption of a restructured governing organisation with a reduced number of Committee members, typically between five and seven Trustees focusing on governance and strategic matters, and with a new central group providing essential services and project support under the heading of Support Services. Lead members of this team will report to and work closely with the Committee supported in this task by a Trustee member taking on the new role of Support Coordinator. Note that individuals may serve both as a Trustee and a

support role.

Numbers and roles in the Support Services group are expected to fluctuate over time but, at present, eleven new names will be joining this group and/or the Committee.

- Jim Birchmore will be standing as a Trustee and for the new Committee role of Support Coordinator.
- Tony Woods will be standing down as a Trustee and Group Liaison member.
- Jane Thompson will be standing as Trustee and for the role of Group Support which will largely embrace the responsibilities of Group Liaison with some additional responsibilities.
- Angela Sheppard will be standing down as a Trustee and Membership Secretary. Jean Somerville has agreed to take up the role of Membership Secretary but in a Support Service Lead role rather than as a Trustee on the Committee. Veronica Millen has already started to assist with the check-in of members at the Monthly Meetings.
- Clive Stokes (Speaker Secretary) will be standing down as a Trustee but will largely continue in the Speaker Secretary role gradually handing over to Wendy Green who has already started providing support.
- Sheila Robertson will be standing down as a Trustee and General Member for Catering but will largely continue in the role working with current members of the u3a who provide the refreshments at the u3a Monthly Meetings, AGM and Renewals Meeting.

Governing Document

Our Governing Document is based on the u3a model constitution for England and Wales provided by the Third Age Trust to which we are affiliated. The reference number is 659/638/06; it was initially adopted on 5th March 2013 and subsequently updated following amendment by EGM in January 2019. The current version was approved and certified on the 8th January 2019.

At the up-coming AGM on the 5th November 2024 proposals are expected to be made to keep the main basis of the current constitution but to modify it, if and as required, to:

- allow greater flexibility of movement by Trustees between various roles in the Committee.
- allow greater flexibility of tenure by trustees allowing them to stand for re-election for extended terms.
- allow for proxy voting at HW u3a AGMs and EGMs thereby providing the opportunity of voting by members who might otherwise not attend these meetings and also making it simpler to reach the necessary quorum of members.

Risks

The Executive Committee considers that, in the case of HWu3a, the risks associated with our ongoing operation are either low or very low. The following areas of risk have been considered:

- **Financial** - It is considered that there is sufficient working capital to cover the types of financial risks that might be encountered in-year, for example:
 - inability to undertake a membership renewals process
 - low value cheques that could not be credited
 - failure of a facility that we use causing a more expensive venue to be substituted
 - failure of a capital asset leading to an unplanned replacement being purchased
- **Liabilities** - We have a full range of public liability and activity-based insurances; these are negotiated annually on our behalf by the Third Age

Trust. Any excesses to these insurances are well within the working capital of our organisation,

- **Fraud** – We have in place regular checks and balances by the Committee that should detect any internal or external fraudulent activity at an early stage. We also have our accounts examined by an appointed examiner at the end of each financial year.
- **Collapse of our Charity** – We are currently operating with a Committee of eight persons (minimum five, maximum eleven), all being Trustees. In common with many voluntary organisations, finding suitable volunteers to join the Committee, become Trustees and deliver all the necessary central services in a complete and appropriate way has often experienced difficulties. However, many members of our organisation have indicated that they would be prepared to assist in the running of the organisation in a less formal and demanding manner. Therefore, it is being proposed that the overall governing body (the Committee) be restructured into a smaller number of Trustees (between five and seven) but with many of the key central support activities being provided by a Support Services team who will report into the Committee mainly through a number of Lead members but with a flexible number of other members in the various disciplines delivering the support.

In addition, the Committee is also investigating making the changing of roles and the possible extension of tenures easier and the possibility of having some of form of backup roles, all aimed at reducing the possibility of 'single points of failure' within the organisation.

The Committee also intends to communicate better with the wider membership as to what functions and services are provided from the Committee and Support Services and how members can contribute.

The methods adopted for the recruitment and appointment of new trustees

Procedures for the recruitment and appointment of Trustees are defined in full in the current HWu3a Constitution. The Trustees (maximum eleven) are elected by members from amongst themselves at an Annual General Meeting, with the Executive Committee having the power to co-opt members to the Committee where a shortfall of Committee members needs to be addressed.

