



Trustees' Annual Report for the Year 2023

Period start date

Day
01Month
01Year
2023

Period end date

Day
31Month
12Year
2023

From

To

Section A

Reference and administration details

Charity name **U3A Chepstow Group**Other names charity is known by **Chepstow u3a**Registered charity number (if any) **702771**Charity's principal address **c/o 8 Cross Farm Close, Aylburton**Postcode **GL15 6EB**

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)
Nicola Lee	Chairman (joint)		Elected at AGM
Shelagh Davies	Chairman (joint)		Elected at AGM
Hugh Hutton	Secretary Secretary Committee Member	Jan – Mar May Apr & Jun-Dec	Elected at AGM Co-opted by EC Apr & Jun-Dec
Neville Goward	Secretary	Apr	Appointed by EC
Tony Fishpool	Secretary	Jun - Dec	Appointed by EC
Ruth Harper	Treasurer	Jan - Mar	Elected at AGM
Pat Allard	Treasurer		Elected at AGM
Rob Davies	Vice Treasurer	Mar - Dec	Elected at AGM
Laraine Golding	Membership Secretary		Elected at AGM
Anne Pitman	Committee member	Jan - Mar	Elected at AGM
Alison Broughton	Committee Member		Elected at AGM
Pamela Harrison	Committee Member		Elected at AGM
Jenny Channing	Committee Member		Elected at AGM
Ann Tyson	Committee Member	Jan - Mar	Elected at AGM
Angela LeFevre	Committee member		Appointed by EC
Sandra Gregory	Committee Member		Elected at AGM

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
None		

Name of chief executive or names of senior staff members (Optional information)

None

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document

Original Constitution of 1st December 1989
Revised Constitution allows electronic meetings, introduced proxy voting, formalised electronic communications and revised the quorum definition to include proxy voters were approved at the 2021 AGM.

How the charity is constituted

Unincorporated Association

Trustee selection methods

Elected by members at AGM – all trustees are subject to re-election every year.
Appointment by the Executive Committee (for casual vacancies)
Co-option by the Executive Committee

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 for Induction of Trustees:

1. Charity Commission's Charity Trustee – What's Involved
2. u3a Advice Sheet on Conduct for Trustees
3. u3a Induction of Trustees

Organisation

Chepstow u3a is an operationally independent organisation under the umbrella of the Third Age Trust. The Committee deals with the financial and practical running of the charity. We have formed loose links with other u3as and other organisations for the promotion of our objectives.

Major Risks

No major risk considerations and management plans are currently in place but areas which could be of major risk are:

1. Financial: these are controlled within the committee thus minimising the risk of fraud or error. Additional payment controls put in place to minimise the risk from scams was put in place 2022.
2. Governance: each Trustee has specific responsibilities within the committee, so they feel an integral part of the u3a.
3. Compliance: Annual Accounts are reported to Charity Commission.
4. A major review of our Risk Management was implemented in 2017 and the Risk Register is reviewed every year by the Committee.

Section C

Objectives and activities

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

Objectives

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 personal development, and mental wellbeing.

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 Main Activities

The central focus of our u3a is our 70+ activity groups, offering an eclectic mix of educational, physical and social activities.

We also offer a range of social events, offering some of these as hybrid meetings to offer an inclusive programme for those members who are unable to attend in person. In August we hold a picnic in the park with entertainment from our performance groups, where members can gather with their friends and family to enjoy an afternoon. We hold an annual inter group quiz. We have a Spring concert, and a Christmas party. We are a Monmouthshire stakeholder and participate fully in local community discussions with Monmouthshire County Council and Chepstow Town Council. We participate in community events such as the Chepstow Festival of Arts, and we support our performance groups in their community concerts.

Tuesday Live Monthly Meetings

2023 saw a full programme of hybrid meetings in the community Drill Hall with a rich variety of speakers attracting around 60 people. In December we held a Christmas party with entertainment from Alison Neil and her one woman show which attracted 170 members.

Saturday Coffee Mornings

These are monthly and are held at the Chepstow Club. These have been very successful and regularly attract around 40 members. In December we hold a Christmas coffee morning - this year with entertainment by our Guitar group.

Activity Groups

Over seventy educational and leisure activity groups meet regularly to explore their area of interest: intellectual, physical, or creative, for the benefit of our members. These groups also offer trips to the theatre, various historic and artistic venues and walking trips of between one day and one week. These are now attracting maximum numbers.

Apart from some start up grants and help with purchasing capital equipment, all groups are self-funding.

Communication with Members

We keep members fully informed of all our activities by sending out information emails and maintaining a web site for those of our members who are 'on-line' (currently 95%). Our website offers an attractive and easily navigated layout, with many new features including the ability to join online. We publish a monthly Magazine which is available on our web site as a flipbook. 200 printed copies are available at Monthly Meetings, Coffee Mornings, and at Chepstow Library and other community centres.

