



## Trustees' Annual Report for the period

From **01.01.2023** To **31.12.2023**

Charity name: **Chelmsford University of the Third Age (u3a)**

Charity registration number: **1027234**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The advancement of education, and in particular the education of older people and those retired from full time work, by all means including associated activities conducive to learning and personal development in Chelmsford and surrounding district.</b>
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	<b>Over the past year our u3a has continued to provide the people of Chelmsford and surrounding district with many opportunities to come together, learn new things, and stay physically &amp; mentally active during their later years.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees have encouraged and enabled people no longer in full time paid employment to help each other to share their knowledge, skill, interests and experiences.</b>  <b>The Trustees have promoted the values of lifelong learning and the positive attributes of belonging to a U3A. The Trustees have done all they can to ensure that people wanting to join a u3a could do so.</b>  <b>Part of the committee's focus last year was about making sure that our u3a has sound policies and procedures for all to follow. For example the committee produced an Equality, Diversity, and Inclusion policy and appointed a lead for identifying improvement in these areas. An Action Plan was produced will be reviewed regularly by the committee,</b>

		<p>The Trustees have attended membership recruitment events that should drive new members from other backgrounds.</p> <p>A statistical analysis of members backgrounds will be done every 2 years using a voluntary questionnaire so we can monitor progress.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p><b>We are indebted to our Group Leaders who take on responsibility for the operation of our Interest Groups. They have generated a number of good ideas including promoting the groups to both new and existing members, making them accessible to members of other u3a's, and ensuring that new Groups are started when existing ones become full.</b></p> <p><b>Our monthly members meetings have run smoothly thanks to a band of volunteers who help set up the room, serve refreshments and assist in preparing social activities such as quizzes, raffles and games.</b></p> <p><b>One of our members was successful in his application for the role of Trustee in the East of England Region. He will serve as a Director on the Board of the Third Age Trust.</b></p> <p><b>Another of our members was 'talent spotted' by the Third Age Trust and has joined a national committee that reports to the trading arm of the Trust. He is giving them the benefit of his experience in financing and costing especially when it comes to marketing.</b></p>
Other		

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## Achievements and Performance

	SORP reference	
<p>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.</p>	<p>Para 1.20</p>	<p><b>Our current membership stands at 578, which is 42 more than this time last year and is finally back to pre-pandemic levels.</b></p> <p><b>The Trustees consider it is vitally important that we expand our Interest Group Offer so that more of our members have a chance to come together to learn new things and remain physically and mentally active.</b></p> <p><b>We have made significant progress in this respect and now have a total of 39 different Interest Groups. The trustees have assisted our members to start up five new groups last year: Summer Evening Walks; Sewing, Crochet &amp; Knitting; the Jazz &amp; Blues Group; a discussion group and our very first group that uses Social Media to operate – Photographs on Facebook. The initial start-up costs for several of these groups were met from our reserves.</b></p> <p><b>The Trustees also consider it is important to engage with new members within 6 months of them joining, in order that they feel both welcome and valued. With this in mind two 'New Members' meetings were arranged last year, one in May and the other in November. These meeting provided the ideal opportunity to find out what interest there was in setting up new groups and to impress upon the attendees the guiding principles of the u3a and make sure they understood that they each have a part to play (however small), in the running of their u3a.</b></p> <p><b>The Trustees agreed to provide financial support to several groups who were finding it hard to remain viable to due slow take up by the members and rising expenses such as hall hire and speaker costs.</b></p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>£18088</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Some funds accumulated during the Covid pandemic, we are using this gradually each year.</b>
Amount of reserves held	Para 1.22	<b>£11233</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>None</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None</b>

### 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	
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	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution adopted 10 February 2022</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated Association</b>
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	<p><b>The charity elects or re-elects up to 12 Trustees (including officers) at each Annual General Meeting in February.</b></p> <p><b>The elected trustees may, at any time, co-opt up to 3 trustees until the next annual general meeting and may reappoint such co-opted trustees for one additional 12 month period.</b></p> <p><b>The officers are elected by the trustees at their first meeting from among their number (this includes any co-opted trustees).</b></p>

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p><b>The Charity is affiliated to the Third Age Trust.</b></p> <p><b>The Trustees have the power to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them and in particular with other u3as, clusters of u3as and The Third Age Trust.</b></p>
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Chelmsford University of the Third Age
Other name the charity uses	Chelmsford u3a
Registered charity number	1027234
Charity's principal address	

