

**CANVEY ISLAND TRUSTEES ANNUAL REPORT
 FROM 01/01/2023 TO 31/12/2023**

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: CANVEY ISLAND UNIVERSITY OF THE THIRD AGE (u3a)

REGISTERED CHARITY NUMBER: 1173536

**CHARITYS PRINCIPAL ADDRESS: 18B ROSE ROAD
 CANVEY ISLAND
 SS8 0BP**

NAMES OF THE TRUSTEES WHO MANAGE THE CHARITY:

TRUSTEES NAMES	OFFICE (IF ANY)	DATES ACTIVE (If not for the whole year)	NAME OF PERSON (OR BODY) ENTITLED TO APPOINT TRUSTEES
KAY HUMPHREYS	CHAIRMAN		CANVEY ISLAND U3A AGM
MIKE COLLETT	SECRETARY	APR. – NOV.	CANVEY ISLAND U3A AGM
CHRIS SUMMERS	ACTING SEC. CO-OPTED	DECEMBER	CANVEY ISLAND U3A COMMITTEE
SYLVIA MILLIN	TREASURER	APR. – DEC.	CANVEY ISLAND U3A AGM
DAWN ARTLEY	MEMBERSHIP SEC.	APR. – DEC.	CANVEY ISLAND U3A AGM
CHRIS TREEND	GROUPS COORDINATOR	APR. – DEC.	CANVEY ISLAND U3A AGM
JULIA HARRIS	CATERING ADMIN.		CANVEY ISLAND U3A AGM
JULIE KENDALL	MEMBERS LIAISON		CANVEY ISLAND U3A AGM
LYNNE WHITE	OUTING ORGANISER		CANVEY ISLAND U3A AGM
WENDY STYLES	SPEAKER ORGANISER	JAN. - NOV.	CANVEY ISLAND U3A AGM
ALAN BAILEY	COMMITTEE MEMBER		CANVEY ISLAND U3A AGM
VIC WARREN	COMMITTEE MEMBER		CANVEY ISLAND U3A AGM
BARBARA GOLDSMITH	COMMITTEE MEMBER		CANVEY ISLAND U3A AGM
ROGER SUMMERS	WEB / BEACON ADMIN.		CANVEY ISLAND U3A AGM

Type of governing document	Constitution of 19th March 2012 and amended at AGM on the 18th April 2016. A
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	further amendment was made at a Special General Meeting on 15th October 2018.
How the charity is constituted	Unincorporated Association
Trustee selection methods	Elected by members at AGM

The activity of Canvey Island u3a is founded on the guiding principles of the u3a Movement. These are:

The Third Age Principle

- **Membership of the U3A is open to all in their third age, which is defined not by a particular age but by a period in life in which full time employment has ceased.**
- **Members should ensure that people wanting to join a U3A can do so.**
- **Members promote the values of lifelong learning and the positive attributes of belonging to a U3A.**

The Self-help Learning Principle

- **Members form interest groups, covering as wide a range of topics and activities as they desire. By the members, for the members.**
- **No qualifications are sought or offered. Learning is for its own sake, with enjoyment being the prime motive, not qualifications or awards.**
- **There is no distinction between the learners and the teachers, they are all U3A members.**

The Mutual Aid Principle

- **Each U3A is a mutual aid organisation, operationally independent but as a member of the Third Age Trust, which requires adherence to the guiding principles of the U3A movement.**
- **No payments are made to members for services rendered to any U3A.**
- **Each U3A is self-funded with membership subscriptions and costs kept as low as possible.**
- **Outside financial assistance does not imperil the integrity of the U3A movement.**

Public Benefit

Canvey Island U3A is welcoming and inclusive to anybody within the criteria set out in the constitution.

The Trustees have worked to ensure that everything it does helps, as it is intended to help, achieve the purposes for which it is set up, and for no other purpose.

Summary of 2023

2023 Proved to be a rewarding year with an intake of new members. The groups are going well with lots of interests of starting new groups. The summer party was a great success as was the Christmas party, which were both attended well. The committee worked hard to make both parties a success. The work carried out on the Paddocks has been kept to a minimum disruption to our U3A meetings. Castle point has informed us that any work carried out in the future will try to be the same. Any closures that need to take place of the Paddocks I am assured that we will be informed ASAP.

Governance

Canvey Island u3a is governed by the Trustees who operate within the Constitution of the Canvey Island University of the Third Age (u3a).

Trustees held monthly Committee Meetings throughout the year. The committee meetings are the forum where the strategic direction of the u3a is agreed, decisions made, performance monitored, and risks assessed to ensure good governance.

2023 Canvey Island U3A AGM

The U3A's constitution and the Charity Commission require us to hold an annual AGM. The trustees decided to hold the AGM on 17th April 2023.

Minutes of the 2023 AGM were signed by the Chairman and posted on the U3A's website.

The 2023 Trustees' Report: this was reviewed and approved by the Trustees at their meeting held on January 9th 2024

Accounts and Independent Examiner's Report for the year ended 31st December 2023: these were reviewed and approved by the Trustees at their meeting held on 12th March 2024. They have been posted on the U3A's website.

Appointment of Independent Examiner: The Examiner has been appointed and the Committee confirmed the continuation of this appointment until the 2024 AGM.