Public Benefit

Our charity is welcoming and inclusive to anybody within the criteria set out in our constitution. There are no qualifications needed and we endeavour to keep the membership fee as low as possible and provide our core facilities, the Tuesday Live monthly meeting, the monthly Magazine, and the Third Age Trust magazine, free to members. The u3a Zoom is available for groups to use free of charge.

The activity groups are made up of our members. Knowledge is exchanged as a process of learning and groups are particularly conducive to forming friendships which is part of our objectives.

We take inclusivity and diversity very seriously and involve all our conveners to ensure that we are a welcoming, inclusive organisation.

The trustees have ensured that everything our charity has done has helped (or is intended to help) to achieve the purposes for which it is set up, and to no other purpose.

Additional details of objectives and activities (Optional information)

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

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

Grants

Grants are given to existing groups towards purchasing equipment. Grants are given to new groups to help them to 'start-up'.

Volunteers

All Activity Groups, administration, and support activities are run by volunteers from the overall membership. For example:

- All our Activity Groups are led by our members, we call them Conveners.
- Members take a role in teaching the Activity Groups, leading walks, organising educational trips etc.
- Members normally offer their homes for the smaller Activity Groups to keep costs to a minimum.
- Members also assist in many other more minor ways such as general administrative duties, providing refreshments etc.
- Members help in running the Tuesday Live monthly meetings.
- The Activity Groups provide speakers or entertainment for some of the Tuesday Live monthly meetings.

Section D	Achievements and performance

Summary of the main achievements of the charity during the year

Membership: Our pre Covid membership (2019) was 948, we felt it was important to keep active during Covid with the help of 2 zoom memberships, the monthly magazine (posted to those without internet) and a chatline. We successfully held Chepstow u3a together during the difficult pandemic years. Membership has steadily grown since Covid restrictions were lifted and now stands at 1045. Membership can now be paid online, by credit/debit card, and still by cash or cheque although these methods are now a significant minority.

Website: A decision was taken to invest in a new website which was launched in September 2022. The website has been very well received and attracts visitors every month. We now have the facility to join online.

Magazine: We have maintained members' involvement sending in articles and pictures which began during Covid, which has proved to be very popular. The magazine now prints 200 copies per month and is again distributed at our monthly meeting, coffee morning, at the library and other community hubs. The magazine can also be read via flipbooks on our website. This has proved to be very popular, and visits to the magazine page on the website are growing.

Groups: Some groups have been lost this year, but most have grown, and many are at full capacity. Our emphasis for 2024 is to encourage the creation of more groups to satisfy the increase in membership.

Social Events: In addition to our monthly Tuesday Live meetings and coffee mornings, we held a summer picnic by the Bandstand where our performance groups entertained us as we enjoyed a glass of Pimm's. In April we held our first concert, which provided the opportunity for our guitar group to play in public for the first time. It was a great success with well over 100 attending and will be repeated in 2024. In November our wine Appreciation 1 group hosted a very successful wine tasting evening in Mencap's beautiful Board School. For our Christmas party we were entertained by Alison Neil and her one woman show 'My sister, Mrs Beeton' whilst enjoying a glass of mulled wine and Christmas cakes. 170 members came and it was a great success.

The u3a Family: We have been proactive in maintaining activity within the South Wales Network of u3as, via our Zoom.

We have also been active in national discussions about the future of the Third Age Trust. We continue to work within the national u3a network. In September we hosted the u3a National Chairman, Liz Thackray and the Trustee for Wales Karen Green for an afternoon where we discussed the future of u3a nationally.

We continued as members of GAVO (Gwent Association of Voluntary Organisations) and became members of the Monmouthshire County Council Volunteer Organisations group. We are an MCC stakeholder.

Section E Financial review

Brief statement of the charity's policy on reserves

To keep between £3,000 and £4,000 in reserves or about 3 to 4 months of operational costs to meet any unforeseen expenditure that may occur.

Details of any funds materially in deficit

None

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.

The majority of our cash flow relates to funding by the members of individual group activities. Apart from some central seed-funding, these activities are essentially self-funding. For all other expenditure:

Principal sources of funds

1. Members subscriptions – about 85%
2. Gift Aid – about 12%
3. Grants & Donations – about 2%
4. The source of all our funds is England or Wales.

Main areas of expenditure are:


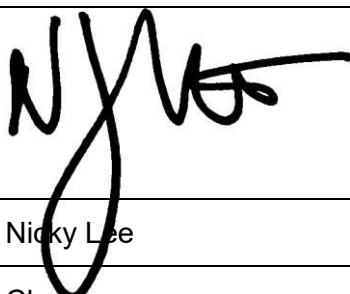

1. Subscriptions to the Third Age Trust.
2. Providing a monthly Magazine, which is free for u3a members. This also acts as publicity at our marketing events and is normally freely available to the public at Chepstow library.
3. Direct mailing of the national Third Age Trust magazine, free to u3a member households who have opted to receive it.
4. All of our expenditure takes place in England or Wales.

