

East Lothian u3a
(Scottish Charity No SC028953)

Trustees' Annual Report and Accounts
For the year ended 30 April 2022

Trustees' Annual Report

For the year ended 30 April 2022

The Trustees are pleased to present to the Twenty Third Annual General Meeting their report together with the Treasurer's Report and accounts and Independent Examiner's Report for the year ended 30 April 2022.

Reference and Administrative Information

Charity Name

East Lothian U3A

Charity Number

SC028953

Address

c/o Ann Burton (secretary), 15 Bruce Grove, Pencaitland, East Lothian EH34 5BN

Current Trustees

Chris Hawthorne	Chair
Ann Burton	Secretary & Hospitality Co-Ordinator
Chris Clark	Treasurer
Sandra Goodswen	Membership Secretary
Chris Hawthorne	Groups Co-Ordinator
Mary McCall	Open Lectures Co-ordinator
Dianne Murray	Communications Co-Ordinator

Structure, Governance and Management**Constitution**

East Lothian U3A (the Charity) is an unincorporated association. It is governed by its constitution which was adopted on 16 June 2021.

Appointment of Trustees

Members of the Executive Committee, which normally meets every 2 months, are the Charity's Trustees. All Committee members are elected at the Annual General Meeting which is normally held in June. Under the Constitution there must be a minimum of five and a maximum of ten elected Committee members. The Committee may co-opt a further two ordinary members as Committee members (with voting rights) if they consider it would be in the interests of the Charity to do so.

Management

The Committee is responsible for carrying out the general policy of the Charity and to provide for the administration, management and control of its affairs and property.

Relationships with other organisations

East Lothian U3A is a member of The Third Age Trust which provides support and advice on the aims and principles of the Trust to local U3A groups in return for a capitation fee.

East Lothian U3A is also a member of the U3A in Scotland (UiS) which exists to facilitate and provide opportunities for U3As in Scotland to come together for conferences and study days and to encourage the formation of new U3As in Scotland.

Objectives and Activities

Charitable Purpose

'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.'

The charitable purposes of East Lothian U3A may only be altered with the prior consent of the Office of the Scottish Charity Regulator (OSCR).

Activities and Achievements

With the easing of the Covid restrictions many of the activities have returned to nearly normal, but with some additional safety measures such as social distancing. Once again many groups have enjoyed using the facilities offered by the Bridge Centre but this year the Bridge Centre has imposed a tighter control on access times. This has led to some groups finding alternative venues which suit their needs better. We look forward to renewing our close relationship with the Centre as soon as circumstances allow.

Study and Interest Groups

There are 39 groups registered with East Lothian U3A. Some groups have folded due to lack of support as Covid restrictions ended or as the leaders decided to retire and new leaders could not be found.

Those groups which meet in members' homes were the last to return to normal as they found the greatest difficulty maintaining social distances

Membership

Membership now stands at 544, with many members participating in more than one group. This is up 27 from last year's total as interest groups reopen, we expect this increase to continue into the coming year.

Open Lectures

Due to Covid restrictions, we had three further Zoom lectures in 2021. These were:

24th May

My Magic, Magicians and More by Ian Buchan or 'Magic Ian'. Ian's talk was about his life as a professional magician and the famous magicians who had influenced him, including David Nixon, Tommy Cooper and Paul Daniels. He also performed some magic for us involving scarves, cards and a trick that went wrong (on purpose) with a banana.

21st September

Blessed are the Cheesemakers by John Pearson. His presentation covered his life in retail and

some encounters with suppliers and customers. He had a brief spell in wine before he moved to cheese, which became his passion. He talked about milk production, the cheese making process and cheese preferences in different countries.

15th November

Dogs for Good by Vicky Blackmore and Dorothy Scott. Vicky (regional fundraiser) explained that Frances Hay founded a charity in 1986 called Dogs for the Disabled, which became known as Dogs for Good in 2015. The charity aimed to make daily life easier for people with a disability, by training assistance dogs to help them. The dogs give their owners confidence and psychological support as well helping with daily tasks. Dorothy explained that she became a wheelchair user after she developed MS. She has had two assistance dogs, Swift and Vixen, who have enriched her life.

In 2022, we were able to resume live Open Lectures, but had to find a new venue since the Town House was being refurbished. We have had two so far this year in the Maitlandfield House Hotel.