The 2024 Annual General Meeting is scheduled to be held on 5th November 2024 in accordance with the terms of the existing HWu3a Constitution.

Financial Review

In recent years the Trustees have diligently managed the reserves down to what your Committee consider to be a prudent level considering the potential costs for the coming year from such as the current cost of living and energy costs situation.

The Income & Expenditure (I&E) Accounts for 2023/24 are being independently examined and will be made available to members in time for approval by them at the Annual General Meeting. The reserves shown in the accounts show an increase of approximately £2,117, when compared to the 31st August 2023 level; the 2023 balance of £13,983 has grown to £16,100. The increase in reserves is due to a number of factors, including:

- Increased membership subscriptions due to an increased subscription from £15 to £17.
- Interest group income and expenditure have increased by around £7,000.

- Admin cost has reduced considerably:
 - no first aid training this year
 - reduced number of committee meetings in the Victoria Hall complex
 - much reduced cost of printing
 - cessation of 0345 number
 - much reduced cost of payments for Third Age Trust magazine (last year included payments for 2022 and 2023)
 - Christmas Lunch (cancelled) incurred no costs

offset in part by:

- No Gift Aid reclaimed this year due to operational difficulties.

Of the £7,146 membership subscriptions, approximately £6,300 relate to 2024-25 commencing 1st September 2024.

The second category of income for 2023-24 is Gift Aid, which is zero, but would have been approximately £750.

The central account holds balances for interest groups that currently amount to approximately £3,000.

Taking these key items into account, the underlying year-end balance is:

$$£16,100 - £6,300 + £750 - £3,000 = £7,550.$$

This is considered to be an adequate level of reserves going forward, equivalent to approximately one year's expenditure.

HWu3a benefits from "Charity Status for Tax Purposes" from the HM Revenue & Customs (HMRC) with an effective date of 10th November 2006 under reference XT22079, allowing Gift Aid payments to be made net of tax. Gift Aid is received annually from HMRC.

In accordance with the CC and HMRC requirements, all the Trustees have completed the "Fit and Proper Persons" test and signed the "Model Declaration" form as required of all persons having influence over the running of a charity or the application of its assets.

Public Benefit Statement

The topic has been discussed in Committee and we are able to declare that all the Charity Trustees have complied with their duty, in exercising their powers or duties, to have due regard to the guidance on public benefit published by the Charity Commission.

Summary description of the Purposes of the Charity

The charitable purposes of HWu3a, as set out in the current Constitution, are to advance 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 for those residing in Hartley Wintney and its surrounding area.

Achievements of the Charity during the Year

We would highlight the following achievements in the year to 31st August 2024:

- An examination of how our governing organisation is recruited and organised at the centre has been completed and proposals for restructuring our Committee and associated Support Services put forward with the objective of encouraging and enabling more members to come forward to contribute. If successful this is expected to encourage our u3a to develop and to grow further and to ensure the continuity of our organisation.

Proposals are now in place for a new Committee and associated central Support Services and some of the latter have already commenced.