## 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	Lesley Wood	Chair		
2	David Sweeney	Vice Chair		
3	Edmund Wood	Treasurer		
4	Marie Neale	Secretary		
5	Diane Read	Membership Secretary		
6	Wendy Hubbard	Beacon Administrator		
7	Lynn Regan	Newsletter Coordinator		
8	Brian Littlechild	Committee Member		
9	Nick Bailey	Committee Member		
10	Ann Bell	Committee Member		
11	David Marsh	Committee Member		
12	Geoff Swaine	Events Organiser		
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## 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
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#### 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


<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (eg Secretary, Chair, etc)</b>		
<b>Date</b>		

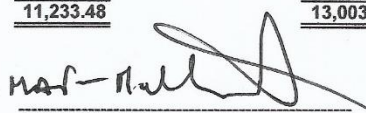
**Chelmsford U3A**  
**Income & Expenditure as at 31st December 2023**

<b>INCOME</b>	<b>2023</b>	<b>2022</b>
Membership Subs	6,749.00	6,167.00
Visitors	0.00	6.00
Donations	716.11	831.45
Gift Aid	0.00	1,914.27
Bank Interest	274.84	19.99
Copse	0.00	118.00
Unclassified	108.00	215.00
Raffle	0.00	85.10
Diaries	0.00	21.60
Sundries	738.32	11.92
<b>Total</b>	<b><u>8,586.27</u></b>	<b><u>9,390.33</u></b>
<b>EXPENDITURE</b>		
National Capitation Fee	1,664.00	1,072.00
Hall Hire	1,987.90	1,602.42
Zoom	143.88	191.88
Refreshments	115.36	215.08
Speakers	935.00	826.80
Newsletter Print	216.34	256.75
Stamps	196.10	209.60
Third Age Matters	1,389.70	964.27
Website	38.39	0.00
Beacon	521.00	214.16
Travel	0.00	0.00
Conference	0.00	0.00
Admin	0.00	176.45
Advertising	138.66	144.00
Raffle Prizes	159.96	46.00
Diaries	0.00	41.25
Bank Charges	124.40	173.99
Christmas	867.77	414.49
Easter	310.92	276.40
Summer Social	464.24	740.15
Copse	0.00	650.00
30th Anniversary	868.31	273.00
Group Support	213.93	689.19
Sundries	0.00	31.04
<b>Total</b>	<b><u>10,355.86</u></b>	<b><u>9,208.92</u></b>
<b>Net Surplus/Deficit for the Year</b>	<b><u>-1,769.59</u></b>	<b><u>181.41</u></b>
	<b><u>8,586.27</u></b>	<b><u>9,390.33</u></b>

**Balance Sheet as at 31st December 2023**

<b>Current Assets</b>	<b>2023</b>	<b>2022</b>
Accumulated Fund as at 1st January	13,003.07	12,821.66
Prior Year Adjustment	0.00	0.00
Net Surplus/Deficit for the Year	-1,769.59	181.41
Accumulated Fund as at 31st December	<b><u>11,233.48</u></b>	<b><u>13,003.07</u></b>
<b>Represented By</b>		
Current A/c	659.31	1,933.93
Deposit A/c	<u>17,428.97</u>	<u>15,779.13</u>
	18,088.28	17,713.06
<b>Less</b> Held for Groups	6,854.80	4,709.99
	<u>6854.8</u>	<u>4709.99</u>
	<b><u>11,233.48</u></b>	<b><u>13,003.07</u></b>

  
Treasurer Eddie Wood  
Date January 2024

  
Examined by Maurice Van Maellerts  
Date January 2024



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Chelmsford University of the Third Age (u3a)

**On accounts for the year  
ended**

31 December 2023

**Charity no  
(if any)** 1027234

**Set out on pages**

1

(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 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").

**Independent  
examiner's statement**

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.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives 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.

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

**Signed:**

*M.A. Van Mellaerts*

**Date:**

13.9.2024

**Name:**

M. A. VAN MELLAERTS

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

**Address:**

117 WATTHOUSE ROAD

CHELMSFORD

ESSEX CM2 8NS

Only complete if the examiner needs to highlight 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.**