They are:

21st February

The South of Scotland Golden Eagle Project by Philip Munro (Community Outreach Project.) He began by telling us about the Golden Eagle, from wing span to diet. He then spoke about the project which aims to reinforce the small, isolated and vulnerable population of Golden Eagles in the Scottish Borders and Dumfries and Galloway. This has been done through a series of translocations of chicks when they are between 6-8 weeks from eyries that have two chicks, to aviaries in the Southern Uplands. They are kept there for about six weeks, before being released into the Moffat Hills. Two of the released birds have been sited together regularly. The project is being extended by a year, since it was disrupted by Covid travel restrictions.

12th April

Special Landscape Areas of East Lothian by Sandra Goodswen. She explained that East Lothian Council undertook a systematic review of all East Lothian's landscapes in 2014/15 and her daughter, as Landscape Architect with the council, was involved in this review.

The aim of the Local Landscape Designation Review was to assess the whole of EL's landscape, classify and describe it in terms of its different character areas and identify areas of particular importance to be designated as Special Landscape Areas.

The objective of the review was to protect and enhance the area's high quality environment and special identity and to ensure that new developments respect the character, appearance and amenity of the area, by avoiding inappropriate developments in these areas.

Sandra used photos of the Special Landscape Areas and explained why they had been chosen. For further information on identified Landscape Character Areas and designated Special Landscape Areas visit ELC's website; Local Development Plan 2018; Special Landscape Areas.

Special Events

The Short Story competition was advertised in the Summer newsletter asking writers to show their intention to take part by 1st Sept and submit their stories no later than 30th Sept.

Writers could submit up to two stories no longer than 500 words each.

Judging was carried out by Book Tuesday Reading Group, led by Maggie Stevenson. All entries were anonymised before judging took place. The winning story was The Cruise by Tony Reeves and 2020 by Mary McCall came second. Tony received a book token as a prize. His story was available to read in the newsletter.

Newsletters

There was a change of Editor for the Newsletter this year, with a successful handover having been achieved.

There were three Newsletters in this last year and a number of notices of interest such as details of the Open Lectures and forthcoming events. The Newsletters were sent to all members and achieved a good take-up of readers (an average of about 65% of the membership opened the Newsletters).

During the year, ordinary members have been encouraged to send in items for inclusion including a number of group reports and accompanying photographs. The photo quiz has, again, been particularly well received. The two entries for the 2021 Short Story competition were published but the competition has now been cancelled due to lack of interest.

There has, been, in addition, a section devoted to elu3a Committee Members' Reports. Another section details national and Scottish activities and provides live links to that information. This means that the Newsletter has increased in size but measures are being investigated on how to produce a 'mini Newsletter' with pointers to all the articles.

The Editor is a member of the Scottish Media Group, which meets on Zoom once a month and distributes and shares relevant information on PR issues for each local u3a.

Website

The Website for the group has been ably maintained by Colin Legg for the past year. It is a successful source of information for members but we have not produced viewing statistics for this Report. The website was updated with Covid information during the pandemic but this will now be removed and the home screen/landing page will be updated soon with new content.

Coffee Mornings

The committee had hoped that we would hold our coffee mornings in October and March. However, with continuing restrictions because of Covid and the rise of cases earlier this year they were unable to be arranged.

We feel more positive that coffee mornings will be held this coming year and look forward to providing hospitality at them.

Treasurer's Report

Receipts and Payments Account

The main source of our income is membership subscriptions, augmented by Gift Aid support from HMRC. We have also received grant aid from East Lothian Council (further detailed below).

Our main expenditure is on room hire for group activities. We are required to pay an annual capitation fee to the central u3a body, the Third Age Trust, which currently stands at £4 per member, and to cover the cost of mailing the magazine Third Age Matters to members. Members can opt out of receiving the magazine, which results in an important saving.

The last two years 2020-21 and 2021-22 have both been highly untypical. In 2020-21 nearly all activities ceased, except for some outdoor activities. As a result there was an operating surplus of almost £6000 in that year. In the year 2021-22 just ended activities partly resumed, but at a lower level than before the pandemic. Covid restrictions limited the dates available for group activities and some groups chose to wait before resuming face to face meetings. This has resulted in an operating surplus of just over £2000.

We are very pleased to acknowledge the support of East Lothian Council, through the One Council Partnership Fund, for hire of the Bridge Centre for group activities. At the end of 2021-22 we were allowed to carry forward £2500 of unspent grant. We have received a further grant of £1000 for 2022-23.

Statement of balances

We entered the year with a relatively healthy balance of just over £7k. With the higher subscriptions introduced last year and a reduced level of activity, we finish the year with a net balance of some £11k.

