



U3A Chepstow Group

Charity Number 702771

Annual Accounts

31 December 2018

**CHARITY COMMISSION
FIRST CONTACT**

27 MAR 2019

**ACCOUNTS
RECEIVED**



Trustees' Annual Report for the Year 2018

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	01	2018		31	12	2018

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 The Cedars, Newport Road, Chepstow

Postcode NP16 5BA

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)
Derek Shottin	Chairman		Chepstow U3A AGM
Raye Whiteside	Secretary		Chepstow U3A AGM
David Phillips	Treasurer		Chepstow U3A AGM
Ian Wood	Committee Member	January to March	Chepstow U3A AGM
Kay Mahony	Committee Member		Chepstow U3A AGM
Nancy Marsh	Committee Member		Chepstow U3A AGM
Irene Hullah	Membership Sec.	January - March	Co-opted
Irene Hullah	Membership Sec.	March - December	Chepstow U3A AGM
Nicky Lee	Committee Member		Chepstow U3A AGM
Shelagh Davies	Committee Member		Chepstow U3A AGM
Chris Stott	Committee Member	January-March	Co-opted
Chris Stott	Committee Member	March - December	Chepstow U3A AGM
Jill Rundle	Committee Member	March - December	Chepstow U3A AGM
Marion Huckle	Committee Member	March - December	Chepstow U3A AGM
Wif Summerbell	Committee Member	November-December	Co-opted

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

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Original Constitution of 1 st December 1989 Revised Constitution approved by Third Age Trust and then by members on 7 th February 2018 but still waiting approval by Charity Commission.
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Elected by members at AGM 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. They have the option of forming 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.
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 forms are available to conveners 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 twice a year by the Committee.

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

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. (These are the new Objectives from our 7th February 2018 Constitution which were agreed between Third Age Trust and Charity Commission)

The Main Activities

Monthly Meetings

These are usually with a speaker: these can be external, or one of our own members, or a presentation from one of our activity groups. A wide variety of topics are covered.

We may also have entertainment by one of our own activity groups such as Drama, Recorders, Ukulele or Dancing. Members are encouraged to socialise after the meeting and possibly meet new friends.

Saturday Coffee Mornings

Meet once a month mainly for social purposes but also for potential members to find about and hopefully join our U3A. Also for existing members to meet other U3A members, talk to Committee Members, pay their subscriptions, and collect the monthly magazine.

Activity Groups

Sixty eight educational and leisure activity groups meet regularly to explore their area of interest; intellectual, physical, or creative for the benefit of our members. Some of these groups involve trips to the theatre, various historic and artistic venues and walking trips of between one day and one week. Ten new groups were formed during the year.

Courses

Two Map Reading Days were run by a member, assisted by other members, with a morning of theory and an afternoon of practical map reading.

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 94%), and publishing a monthly Magazine which is available on our web site, at Monthly Meetings, Coffee Mornings, and at Chepstow Library.

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 Monthly Meeting, the Coffee Morning, the monthly Magazine, and the Third Age Trust magazine, free to members.

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. The increase in number of members shows the interest in our charity.

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.

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)

Additional details of objectives and activities (Optional information)

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

- policy on grantmaking;
- 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 our members, we call them Conveners.
- Members take a role in teaching the Activity Groups, leading walks, organising educational trips etc.
- Members offer their homes for the Activity Groups to keep costs to a minimum.
- Members also assist in many other small ways such providing refreshments etc.
- Members help in running the Monthly Meetings.
- The Activity Groups provide speakers or entertainment for some of the Monthly Meetings

Summary of the main achievements of the charity during the year

A continued increase in membership up 9% to 868 (796 Full members and 72 Associate members) compared with 807 in 2017. (An Associate member is one who is also a member of another U3A)

Ten new Activity Groups from 58 to 68.

The introduction of two weekend groups: Sunday Lunch Group and Saturday Coffee Mornings.

The introduction of social activities in line with our revised Constitution:

- An inter Group Quiz
- A Wine Tasting
- A Skittles afternoon against Newport U3A

Our new Constitution was approved unanimously by our members in February 2018. It is now awaiting Charity Commission approval.

