

**Epsom & Ewell u3a**

(Registered Charity No. 802690)

**The Trustees' Annual Report & Accounts  
For the year Ended 31 July 2021**

**Epsom and Ewell U3A  
Registered Charity Number 802690**

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# **EPSOM AND EWELL U3A – TRUSTEES’ ANNUAL REPORT**

## **Committee Review August 2020 – July 2021**

This report covers the twelve months between August 2020 and July 2021 during the Covid pandemic. The committee met in June 2020 and as Vice-Chairman I put forward the suggestion that we look at the possibility of obtaining a zoom licence in line with quite a few other u3a’s across the country. Our u3a moved onto the Zoom platform and a new programme of virtual events commenced in June 2020. With the help of Clive Hargreaves our speaker liaison we drew up a new programme of monthly talks which ran for the rest of 2020 and has continued into 2021, we also introduced a programme of mid-month YouTube presentations that have been very diverse in content and have proved very popular with our members. We intend to continue with these going forward. The refurbishment of our website was luckily well under way, and populated with new information on a regular basis to keep our members updated as we progressed through the year. We started to realise that the pandemic was not going to be a short-lived problem, and started to plan accordingly.

### **Administration and Governance**

The committee continued to meet using zoom on a monthly basis throughout 2020 and into early 2021. The decision was then taken to revert to our bi-monthly meetings in March 2021. We continued to advertise for a secretary to cover the position left vacant by Tony Brewis but despite numerous requests and simplification of the job role we have so far been unable to fill the post, the secretary role is being covered by the committee as a temporary measure. Our Volunteers coordinator Annie Ralph unfortunately had to stand down for health reasons but is currently recovering well, also Lynda Jennings who has managed our helpers register for a number of years has stepped down for personal reasons. Shortly after this Vicky Mason advised that she would also no longer be able to continue in her role of compiling the group news, the decision was therefore taken to absorb this section into the monthly newsletter. At the 2020 AGM a new travel team was created under the leadership of Irene Moore, over the last year she and Hannah Dowling our administrator has worked incredibly hard to put together an events programme for 2021. This has proved extremely challenging due to the constant review of lockdown regulations and several trips have had to be rescheduled.

We continue to update our policies as required and there have been no issues reported.

We offer our thanks to all current and previous committee members who have served during this very challenging period.

We are also grateful for the help and support of Lynne Mason who takes the minutes at the executive committee meetings which has proved challenging on zoom. Also, Veronica Wheeler who has had to send out far too many sympathy cards etc during this last year.

## **Membership**

A decision was taken in July 2020 to defer membership renewals until 1<sup>st</sup> April 2021. Peta Hargreaves, our membership secretary, has continued to manage our membership database using the Beacon system, and we would like to acknowledge the hard work that she has done during the past year.

Our committee joined the pathfinder program to collaborate with other u3a's to establish a recruitment and retention programme. This continued throughout 2021 and a new toolkit has been produced and made available for general use by all u3a's. In April 2021 when our membership was due, we suffered a loss of approx. 20% which has proved to be a similar pattern to the rest of the movement. Due to our recruitment campaign and the continued development of our programme we have managed to reduce this loss to approx. 10%. Currently our membership stands at 960 compared to 1102 in the previous year. We are hopeful that as members' confidence grows and our presence within the community is heightened our numbers will return to pre Covid levels and hopefully rise. There is still a gender imbalance in the membership but we are working hard to resolve this issue and improve our diversity and inclusivity.

## **Monthly meetings**

Our monthly meetings for the whole of this period have been on zoom. The decision has been taken by the committee to return to our first face to face meeting at Bourne Hall in September 2021. In an effort to be as inclusive as possible we have decided to investigate the possibilities of hybrid meetings. We have obtained the necessary equipment and expert advice to set up a sound desk. Our local venue is working with us to try and make this a success. We will continue to move our monthly meeting programme back to a live platform. As our members' confidence grows, hopefully with our move to a different location within Bourne hall, and our new format, we hope it encourages more social interaction among our members, and attendance patterns will hopefully improve and rise to their pre covid levels.

## **Groups**

We now have a total of 162 groups and 107 group leaders, some of whom lead multiple groups. We thank Brenda Griffiths and Jenny Powell, our group coordinators and the group leaders past and present for their hard work during this very challenging time. Jenny and Brenda are now starting to work their way through the numerous requests for new groups. These have been generated by our potential groups list that was put on to our website during lockdown, to give members ideas for new groups that we knew were already running successfully in other u3a's. We have several new groups starting in September 2021, Model Railways, and Church Crawlers, and others are nearing commencement. Also, during lockdown, we instigated a sharing resources programme with other like-minded u3a's. This was on a reciprocal basis which has benefited our membership and that of other u3a's. This continues to grow and as a result some of our group leaders who have opened their groups to other u3a's will continue to use zoom due to the geographic location of their group members.