- During the year Jill Cornwell, our Webmaster and also a source of much of our publicity and communications material, stepped down but has continued to support various activities and handed over to our new IT/Tech Lead, Bob Blightman. Bob has migrated our website to the new WORDPRESS based system and is now getting more involved in the Beacon membership register and associated functions.
- Hwu3a member numbers fluctuate but the average number continues to hold at around 460 to 480.
- We currently have 36 Interest Groups (plus a 37th, Family History taking a break for a year).
Sadly, without a teacher, we lost our Art 2 Interest Group near the start of 2024. However, and perhaps following from the splendid initiative from Clive Stokes last year, Jane Thompson agreed to organise and lead our new Theatre Group which has so far had three sell-out trips to various productions with more to follow.
- Meanwhile, history enthusiasts have enjoyed presentations at our new History Group led by Elaine Pugh while 'stay-fit' fans have been learning new skills on the Pickleball courts under the able direction and lead of Bill Bruce.
- Gardening group sadly held a farewell meeting at the WI Hut in July before moving to the Jubilee Hall in September where it hopes to continue to inspire our active (and not so active) garden lovers.
- Earlier in the year some of our members who are also in the local Twinning Association hosted visitors from France, Belgium and Germany. This led to the initiation of a 15 minute video production put together by one of our Photography Group members which was well received by visitors and u3a members alike. Also our Art Group have set up links with some of the visitors' organisations for future interactions and exchanges of their groups exhibits.
- A successful HW Festival stall was held - as witnessed by a record of well over 400 votes being cast in the Photography competition –where many visitors were introduced to the u3a and its Third Age Trust initiatives.
- The Beacon system, our membership database (i.e. computerised register) and the associated management tools, continue to be developed and implemented.
Financial accounts are now included in Beacon. We were unable to complete the implementation of payment by Credit or Debit card in time for Renewals Day this year but are hopeful of completing this exercise relatively soon.
(Note: Those of our members who do not have online resources or are not sufficiently versed in them will continue to be welcomed and helped to complete payments and receive new membership cards in more direct ways).
- And last but definitely not least: our Monthly Speaker programme continues to provide entertainment and variety and is invariably well received. We continue to congratulate our Speaker Secretary and helpers for their excellent and on-going research, selection and introductions.

What's up for the next year?

- A major objective for the Committee will be the successful implementation of the proposed restructured Committee and Support Services organisation with much of that success being measured by the successful development and growth of the organisation and the seamless handover from some current Committee members in a year's time.
- One objective for the Committee and Support Services will be closer communications with and support for the Interest Groups and their Group Leaders. This may be measured in part by:
 - Better publicising of our groups - inside and outside of our u3a – by website, by local publications and by events such as the HW Festival etc.
 - Better development within the Interest groups - the 'university' part of our u3a name – by supporting and encouraging groups to explore new areas of activity .

Signed, for and on behalf of the Trustees of HWu3a,

Steve Frazer
Chairman
5th October 2024

HARTLEY WINTNEY U3A - Registered Charity Number 1126887**INCOME AND EXPENDITURE ACCOUNT 2023/2024**

Note	<u>INCOME</u>	<u>2024</u>	<u>2023</u>
1	Membership Subscriptions	£7,606.00	£7,146.00
2	Gift Aid Tax	£0.00	£766.68
	Diaries	£89.25	£70.00
	<u>Sub Total</u>	<u>£7,695.25</u>	<u>£7,982.68</u>
3	Christmas Lunch	£1,132.50	£2,567.00
4	Interest Groups' Income	£22,813.84	£14,702.82
5	Payments received in error	£58.00	
	<u>Total Income</u>	<u>£31,699.59</u>	<u>£25,252.50</u>
	<u>EXPENDITURE</u>		<u>2023</u>
6	Admin	£439.69	£1,005.32
	Lunches and gifts	£1,132.19	£1,230.33
	HW Festival	£234.77	£196.34
	Monthly meeting	£1,638.23	£1,770.28
	Speakers Fees	£882.30	£947.80
7	U3A Magazines	£372.96	£1,520.66
	Capitation Fees	£1,872.00	£1,924.00
	Diaries	£92.99	£98.25
	Beacon Licence	£465.00	£481.00
	<u>Sub Total</u>	<u>£7,130.13</u>	<u>£9,173.98</u>
3	Christmas Lunch	£1,132.50	£2,410.51
	Membership Overpayment Refunds	£0.00	£90.00
5	Refunds for payments received in error	£46.00	
4	Interest Groups' Expenditure	£21,273.58	£14,891.90
	<u>Total Expenditure</u>	<u>£29,582.21</u>	<u>£26,566.39</u>
	Surplus/Loss	£2,117.38	-£1,313.89
	Balance C/Fwd	£13,983.22	£15,297.11
	Bank Balance	£16,100.60	£13,983.22
	Debtors	£0.00	£0.00
	Nett Worth	<u>£16,100.60</u>	<u>£13,983.22</u>

David Skellern, Treasurer to Hartley Wintney U3A

I have examined the accounting records of Hartley Wintney U3A for the year ended 31st August 2024 and confirm that they are in accordance therewith.

Robert Munson.....

Total Money Held by the U3A Hartley Wintney as at 31st August 2024

£16,100.60

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