



# Trustees' Annual Report for the period

	Period start date			Period end date		
	1 <sup>st</sup>	April	2016	31 <sup>st</sup>	March	2017
<b>From</b>				<b>To</b>		

## Section A Reference and administration details

**Charity name** The Penrith and North Lakes University of the Third Age [U3A]

**Other names charity is known by**

**Registered charity number (if any)** 1073281

**Charity's principal address**

Hill Top

Wordsworth Street

Penrith

**Postcode CA11 7QZ**

### 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	Josephine Dunlop	Chairman		
2	Andrea Willett	Vice Chairman		
3	Margaret Irving	Treasurer		
4	Michael Head	Secretary		
5	Ian Forrest			
6	Teresa Douglas			
7	Lesley Hall			
8	Richard Hall			
9	Margaret Neale			
10	Susan Tomlinson			
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**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 <i>(eg. trust deed, constitution)</i>	Constitution. Formally adopted on 16 <sup>th</sup> June 2016 [after minor revision to previous constitution. First constitution 1996.]
How the charity is constituted <i>(eg. trust, association, company)</i>	A member of the Third Age Trust as an unincorporated Association
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Elected annually at the Annual General Meeting.

**Additional governance issues (Optional information)**

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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.

The charity is a member of the Third Age Trust which provides additional helpful information & advise including polices & procedures which have largely been adopted by our U3A with some amendments for our own circumstances. These are available on our website [www.penrithandnorthlakesu3a.org.uk](http://www.penrithandnorthlakesu3a.org.uk)

Penrith & North Lakes U3A, like other U3As, is a mutual aid organisation, operationally independent but a member of the Third Age Trust, which requires adherence to the guiding principles of the U3A movement [to be found on the Trust's website [www.u3a.org.uk](http://www.u3a.org.uk) ]

No payments are made to members for services rendered to any U3A. Each U3A is self-funded with membership subscriptions & costs kept as low as possible. This is particularly important given the sector of the public we serve who are no longer in full-time employment.

Penrith & North Lakes U3A is a member of the Cumbria U3A Network which meets twice a year to exchange good practice & coordinate regional events. Two of our trustees attend the twice -yearly meetings in October & April & the 2<sup>nd</sup> Energy Conference on 31<sup>st</sup> March 2017, held locally at Rheged, was attended by some of our members.

## Section C

## Objectives and activities

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

The objects of the Penrith & North Lakes U3A are:

- (i) To advance the education of the public and in particular the education of older people no longer in full-time employment in Penrith & the surrounding locality.
- (ii) The provision of facilities for leisure-time and recreational activities with the object of improving the conditions of life for the above persons in the interests of their social welfare.

**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 trustees have regard to the guidance issued by the Charity Commission on public benefit.

Membership of a U3A is open to all in their third age, which is defined not by a particular age but by a period in life in which full time employment has ceased.

Members promote the values of lifelong learning & the positive attributes of belonging to a U3A, particularly at a time of life when social contact may have decreased.

Trustees & members do all they can to ensure that people wanting to join the U3A can do so.

We hold an annual Open Day, which is advertised in the local newspaper, aimed at providing more information for potential members, though existing members are also welcomed. This was held on 29<sup>th</sup> November 2016 & proved successful, with several of our groups providing displays, entertainment by the Folk Group & refreshments provided.

We have recently looked again at our publicity & provided a contact phone number in the local newspaper, being aware that not everyone has easy internet access.

We send a report of our monthly open meeting to the local newspaper & this is also published in our newsletter which contains additional information about forthcoming meetings etc & is available to view on our website.

Members form interest groups covering as wide a range of topics & interests as are desired. Members organise their own activities & offer their skills, knowledge & experience for the benefit of fellow members. There are 53 groups at present & a list of these, together with contact details, are available on our website.

The Groups' Coordinator, who is a trustee & committee member, keeps a record of unfulfilled requests for specific groups & helps to facilitate the setting up of new groups. Advice is given on venues, & together with the treasurer, on the financial arrangements for the group.

The groups each have a Group Convenor who acts as a point of contact with the Committee [Trustees] & who attends the twice-yearly Group Coordinator's Meeting. Meetings were held on 19<sup>th</sup> October 2016 & 27<sup>th</sup> March 2017.

In the past year, Trustees have reviewed & renewed policies & after consultation, a Group Convenors Handbook has also been produced. These are available to view on our website. Some policies are specifically aimed at increasing the participation of those with disabilities or hearing loss.

The trustees were asked at the group convenors meeting to look at the feasibility of acquiring a dedicated venue. Interest in the use of such a facility by groups was gauged. An audit of the times groups would use such a venue showed times of considerable overlap so that not all groups would have benefited. This, together with the availability of low cost venues locally to community groups such as PNLU3A meant that there was little interest in the proposition. The trustees were also mindful of any financial risk as well as risk to the organisation of being able to recruit trustees willing to take on the extra work involved in acquiring & running a dedicated venue. It was decided not to pursue this further.

An additional projector & laptop for use by groups & at the monthly meetings has been purchased from funds.

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## 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.

