



**Paddock Wood U3A
Trustees' Annual Report
and Accounts**

1 July 2021–30 June 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 1 July 2021

To: 30 June 2022

Charity name: Paddock Wood U3A

Charity registration number: 1179959

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of Paddock Wood U3A are 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 Paddock Wood and its surrounding locality.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Learning is by member participation in a varied range of interest groups, outings and social events, and by attending meetings and seminars organised by the U3A.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have all been inducted into the role of Trustee following the guidance issued by the Charity Commission, including the acceptance of the Code of Conduct for Trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	A considerable number of members take on active roles in the organisation, from leading interest groups, organising events and outings, helping communications between members, and serving on the committee, to providing refreshments at meetings. These roles are all voluntary.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Over the last year Paddock Wood U3A offered its members over 75 different interest groups covering such diverse subjects as languages, local history, music, art, and both physical and social activities, all led by our volunteer members. Membership has grown to 591, the highest since the U3A started.</p> <p>Three social events for the whole membership and two study day trips took place, as well as an extended break. Monthly meetings and seminars available to all were well attended.</p> <p>General information on a variety of health issues and guidance on how to avoid scams was provided regularly by the U3A Welfare team and invited policing representatives, respectively.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The U3A financial position is healthy, having made a small surplus over the last year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The U3A holds a reserve fund in a deposit account with the aim of covering unforeseen contingencies.
Amount of reserves held	Para 1.22	£6,000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Income is generated from annual membership subscriptions and from event and group attendance fees. This is specifically to cover room hire and incidental expenses and the provision of technical expertise as needed by the groups.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	There are no major risks, but increasing hall hire charges are anticipated, as well as future increases in affiliation fees paid to the Third Age Trust.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected each year by the Membership present at the AGM in October. Trustees have the authority to co-opt Trustees as a result of casual vacancies and up to two additional Trustees to bring their number to a maximum of 14. Co-opted Trustees serve only until the next AGM and may then be appointed in the normal way. Trustees may be re-elected in subsequent years as laid out in the Constitution.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees receive "The Essential Trustee: what you need to know" (Charity Commission) and the written guidance provided by the Third Age Trust before taking on responsibilities.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Paddock Wood U3A
Other name the charity uses	
Registered charity number	1179959
Charity's principal address	23 Siskin Gardens Paddock Wood Tonbridge TN12 6XP

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	Michèle Sinclair	Chair		Membership at AGM
2	Colin Beavington	Vice-Chair		Membership at AGM
3	Wendy Wollen	Secretary		Membership at AGM
4	Anne Trevillion	Treasurer	from 11/11/2021	Trustees (casual vacancy)
5	Jeffrey Bewsey	Membership secretary		Membership at AGM
6	Janet Wheddon	Groups coordinator	from 14/10/2021	Membership at AGM
7	Jennifer Carney	Welfare		Membership at AGM
8	Dawn Kirk	Welcome team		Membership at AGM
9	Raymond Crowle	Speakers' coordinator		Membership at AGM
10	Frederick Lemont	Publicity		Membership at AGM
11	Ronald Trevillion	Webmaster		Membership at AGM
12	Barry Ednie	Committee member	from 25/4/2022	Co-option by Trustees
13	Michael Smith	Committee member	from 13/10/2022	Membership at AGM
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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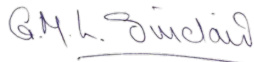

Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gwyneth Michèle Lilian Sinclair	Anne Trevillion
Position (e.g. Secretary, Chair, etc.)	Chair	Treasurer
Date	19 December 2022	

Paddock Wood U3A Accounts 1 July 2021–30 June 2022

	2021–2022	2020–2021
INCOME		(restated) ⁶
Subscriptions	9,076.00	5,644.00
Meeting fees	894.00	-
Visitor fees	18.00	-
Bank interest	1.87	0.60
Sundry income ¹	375.00	-
Donations	85.44	30.00
Subtotal	10,450.31	5,674.60
Seminars	678.00	-
Theatre trips	1,571.00	6,462.50
Study days	26,006.00	-
Quattro events	1,245.00	-
Total income	39,950.31	12,137.10
EXPENDITURE		
Capitation fee	2,216.00	1,778.00
Church hall hire	1,763.60	-
Speakers	1,065.00	1,150.00
U3A News direct mail ²	-	716.10
Zoom licence	-	183.88
Interest group expenses	214.38	-
Printing and stationery	250.33	149.11
Postage	103.62	153.71
Refreshments ³	693.17	-
Sundry expenditure	354.29	123.50
Website	165.00	-
Handbooks	375.00	-
Beacon	554.00	508.00
Equipment ⁴	306.36	-
Subtotal	8,060.75	4,762.30
Seminars	760.70	130.00
Theatre trips	1,530.50	6,764.90
Study days	22,331.05	-
Quattro events	1,282.13	-
Loan to Social 1 written off ⁵	-	537.62
Total expenditure	33,965.13	12,194.82
Surplus / (deficit)	5,985.18	(57.72)
Balance brought forward 2020–2021	9,652.49	9,710.21
Total funds	15,637.67	9,652.49
Represented by:		
NatWest General	3,880.05	1,446.91
NatWest Social 1 (Theatre trips)	38.40	(32.50)
NatWest Social 2 (Study days)	4,985.60	1,310.65
NatWest Social 3 (Quattro)	753.85	890.98
NatWest Deposit account	5,913.48	5,911.61
Cash	66.29	124.84
	15,637.67	9,652.49

