



## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2020

To 31<sup>st</sup> March 2021

Charity name: Knutsford and District University of the Third Age

Charity registration number: 1139427

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of Knutsford U3A is 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.
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	<p>We are a self-help learning organisation for all local retired people who wish to join activities that will develop learning, skills, personal development, enjoyment and friendship. We have three main kinds of activities.</p> <p>We normally hold monthly meetings, with speakers on a wide range of topics, followed by refreshments and social interaction.</p> <p>We currently have 54 Activity Groups, offering a wide range of learning experiences to suit different interests. They are led by Co-ordinators, giving their time, often supported by a planning group. They are supported by the Committee through networking and training sessions.</p> <p>We have subcommittees which organise our speakers and outings, including trips to places of interest, and to concerts and theatres. We produce regular newsletters to keep our members informed of our activities, and those of our wider U3A network (such as Summer Schools).</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have regard to the guidance issued by the Charity Commission on public benefit.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

**Achievements and Performance**

	SORP reference	
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<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>Our membership at the end of March 2021 was 696, and an additional 37 Associate Members (those who are also members of other U3As). However we did not renew memberships within this time period so the membership hasn't changed significantly since March 2020.</p> <p>At the beginning of this period the country was in lockdown due to the impact of Coronavirus and all meetings and activities were put on hold. Some key decisions were taken by the committee in April by email and in May our committee met by Zoom for the first time. All subsequent committee meetings have been held virtually. All face-to-face monthly meetings, theatre and outing trips had to be cancelled and were not reinstated during this time period. In September 2020 we held our first monthly meeting for all the members with a speaker by Zoom and we continued with these meetings each month for the rest the year. We added in extra Zoom speaker events about two weeks after the monthly meetings, and have also been holding virtual coffee mornings to encourage members to be socially active.</p> <p>We were not able to hold a face-to-face AGM this year and instead held it in November with the key decisions being voted on by members using email.</p> <p>Outdoor interest groups returned to activity in the summer using risk assessments and modified procedures consistent with the government guidance at that time. However in December Cheshire moved into Tier 4 and all face-to-face outdoor activity was again suspended. Of 54 groups active before the first lockdown, the 8 outdoor groups were active over the summer and autumn; a further 20 indoor groups continued their activities using virtual methods (usually Zoom but also via email and phone calls) leaving 22 groups that remained suspended for this period.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
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Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Due to the curtailed activities resulting from the coronavirus and our decision to extend the 2019/2020 membership year by 7 months (so that renewals that had typically started in September now start in April) mean that our financial transactions have been greatly reduced from typical historic values.</p> <p>Our 'core' income and expenditure relates to the income (principally from membership subscriptions), and the running costs of the charity. This is 'unrestricted funds' in the accounts. At the end of the financial year, our income was £201 (no subscriptions collected during this time period), and our expenditure was £5,712. Our other funds are 'restricted funds', and they relate to the Activity Groups and the outings, each of which are self-funded. This income was £11,795, and the expenditure was £11,930. Our financial situation is healthy, and at the end of March 2021, we held £10,224 in unrestricted funds, and £5522 in the restricted funds.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Our reserves policy is to maintain a level of reserves at a figure of 6 months running costs for our 'core' organisation. This is to allow for contingencies, such as the need to replace or acquire necessary equipment, and unexpected expenses. For next year, we are planning a further reduction in our membership subscription.</p>
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

### 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	We are governed by our Constitution, first adopted in 2010, and changed to a modified version of the u3a model constitution approved at our AGM of November 2020.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	We are an independent charity, which is a member of the Third Age Trust, as an unincorporated association.
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	

### 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	We carry out induction for new trustees, using written information, discussion, and observation at Committee meetings etc.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We are an independent charity, and are members of the national body, the Third Age Trust. We maintain relationships with other local U3As, through the South and Mid Cheshire Cluster Group, and the North West Network.
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Knutsford and District U3A
Other name the charity uses	Knutsford U3A
Registered charity number	1139427
Charity's principal address	10 Beechwood, Bowdon, Altrincham, Cheshire WA14 3DW



### 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	Christine Jones	Chair	01.04.2020-18.03.2021	
2	Mark Barley	Chair		
3	Colin Bowman	Treasurer	01.04.2020-22.10.2020	
4	Adrian Long	Treasurer	02.10.2020-31.03.2021	
5	Susan Allan	Secretary		
6	Veronica Gordon			
7	Barbara Arnell			
8	Roger Brown			
9	Stuart Allan			
10	Irene Hardy			
11	Evelyn Brown		01.04.2020-07.05.2020	
12	Helen Smith		21.01.2021-31.03.2021	
13	Robert Watson		02.10.2020-31.03.2021	
14	Margaret Wilford		01.04.2020-07.05.2020	
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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

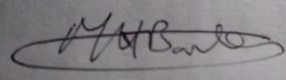
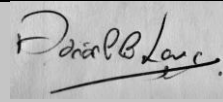
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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
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Full name(s)	Mark Howard Barley	Adrian Long
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Position (eg Secretary, Chair, etc)	Chair	Treasurer
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Date	24/06/2021
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