Election of Committee Members - AGM 17th April 2023

There were the following nominations for the vacancies and, given that there was only one nomination for each vacancy, the nominees listed were duly appointed:

Secretary Mike Collett

Treasurer Sylvia Millin

Membership Secretary Dawn Artley

Groups coordinator Chris Treend

Lynne White — Outings Organiser (asked by the committee to continue for another year)

These trustees continued their term of office: -

Chairman — Kay Humphreys

Julia Harris — Catering Admin

Julie Kendall — Members liaison/welfare

Alan Bailey - Committee Member

Barbara Goldsmith - Committee Member

Victor Warren - Committee Member

Roger Summers (co-opted) Website and Beacon Administrator- Committee Member

Wendy Styles - Speaker Organiser

To give us a total of 13 Trustees.

Trustee Induction

In order to ensure that committee members are equipped with the skills to effectively govern our u3a, new and existing committee members were made aware of, and were requested to access the Third Age Trust on line Trustee Induction presentation which incorporates: -

- Constitution of the Canvey Island u3a
- A Summary of Trustee Duties and Responsibilities
- Third Age Trust document on Trustee Code of Conduct
- Structure and Principles of the u3a movement
- A list of our u3a's policies and information on how to access them.

Trustees are signposted to our website or the Third Age Trust's website where they can access the Committee advice files, and the Charity Commission websites where they can access Guidance documents for Trustees.

Membership and Subscriptions

It was decided by the trustees that the 2023 annual membership will be remain at £20.00. Half yearly Membership from July 2023, in line with our membership fee policy, was set to £12.50

Risk Management

Trustees manage risk by developing, implementing, and monitoring policies, procedures and ensuring systems are in place to reduce risk.

Non-Recruitment of Trustees

The Trustees recognise the potential risk of not recruiting Trustees.

Trustees are aware that a static or falling membership will provide less opportunities to recruit Trustees and Group Leaders, plans for 2024 will included a strategy to mitigate this risk.

Communication

The Trustees recognise the importance of good communication between themselves and the members. Throughout 2023 this had been essential to keep our members informed and engaged. The Trustees have explored a variety of ways to maintain good communication, social interaction and engagement with our members including: emails, bulletins, our website and, sending get-well cards/thinking of you/sympathy cards.

Additional information on the website includes the following: -

- Essex Police information — Scams & Fraudulent Activity
- Local Health Services Information
- Policies and copies of Trustee meeting minutes are available to members via the website.
- Members can contact Trustees and Group Liaisons via easy links on the website.

The Beacon Management System has been invaluable, providing a secure system to administer membership renewals and maintain email contact with members.

1. ACTIVITIES

Trustees worked hard to find new ways of providing activities and information for the members, including.

- Quarterly news Bulletins for members.
- Continual management of our website and specifically the Latest News pages containing, local information and of course what's going on within our u3a.
- Group Liaisons maintaining communication with their group members.

2. PLANS FOR 2024

Trustees are aware that a static or falling membership will provide less opportunities to recruit Trustees and Group Leaders. Plans for 2024 will include a strategy to mitigate this risk.

To actively promote our u3a within the local community, with the aim of increasing awareness and attracting people who have recently retired or been made redundant. The purpose of this is to ensure we have an active flow of new members.

The Trustees recognise the potential risk of not recruiting Trustees and intend to develop a strategy to promote members to stand as trustees as and when required. To be facilitated by members being invited to attend and observe committee meetings and activities.

[FINANCIAL REVIEW](#)

Reserve Policy: To maintain 6 months' worth of annual expenditure in reserve. There are, at present, no funds in deficit.
Our main source of funding is from member subscriptions.

3. DECLARATION

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

Signed on behalf of the charity's trustees:

Kay Humphreys	Chris Summers
Chairman	Acting Secretary
14 th March 2024	14 th March 2024

Signature(s)

Position

Date

Signature(s)

Position

Date

Income & Expenditure Account

Year Ended 31 December 2023

	2023 £	2023 £	2022 £	2022 £
ORDINARY ACTIVITIES				
Income		25,013.97		24,341.41
Expenses		(25,743.32)		(23,819.62)
Surplus/(Deficit) for the year		(729.35)		521.79
Surplus brought forward		<u>9,716.74</u>		<u>9,194.95</u>
Surplus carried forward		<u>8,987.39</u>		<u>9,716.74</u>

Balance Sheet

As at 31 December 2023

	2023 £	2023 £	2022 £	2022 £
NET ASSETS				
Debtors & prepayments		2,147.36		1,710.58
Cash in hand		100.00		100.00
Cash at bank		<u>18,448.46</u>		<u>16,994.03</u>
		20,695.82		18,804.61
Creditors		<u>(11,708.43)</u>		<u>(9,087.87)</u>
		<u>£8,987.39</u>		<u>£9,716.74</u>
ACCUMULATED SURPLUS				
Brought forward		9,716.74		9,194.95
For the year		<u>(729.35)</u>		<u>521.79</u>
Carried forward		<u>£8,987.39</u>		<u>£9,716.74</u>

Approved by the Trustees on 12th March 2024

Signed on their behalf by (Sylvia Millin, Honorary Treasurer)

Independent Examiner's Report To The Trustees

I report on the accounts of the Canvey Island U3A ("The U3A") for the year ended 31 December 2023 which show a deficit for the year of £729.35 and an accumulated surplus carried forward at the year end of £8,987.39..

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5) of the Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by The U3A and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;
 have not been met; nor
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Frances Barbour
Treasurer, Thameside U3A
15th March 2024

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