Our purchase of a zoom pro license in order to host our monthly speaker events has also benefited our group leaders, some of whom were using the basic free zoom package which has a forty-minute timeout. Within our package we have the capability to schedule meetings for our group leaders that they can then run themselves using the host key facility. Our website has been set up with a zoom pro diary page, and group leaders have made excellent use of this facility to book their meetings using any time slot listed as available. I would like to thank all the group leaders for their efforts over the past year and I know the group members appreciate everything that has and is being done to restart groups and keep everyone engaged

### **Communication with members**

During the past year we have introduced a chairman's monthly update. This is emailed out to our members on the first of every month and also posted online on our website. We have also mailed out to members not online a condensed form three times within the past year, although the rising postage costs are proving a contentious issue amongst the membership. Some members are anxious to make sure that all members are kept updated, whilst others feel that the cost is a problem, and that maybe members not online should provide stamped addressed envelopes at the very least if they want to be kept updated, as that is the largest part of the cost at 66pence for a second-class stamp. Two committee members suggested a buddy system, whereby online members could update neighbours who weren't online, however, the email request that went out to all online members regarding this issue only received two positive responses.

In June 2021 we conducted a membership survey. There were questions covering multiple aspects of membership and benefits. At the time of the survey, we had 921 members and we received 166 responses which is 18.02% of members. A full update report of the survey was posted on the website on the 1<sup>st</sup> July. Members were advised in the chairman's July update that the results were available to view online. The results of the survey have allowed us to plan how our u3a moves forward into the future.

### **Social Activities**

Due to the ongoing restrictions that caused numerous rescheduling issues for the travel team, our social activities have been severely hampered. Our trip to Westminster Abbey has had to be deferred until 2022 due to the Abbey not yet having fully opened for group visits. However, August saw the restart of trips and Irene Moore our travel team leader and Hannah Dowling who looks after all the administration led our members on two coach trips. The first was a trip to Frogmore paper mill which was a trip originally planned for 2019 by Rosie and Sue, our previous social secretaries. Irene had to reschedule this trip a few times which meant that we only had 29 members available on the day, but the trip went very well. The second trip was a full coach of members who headed out to Poole/Swanage and Corfe Castle. Our next trip will be in September when we will have two blue badge guides leading 40 of our members around the Inns of Court.

Going forward into 2022 Irene has a full diary of trips, walks and short breaks lined up for members to enjoy, including a couple which she had hoped to run in 2021. The Knightsbridge Barracks which has been negotiated with the Major especially for us should prove interesting. We are hoping that the Neasden Temple visit will also be able to go ahead when the temple reopens.

Jill Ryan has offered to arrange our theatre trips, and was initially hopeful that members would feel confident enough to head up to the Southbank for a Gershwin concert, but the interest among members was very limited. However, by researching the offerings more local to home she has managed to secure tickets for two concerts at the Charles Cryer Theatre in Carshalton in October and December. The interest from members has been very gratifying, to such an extent that Jill has had to secure extra tickets. She is now looking at other local theatres to find other shows that members may like.

### **Publicity**

During lockdown it has not been possible to post leaflets in local libraries, day centres and medical centres. We have however continued with monthly advertising in Connections and Chessington Chat magazines, both of which give us free space in their community corner as we are a charity. We have expanded our social media platform during lockdown, this has limited impact among our members as quite a few are very wary of social media, and the internet in general, however, our newer members appear to be more engaged with platforms such as Next Door and Facebook. We have also started to post on local notice boards such as The Grove in Ewell village and will continue to investigate other areas that we can utilise.

### **Surrey u3a Network**

The Surrey network has continued to meet using Zoom throughout lockdown. We have continued to participate and play an active role at meetings. We instigated the sharing resources initiative that resulted in a cluster group of Surrey u3a's, sharing speaker events and some groups. The network as a whole has worked very hard to try to keep their individual u3a's active, but some have been more successful than others mainly due to the willingness and/or technical expertise of their committee and members in general. Epsom & Ewell have been quite lucky that our committee and quite a few members have worked very hard during 2020/21 to make sure that we did not become a casualty of Covid as an organisation.

### **The Future**

We see the future of our u3a continuing to be a mixture of social contact and virtual meetings. Our mid-month virtual presentations will continue into the future at the request of members while there is demand. We see our organisation becoming stronger through our sharing resources programme. Also, our continued involvement on social media and within the local community as a whole.

We see platforms such as the u3a Keeping in Touch Facebook presence as a vital link to other u3a's, this can only improve the strength of the movement. We will continue to run a diverse and inclusive recruitment programme. We have noticed from recent new memberships that there is a rising trend for online contact. The attraction of new committee members is vital for the survival of our u3a, but unfortunately continues to be a struggle as is apparent across the whole movement.

We intend to move our financial accounts onto the Beacon system which we already use for our membership system and is a u3a supported system which is GDPR compliant and is part of a package that we are signed up to.

Tony Skelton

Chairman

Epsom & Ewell u3a

# Epsom and Ewell U3A

Charity Number 802690

## Treasurer's Report

for the period 1st August 2020 to 31st July 2021

Receipts and Payments this year were both substantially lower than last year, due to activities being severely curtailed because of the covid pandemic (receipts 43%, payments 59%).

All amounts paid to theatres and venues for cancelled events have now been refunded, as have all payments received from members.