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)			
Full name(s)	Shelagh Davies	Nicky Lee	Tony Fishpool
Position (e.g. Chair, Secretary, etc.)	Chairman	Chairman	Secretary
Date	10-1-2024	15-12-2023	20-1-2024

CHEPSTOW U3A
CHARITY # 702771
RECEIPTS AND PAYMENTS ACCOUNTS
For the period: 1st JANUARY 2023 to 31st DECEMBER 2023

SECTION A : RECEIPTS AND PAYMENTS

<u>A1 : RECEIPTS</u>	2023
	£
Group Activities	53,466
Membership Subscriptions	12,390
Gift Aid	1,742
Grants	0
Marketing	0
Bookstall	0
Donations	20
Diaries	51
Walking Week	30,614
Open Day	150
Interest	0
Administration	0
Social Activities	85
Summer and Christmas Parties	0
Monthly Meetings	80
Third Age Matters	1,040

Sub Total	99,638
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<u>A2 : ASSET AND INVESTMENT SALES</u>	0
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TOTAL RECEIPTS	99,638
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A3 : PAYMENTS

Group Activities	52,064
Admin	324
Beacon System Subscription	960
CLA License	0
Coffee Mornings	29
Convenor's Meetings	725
Diaries	48
Donations	150
Grants	125
Magazine Expenditure	2,206
Marketing Expenses	48
Membership	74
Membership Fee to TAT	3,604

Monthly Meetings Expenses	1,714
Open Day Expenses	562
Speakers Expenses	530
Social Activities	130
Xmas and Summer Parties	623
Third Age Matters	1,325
U3A Meetings (New Members etc)	183
Zoom Licence	144
Walking Weeks	31,494
Web Site	285

Sub Total	97,347
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A4: ASSET AND INVESTMENT PURCHASES

Sum Up Credit Card Reader	150
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TOTAL PAYMENTS	97,497
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NET OF RECEIPTS/PAYMENTS	2,141
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<u>A5: TRANSFER BETWEEN FUNDS</u>	0
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<u>A6: CASH FUNDS LAST YEAR END</u>	24,442
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<u>CASH FUNDS THIS YEAR END</u>	26,583	
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SECTION B: STATEMENT OF ASSETS AND LIABILITIES AT END OF PERIOD

B1 : CASH FUNDS

Treasurers Main Account(General)	1,829
Treasurers Activities Account(Designated)	13,698
Membership Subscriptions Account(General)	9,210
Walking Week Account(Designated)	1,843
COIF Main Account	0
COIF Activities Account	0
Petty Cash	3

TOTAL CASH FUNDS	26,583
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B2 : OTHER MONETARY ASSETS

B3 : INVESTMENT ASSETS

B4 : ASSETS RETAINED FOR CHARITY'S USE

Hi Fi System
 Lectern
 Extension Leads
 Laptop PC
 Portable Microphone System
 Amplifiers
 2 Microphones
 2 Loudspeakers
 Yamaha Sound Mixer
 CD Player x 3
 Electronic Keyboard
 Projector for connection to PC
 Hot Water Urn
 U3A Banner
 3 Notice Boards
 Projection Screen
 Bluetooth Speaker
 Trolley
 2 Flip Charts
 A1 SilverSnap Frame A Board
 2 Speakers
 Large Teapot
 Coffee Flask
 Electronic DrumMachine
 Portable Hard Drive
 Webcam
 External Sound Card
 Remote control "clicker" for laptop
 Behringer Portable PA system PK110A
 Mixer Behringer Xenyx 802
 3 Behringer XM1800S Microphones
 Microphone Stand
 Microphone Stand Tray
 5M 6-way Mains Lead
 10M Mains Lead
 USB Hub
 Ground Loop Isolators
 Miscellaneous Cables
 Awaydays Labels and Lanyards
 Badminton Equipment
 Bridge Equipment
 Dance Hats, Skirts and Canes
 Table Tennis Tables x 4
 Sheet Music - Various
 Sum Up Credit Card Reader x 2

B5: LIABILITIES

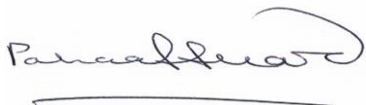
Fund

Amount Due

Outstanding Rent
Outstanding Credit Card Invoice
Group Expenses
CLA Licence

Activities	706
Activities	138
Activities	13
Main	60

SIGNATURE OF TRUSTEE:



NAME OF TRUSTEE
POSITION

PATRICIA A. ALLARD
TREASURER

DATE OF APPROVAL

12th January 2024



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
U3A CHEPSTOW GROUP

On accounts for the year
ended

31st DECEMBER 2023

Charity no
(if any)

702771

Set out on pages

(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 **31/12/2023**.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 22nd January 2024

Name:

Robert Anthony Wilson

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

Retired Chartered Accountant in England and wales

Address:

Ty Twr

Ditch Hil Lane, Shirenewton, Monmouthshire

NP16 6RG

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

