



Trustees' Annual Report for the Year 2024

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2024		31	12	2024

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 **Riverbank House, Brightlands, Church Road, Newnham**

Postcode **GL14 1AG**

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)		Chepstow u3a AGM
Shelagh Davies	Chairman (joint)		Chepstow u3a AGM
Tony Fishpool	Secretary	January-April	Chepstow u3a AGM
Hugh Hutton	Secretary	May-December	Executive committee
Pat Allard	Treasurer	January-March	Chepstow u3a AGM
Rob Davies	Treasurer		Chepstowu3a AGM
Brian Marshall	Treasurer	March-December	Chepstow u3a AGM
Laraine Golding	Membership Secretary		Chepstow u3a AGM
Sandra Gregory	Committee Member		Chepstow u3a AGM
Pamela Harrison	Committee Member		Chepstow u3a AGM
Jenny Channing	Committee Member		Chepstow u3a AGM
Alison Broughton	Committee Member	January-February	Chepstow u3a AGM
Angela Le Fevre	Committee Member		Chepstow u3a AGM
Derek Shottin	Committee member	March-December	Executive Committee
Rosemary Parkhouse	Committee member	September-December	Executive Committee
Tony Wilson	Committee member	September-December	Executive Committee
Vivien Davies	Committee member	November-December	Executive Committee

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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None		
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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

Constitution dated 3rd March 2021

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. u3a Risk assessments are completed by Group Leaders to assess risk factors at the venues used for their activities.
5. A major review of our Risk Management was implemented in 2017 and the Risk Register is reviewed at least annually by the Committee.

Section C Objectives and activities

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

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)

Objectives

The advancement of education and, in particular, the informal 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.

The Main Activities

The central focus of our u3a is our 79 activity groups, offering an eclectic mix of educational, physical and social activities.

We also offer a range of social events, a monthly meeting, a monthly coffee morning, a skittles evening, a concert, a wine tasting evening.

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 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

2024 saw a full programme of meetings in the community Drill Hall. Numbers have slowly grown over the months. In December we invited the Chepstow Male Voice Choir to entertain us and we opened the Christmas season with 200 of our 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.

Activity Groups

Seventy-nine 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. Indeed, the trip to Oxford was so popular that our AwayDays group ran two coaches.

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%). We continue to develop our website. It 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 (if requested), 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 of our Group Leaders 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 of our Activity Groups are led by Group Leaders drawn from the membership.
- 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.

Summary of the main achievements of the charity during the year

Membership: We successfully navigated the Covid years, and membership has steadily grown 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: The decision to invest in a new website, which was launched in September 2022, has proved to be a good investment. The website has been very well received and attracts visitors every month. The website is continually updated and improved. We now have the facility to join online, which has proved to be very popular.

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. We have added 11 new groups this year, supported by our Group Support team. We have consulted with the Group Leaders to ensure that the committee are meeting their needs, and produced a five point plan to move forward.

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 again held a concert which was a great success with well over 100 attending. In October our wine Appreciation groups hosted a very successful wine tasting evening in Mencap's beautiful Board School. For our Christmas party we were entertained by the Chepstow Male Voice Choir whilst enjoying a glass of mulled wine and Christmas cakes. 220 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 and the creation of a Council. We continue to work within the national u3a network.

We are also an active member of the Chair's Forum where 400 u3as discuss issues, and share best practice.

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:


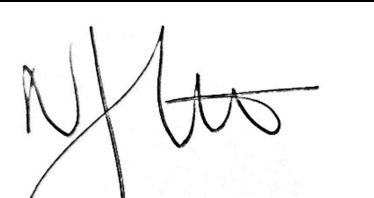




1. Subscriptions to the Third Age Trust
2. Providing a monthly Magazine which is free for u3a members. This also acts as publicity at our marketing events and is normally freely available to the public at Chepstow library.
3. Direct mailing of the national Third Age Trust magazine, free to u3a member 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)			
Position (e.g. Chair, Secretary, etc.)			
Date	Shelagh Davies	Nicky Lee	Hugh Hutton
	Chairman	Chairman	Secretary
	4 th February 2025	4 th February 2025	4 th February 2025