Outlook

Spending for the year ahead is difficult to predict with accuracy. It is to be hoped that the level of all activities will increase as covid restrictions fall away. We would also hope that the drop in membership during the pandemic will be reversed as new members are encouraged to join for the first time. There are indications that the cost of hiring venues is likely to rise in response to the general rise in costs of living and also because of a degree of scarcity in the main population centres.

It should also be noted that the association's material assets in the shape of computer and audiovisual equipment are mostly near, or beyond, the end of their useful life and we may have to contemplate replacing equipment in the near future.

The Executive Committee currently anticipates that this year's closing balance of £11k is likely to reduce to around £7k by the end of 2022-23. Taking all these factors into account, the Executive Committee recommends no change in the current subscription level of £15 for 2022-23. However, this rate of diminution of balances is clearly not sustainable in the longer term and the position will need to be kept under close review over the coming year.



Chris Clark
Treasurer

This Trustee Report for the year ended 30 April 2022 was approved by the Trustees of East Lothian U3A on 22 May 2022 and signed on their behalf.



Chris Hawthorne
Chair

EAST LoTHIAN u3a**Accounts for 2021-22****Receipts and Payments for year ending 30 April 2022**

	<i>Restricted</i>					
	ELC					
	General	Partner-ship	Totals 2022	Notes 2022	Totals 2021	Notes 2021
RECEIPTS						
Subscriptions	8,905			[1]	7,414	[2]
Donations	253				60	
Gift Aid	-				1,199	
Grants (unrestricted)	-				-	
ELC Partnership		-			2,500	
TOTAL RECEIPTS	9,158	-	9,158		11,173	
PAYMENTS						
TAT Membership Fees	4,014			[3]	-	
U3A in Scotland Expenses	81				26	
Third Age Matters	1,256				2,947	
Bridge Centre restricted		3,234			-	
Other room Hire for Groups	579				(67)	
Equipt for Groups	432			[4]	160	
Equipt (central use)	-				398	
Lectures	360				210	
Events	18				15	
Admin & consumables (central)	226				167	
TOTAL PAYMENTS	6,965	3,234	10,199		3,856	
NET RECEIPTS (PAYMENTS)	2,193	(3,234)	(1,041)		7,317	

NOTES

- [1] £1180 additional subs for 2021-22 was received in year 2020-21; £1655 was received in advance for 2022-23
- [2] £940 additional subs for 2020-21 was received in year 2019-20.
- [3] TAT membership for 2021-22 paid 09/07/21; for 2022-23 paid 26/04/22
- [4] Zoom licenses

Balances at 30 April 2022

	<i>Restricted</i>	East		
	General	Lothian Partner- ship	Totals 2022	Totals 2021
CASH				
Balance at start of year	8,476	2,500	10,976	1,161
Surplus/(Deficit) for year	2,193	(3,234)	(1,041)	9,815
Balance at end of year	10,670	(734)	9,936	10,976
OTHER ASSETS				
Computer, AV equipment at Trustees' valuation			500	1,320
Gift Aid claim 2021 awaited	1,223	-	1,223	
Grant for hire of Bridge 2022-23		1,000	1,000	
Other assets Totals	1,223	1,000	2,723	1,320
LIABILITIES				
Uncleared cheques			-	1,320
Membership fees received in advance	1,655		1,655	1,180
Grant for hire of Bridge 2021-22			-	2,500
Liabilities Totals	1,655	-	1,655	5,000
NET BALANCES	10,237	266	11,003	7,296

APPENDIX 3



		Independent examiner's report on the accounts							v2
Report to the trustees/members of	Charity name	EAST LoTHIAN V3A							
	Registered charity number	SC 028 953							
On the accounts of the charity for the period	Period start date				Period end date				
	Day	Month	Year	to	Day	Month	Year		
	01	05	2021		30	04	2022		
Set out on pages								(remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner	The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.								
Basis of independent examiner's statement	My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.								
Independent examiner's statement	In the course of my examination, no matter has come to my attention other than that disclosed on the attached page* .								
	<ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 								
Signed:								Date:	20/5/22
Name:	DAVID CARNEGIE (REIG B.COM(HONS) FCCA								
Relevant professional qualification(s) or body (if any):	FELLOW MEMBER OF THE ASSOCIATION OF CHARTERED AND CERTIFIED ACCOUNTANTS								
Address:	37, LONGCRAM, HADDINGTON, EAST LoTHIAN EH41 4NS								

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.