The web site is being continually updated

The A4 Newsletter has been replaced with a full colour A5 Magazine. Apart from the printing it is produced entirely by our members and contains articles written by and about Chepstow U3A members.

Following two years of very little growth in membership we have actively marketed Chepstow U3A in 2018:

- We have purchased and produced display stands, posters, and leaflets
- The monthly Magazine is used as a publicity tool at public events and is available for the public in Chepstow Library.
- The Art Groups held their own display and later took part in the Chepstow Art Trail. We helped to promote both events.
- With a marquee at Chepstow Show
- With an Open Day which resulted in 24 new members joining on the day. Many new members have joined since as a result of the publicity of the Open Day and three new Groups have been formed as a result of interest shown by new and existing members who came to the Open Day.
- With a stand at a Chepstow Christmas Market.

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.

Principal sources of funds

1. Members subscriptions – about 85%
2. Gift Aid – about 13%
3. A grant of £200 was received from the Third Age Trust to offset the costs of our Open Day in October.
4. The source of all our funds is from England or Wales.

Main areas of expenditure are:

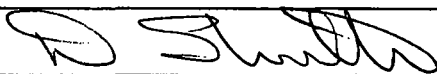
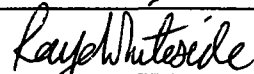
1. Subscriptions to Third Age Trust
2. Monthly Meetings free to all our members.
3. Providing a monthly Magazine which is free for U3A members. This also acts as publicity at our marketing events and is freely available to the public at Chepstow library.
4. Direct mail of the national Third Age Trust magazine, free to U3A member households who have opted to receive it.
5. All of our expenditure is made 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)

Derek Shottin

Raye Whiteside

Position (eg Secretary, Chair, etc)

Chair

Secretary

Date

11th February 2019

CHEPSTOW U3A**Charity Annual Accounts-Charity Commission #702771****Year ended 31 December 2018**

	2018		2017	
RECEIPTS	£	£	£	£
Group Activities Income	83271		75248	
Subscriptions	8512		7913	
Gift Aid	1255		1123	
Bookstall	46		57	
Interest	7		7	
Diaries	215	93306	51	84399

Less PAYMENTS

Group Activities Expenditure	81904		74424	
Diaries	125		150	
Conveners meetings	441		323	
Membership fee to TAT	2688		2534	
Beacon System Subscription	419		417	
Monthly meetings expenses	1064		928	
Third Age Matters	1163		1291	
Speakers expenses	200		279	
Magazine Costs	1413		487	
Marketing expenses	419		0	
U3A Meetings expenses	226		183	
Grants to Groups/donations	273		32	
CLA Licence	60		60	
Open Day	151		0	
Summer and Xmas Parties	1075		1371	
Administration expenses	232	91853	0	82479

NET SURPLUS FOR YEAR	<u>£1,453</u>	<u>£1,920</u>
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BALANCE SHEET**As at 31/12/2018**

	Total	Lloyds	COIF	Cash	Darlington
	£	Bank	Deposit	£	Account
	£	£	£	£	£
Balances at 01/01/2018	15158	7019	7411	45	683
Net Surplus for year	1453	1006	24	10	413

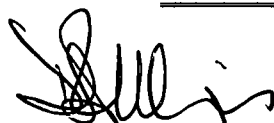
Balances at 31/12/2018

16611	8025	7435	55	1096
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Representing:

General Fund	6512	4274	2183	55	0
Designated Fund	10099	3751	5252	0	1096
Total Funds	16611	8025	7435	55	1096

DJPhillips FCA
Treasurer
02 January 2019



CHEPSTOW U3A

Charity Annual Accounts-Charity Commission #702771

Year end 31 December 2018

Independent Examiners Report to the Trustees of Chepstow U3A

I report to the Trustees on my examination of the Accounts of Chepstow U3A (The Trust) for the year ended 31 December 2018.

Responsibilities and basis of report

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 Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiners statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of The Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed

Name and Qualification

Address

Date



ROBERT ANTHONY WILSON

RETIRED CHARTERED ACCOUNTANT

TY TWR, SHIRENEWTON, NP16 6RG

7/2/19