CHEPSTOW U3A CHARITY # 702771 ACCOUNTS
For the period: 1st JANUARY 2024 to 31st DECEMBER 2024
SECTION A : RECEIPTS AND PAYMENTS

<u>A1 : RECEIPTS</u>	2024	2023
	£	£
Group Activities	62,156	53,466
Membership Subscriptions	12,815	12,390
Gift Aid	1,971	1,742
Grants	0	0
Marketing	0	0
Bookstall	0	0
Coffee Morning	70	0
Donations	70	20
Diaries	59	51
Walking Week	0	30,614
Open Day	0	150
Interest	0	0
Administration	0	0
Social Activities	997	85
Summer and Christmas Parties	0	0
Monthly Meetings	174	80
Third Age Matters	0	1040
Sub Total	78,312	99,638
<u>A2 : ASSET AND INVESTMENT SALES</u>	0	0
TOTAL RECEIPTS	78,312	99,638
<u>A3 : PAYMENTS</u>		
Group Activities	63,143	52,064
Admin	162	324
Beacon System Subscription	1053	960
CLA License	132	0
Coffee Mornings	70	29
Convenor's Meetings	799	725
Diaries	39	48
Donations	0	150
Grants	0	125
Magazine Expenditure	2,385	2,206
Marketing Expenses	171	48
Membership	0	74
Membership Fee to TAT	3,932	3,604
Monthly Meetings Expenses	1,476	1714
Open Day Expenses		562
Paypal commission	12	0
Speakers Expenses	200	530
Social Activities	1074	130
Xmas and Summer Parties	444	623
Third Age Matters	578	1,325
U3A Meetings (New Members etc)	0	183
Zoom Licence	156	144
Walking Weeks	0	31494
Web Site	499	285
Sub Total	76,325	97,347
<u>A4: ASSET AND INVESTMENT PURCHASES</u>		
Sum Up Credit Card Reader		150
New Laptop Computer		
New Projector for laptop		
TOTAL PAYMENTS	76,325	97,497
NET OF RECEIPTS/PAYMENTS	1,987	2,141
<u>A5: TRANSFER BETWEEN FUNDS</u>	0	0
<u>A6: CASH FUNDS LAST YEAR END</u>	<u>26,583</u>	<u>24,442</u>
CASH FUNDS THIS YEAR END	28,570	26,583

SECTION B: STATEMENT OF ASSETS AND LIABILITIES AT END OF PERIOD

<u>B1 : CASH FUNDS</u>	2024	2023
	£	£
Treasurers Main Account(General)	943	1,829
Treasurers Activities Account(Designated)	14,469	13,698
Membership Subscriptions Account(General)	12,988	9,210
Walking Week Account(Designated)	143	1,843
COIF Main Account	0	0
COIF Activities Account	0	0
Paypal	23	0
Petty Cash	3	3
TOTAL CASH FUNDS	28,569	26,583

B2 : OTHER MONETARY ASSETS

B3 : INVESTMENT ASSETS

B4 : ASSETS RETAINED FOR CHARITY'S USE

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

B5: LIABILITIES

	Fund	Amount Due
		£

Outstanding Rent	Activities	
Outstanding Credit Card Invoice	Activities	64
Group Expenses	Activities	
CLA Licence	Main	

SIGNATURE OF TRUSTEE:

R. Davies

NAME OF TRUSTEE ROBERT DAVIES

POSITION TREASURER

DATE OF APPROVAL 21st January 2025



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

u3a CHEPSTOW GROUP

**On accounts for the year
ended**

31st DECEMBER 2024

**Charity no
(if any)**

702771

Set out on pages

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

**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:

Tony Wilson

Date:

4 February 2025

Name:

Tony Wilson

**Relevant professional
qualification(s) or body**

Retired Chartered Accountant

(if any):

Address:

Ty Twr, Shirenewton, Monmouthshire. NP166RG