## Section D

## Achievements and performance

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**Summary of the main achievements of the charity during the year**

2016 was the 20<sup>th</sup> Anniversary of the setting up of Penrith & North Lakes U3A. It was a time to reflect on the huge achievements during that time, from the first explanation of the concept of U3As by Don Lord [Head of Further Education at Ullswater Community college] to the work of the first steering group & committee in setting up the Charity in Penrith & making it the organisation it is today. The setting up of our U3A took place against a backdrop of cuts in government funding for further education courses. This made non- examination courses, often favoured by older people, more expensive & less accessible. 20 years on, further education has continued to decline & this makes our organisation today even more important.

We held a successful celebration event on 13<sup>th</sup> July 2016, recognising the contribution made by those early pioneers and appreciating the work involved. The 20<sup>th</sup> Anniversary Barbecue included a talk by the well-known & local food historian Ivan Day, about the history of outdoor feasts, from ox roasts on the Thames to VE Day. There was also a dancing display & displays of the work of some of our groups.

A week later, the open summer event involved a visit to Wreay Church & Susan's organic Farm at Houghton.

The number of groups & interests covered has steadily increased over the years so that there are now 53 groups. This increase has continued in the past year with new groups in gardening, scrabble & photography & extra groups in architecture & science discussion. This means increased provision & choice, but many groups are at capacity & vigilance needs to be exercised to help to cater for any unmet need & to continue to encourage prospective group convenors.

The present groups & their convenors have continued to provide enjoyment, mental stimulation & social interaction for minimal cost. There has been no increase in the annual subscription of £13 per member & the cost of each meeting in a hired venue is typically about £2 per person or less. We are also grateful to those who hold meetings in their own homes, keeping costs down still further.

A full varied programme of monthly meetings, at a venue with disabled access & amplification for those hard of hearing, has continued to attract a wide audience. Robin Acland's monthly Saturday English literature meetings, which are again open to all members at a venue with disabled access, have also attracted very good numbers. There has also been collaborative work with the "Penrith Remembers" group, looking at the local effects of the First World War. The Saturday slot also continues to occasionally feature the popular joint Art & History presentations of Mike Fossey & Joan McMurty. Mike & Joan have also held an annual residential course at Rydal Hall for the benefit of the art appreciation group & other of our members as space allowed. This year marked the last residential course & we are grateful for the education, enjoyment & fellowship their courses provided over the years.

A newsletter, published every two months, continues to be sent to all members by e-mail, post or by collection. This helps keep members informed & is particularly beneficial to those without easy internet access. These three undertakings are important because together with the national publication "Age Matters", they form the basic available offer to any member who might not also belong to any of the 50 + interest groups.

2016 saw Robin Acland enrolled on the Third Age Trust's "Roll of Honour" for his outstanding contribution over the years, not only to our own organisation which he has been involved with almost since its inception, in various capacities including Chairman, but also for his collaborative

**Brief statement of the charity's policy on reserves**

The Trustees policy is to maintain reserves of between 6 to 9 months annual expenditure

**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.

Our annual general income was £9,407 and expenditure £10,313. The main source of funding is via an annual subscription fee from members, reduced for members who can evidence they are also members of another U3A on basis that only one capitation fee to Third Age Trust is payable. The income from fees was £150 less than last year. This year we received a grant from Third Age Trust to cover the cost of an Open Event to attract new members. Our monthly meeting costs were higher this year due to mainly due to an external visit for which members paid extra but also due to timings of the invoices for rent of our meeting premises. We also paid a small amount as donations to charity in lieu of speaker fees. The Trustees have a policy of giving internal grants to interest groups for specific one -off costs for which criteria are set. In 2016/17 a total of £270.53 was awarded :- Italian £15.99- purchase of a film; Spanish - magazine subscription; Energy Futures £100 towards cost of producing energy booklet; £100 Geology – costs re a special event(paid in 2017/18) In 2016/17 the committee (Trustees) made a decision to reduce the reserves to bring closer in line with reserves policy and subsidised a learning event/barbecue to celebrate our 20th anniversary. In addition, a new laptop and projector were purchased specifically for the monthly meetings but are available for loan by groups. Despite this we only had a deficit on the year of £906 and no claim for gift aid had been submitted. Had we been working on an accrual accounting system then we would have added the gift aid and been in surplus. The year end general unrestricted general balance was £15,480. Other than £135 cash, this balance is in our HSBC general current account. We are though opening a deposit account with Penrith Building Society in the new year to gain a small amount of interest. During 2016/17 we had no purely social event so the balance in hand remains at £44. Interest groups collect a fee from their group members to cover cost of the group e.g. room hire or refreshments. Some groups meet in each other's homes and have no expenditure. All groups report their finances to the Treasurer at frequencies dependant on their turnover and as outlined in our group convenor guidelines. Other than small cash amounts all group income and expenditure is dealt with through a separate groups account maintained by the treasurer who records all groups individually so that any accrued balance is shown against each specific group. Total income paid into groups bank account was £10,334 and expenditure from bank was £9,570 leaving a bank yearend balance of £2,672. Total group income including cash payments was £11,049 and expenditure was £10,479 giving an overall surplus on the year of £570. Therefore both the general and groups accounts remain in a healthy position going forward, hopefully enabling us to continue delivering and further developing a range of activities to meet our charitable objectives.

## Section F

## Other optional information

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## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

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Position (eg Secretary,  
Chair, etc)

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Date

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