Notes:

- 1 This is made up of £200 compensation from NatWest bank and £175 funds deposited by Brush Strokes for hall hire.
- 2 The invoice for this had not arrived by the end of the financial year. The amount owing is £1,380.76. The total affiliation fee (capitation plus Beacon plus direct mail) comes to £4,150.76, or approximately 46% of our subscription income (or 10% of total gross income).
- 3 Previous accounts included categories of December and August meetings. Neither occurred in 2020–2021. These categories have now been removed. Details for all meetings are available on our website.
- 4 This is a new category to represent the equipment bought by the U3A for general use. Its value is written off in the first year. A list of equipment is appended to these accounts.
- 5 This will not appear in future years, as loans will not be needed.
- 6 A mismatch of £100 that occurred has been corrected, and the accounts restated to reflect that.

Social 1 – Theatre trips

Event	Income	Expense	Net	Balance b/f
From 2020–2021				(32.50)
Transfer from General (postage for refunds 2020)	30.40		30.40	(2.10)
Tina Turner	1,175.00	1,145.50	29.50	27.40
Cinderella (date changed so only 11 able to go)	396.00	385.00	11.00	38.40
Ticket income and expenditure totals	1,571.00	1,530.50		

Social 2 – Study days

Event	Income	Expense	Net	Balance b/f
From 2020–2021				1,310.65
Brooklands	2,385.00	2,227.10	157.90	1,468.55
Potters	16,420.00	16,049.95	370.05	1,838.60
Godinton	1,849.00	1,782.00	67.00	1,905.60
Brighton Pavilion prepayments	2,025.00	-	2,025.00	3,930.60
Walmer Castle prepayments	612.00	-	612.00	4,542.60
Goodwood prepayments	2,715.00	2,272.00	443.00	4,985.60
Study day income and expenditure totals	26,006.00	22,331.05		

Social 3 – Quattro

Event	Income	Expense	Net	Balance b/f
From 2020–2021				790.98
October Race Night	470.00	410.75	59.25	850.23
March Quiz Night	310.00	272.64	37.36	887.59
June Tea at Gray's	465.00	548.74	(83.74)	803.85
Prepayment for Barn Dance		50.00	(50.00)	753.85
Quattro event income and expenditure totals	1,245.00	1,282.13		

Note that from the main accounts, the starting balance for the Quattro bank account was £890.98. However, £100 of this belonged in the General account and was transferred to give the correct starting balance of £790.98

Equipment for general use (Equipment)

14/07/2021	Banner from HiRez Design used on meeting days	144.00	General	Colin Beavington
17/07/2021	Storage tube for banner	19.99	General	Colin Beavington
10/11/2021	Three panel table top display board	110.99	General	Colin Beavington
25/01/2022	Batteries and new presentation remote for U3A laptop	15.39	General	Kept with laptop – Fred Lemont
27/01/2022	Cash box for Treasurer	15.99	General	Anne Trevillion

Items for interest groups (part of Interest group expenses)

03/12/2021	Canasta Group expenses – contribution of £50 towards cards and card shufflers	50.00	Canasta Group	Maggie Leighton
01/04/2022	Playing cards for Bridge Group	7.98	Bridge Group	Isabel Burrows
04/02/2022	Canasta Group expenses – contribution of £50 towards cards and card shufflers	50.00	Canasta Group	Jan Wheddon
25/05/2022	Clipboards for use on walks	18.49	Town Walks	Carol Croker

[Other Interest groups expenses were for stuffing for hearts sewn for Maidstone Hospital (£63.91) and hall hire (£24).]

Independent Examiner's Report

Report to the Trustees and members of Paddock Wood U3A on accounts of the year ended 30 June 2022, set out on pages 1 and 2.

Registered charity number 1179959.

Responsibilities and basis of the report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 June 2022.

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 of the books and records of Paddock Wood U3A. I confirm that no material matters have come to my attention in connection with the examination which give 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.

Independent examiner:


Date: JEREMY OLIVER FREEMAN THOMPSON
7 September 2022