In response to the pandemic, subscription renewals were deferred from 1st September 2020 to 1st April 2021, and the subscription year changed to 1st April -31st March. Subscriptions remain at £15 per annum.

Receipts during the year exceeded payments by £6,221

£3,546 of this was refunds received in respect of cancelled theatre and social trips paid for in the previous year.

£2,698 was members' payments for social outings in the following year, for which only £488.75 has been expended.

£2,822 was paid in respect of the "Third Age Matters" mailing due the previous year in addition to the similar sum due this year

When all these items are taken into account, a truer picture shows that the excess for the year was approximately £3,288.

While cash funds at 31st July 2021 are shown as £28,850, when our known short-term commitments are taken into account, our true reserves are approximately £15,000

Signed by:

David Leggett (Treasurer)

Date of Approval by  
Committee.....

September 2021

Epsom & Ewell U3A		Receipts and Payments Accounts				
Charity Number 802690		for the period from 1st August 2020 to 31st July 2021				
		Unrestricted			2019/ 2020	
		Funds	Restricted Funds			
		Main	Social	Group		
		Activities	Activities	Activities	Total	Total
		£	£	£	£	£
<b>Receipts</b>						
Ticket sales -Social outings			2,678		2,678	3,002
Ticket Sales - Theatre trips						6,358
Social/Theatre Trips Ticket Refunds	Note 1		3,546		3,546	
Ticket sales - Annual lunch						4,200
Income from groups				697	697	6,431
Members' subscriptions		14,075			14,075	16,016
Bank interest		16			16	86
Grants & Donations		175			175	2,069
Sundry income		400	117		517	59
<b>Total receipts</b>		<b>14,666</b>	<b>6,341</b>	<b>697</b>	<b>21,704</b>	<b>38,221</b>
<b>Payments</b>						
Entrance fees & guides			489		489	2,006
Theatre tickets						3,710
Coach hire						3,055
Gratuities for guides & coach drivers						260
Covid theatre refunds to members						5,774
Annual Lunch						
Catering costs						4,933
Hall/room hire				78	78	3,052
Bands & lecturers				400	400	3,760
Marketing		476		40	516	468
Speakers ( Fees and expenses)		1,024			1,024	834
Printing & stationery ( inc. newsletter)		2,588			2,588	3,444
Postage		670			670	528
Communicating with Members Not On-Line		86			86	
Third Age Trust subscription		2,531			2,531	3,700
Third Age Trust magazine	Note 2	5,407			5,407	0
Beacon fees & other licences		948			948	1,164
Sundry expenses		243	145	359	747	1,008
		13,973	634	877	15,484	37,697
Equipment						0
<b>Total payments</b>		<b>13,972</b>	<b>634</b>	<b>877</b>	<b>15,484</b>	<b>37,697</b>
<b>Net receipts</b>						
		693	5,707	-180	6,220	524
Cash funds last year end		11,584	10,334	691	22,609	22,085
Adjustment re Theatre Refunds		5,774	-5,774			
<b>Cash funds this year end</b>		<b>18,051</b>	<b>10,267</b>	<b>511</b>	<b>28,829</b>	<b>22,609</b>



**Notes to the Accounts**  
**for the period ended 31st July 2021**

**Note 1 - Social Activities**

The 2020 programme of theatre visits and outings was severely curtailed during the Covid-19 Coronavirus Pandemic. All amounts paid to theatres and venues for cancelled events have now been refunded, as have all payments received from members.

**Note 2 - Third Age Trust Magazine**

Two years' payments in respect of direct mailing of the "Third Age Matters" magazine are included in this years' accounts, following late receipt of the invoice for the year ending 31st July, 2021. We have now paid to 31st July 2022.

**Note 3 - Group Activities**

	<b>Jazz</b>	<b>Bridge 1</b>	<b>Croquet</b>	<b>General</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>					
Ticket sales					
Members' contributions	340.00		357.00		697.00
Sundry					
<b>Total receipts</b>	<u>340.00</u>	<u>0.00</u>	<u>357.00</u>	<u>0.00</u>	<u>697.00</u>
<b>Payments</b>					
Bands and lecturers	400.00				400.00
Marketing	40.00				40.00
Hall/room hire	77.50				77.50
Catering					
Printing & stationery					
Equipment Hire					0.00
Sundry expenses		2.45	357.00		359.45
<b>Total payments</b>	<u>517.50</u>	<u>2.45</u>	<u>357.00</u>	<u>0.00</u>	<u>876.95</u>
<b>Cash held</b>					
<b>Balance at 1 August 2020</b>	484.81	118.23	88.00	0.00	691.04
Receipts	340.00	0.00	357.00	0.00	697.00
Payments	517.50	2.45	357.00	0.00	876.95
<b>Balance at 31st July 2020</b>	<u>307.31</u>	<u>115.78</u>	<u>88.00</u>	<u>0.00</u>	<u>511.09</u>

**Note 4 - Holidays**

Holidays are only co-ordinated by Epsom & Ewell U3A. All income and costs are dealt with by the tour operator.