



NOTICE OF ANNUAL GENERAL MEETING

**The Annual General Meeting of Arun West u3a
will take place on Tuesday 2nd May 2023 at 2 pm
at St Mary's Centre, Grassmere Close, Bognor Regis, PO22 7NU**

This pack contains:

- Agenda
- Draft Minutes
- Motion/Question Proposal Form
- Committee Nomination Form
- Voting and Proxy Vote

This pack is also available on the [Arun West u3a website](#) in the Members' Area.

Please note: Annual Accounts will be distributed after Easter 2023



AGENDA FOR ANNUAL GENERAL MEETING 2023

Notice is hereby given that the AGM of Arun West u3a is to be held at St Mary's Felpham on Tuesday 2nd May 2023 at 2pm (doors open at 1.45pm).

1. **Apologies** for absence
2. **Resolution 1:** To accept the Minutes of the previous AGM held on Wednesday 18th May 2022
3. **Chair's Report**
4. **Treasurer's Report**
5. **Resolution 2:** To approve the Annual Accounts for 2022/2023 as previously distributed and posted on the Arun West u3a website
6. **Resolution 3:** To allow the committee to appoint the examiner for the accounts year ending March 31st 2024
7. **Groups' Co-ordinator Report**
8. The current committee will stand down and Jean Inwood will continue to chair
9. **Resolution 4:** To elect en bloc all nominated Committee Members for the year 2023/2024
10. **Resolution 5:** To approve the level of subscriptions for 2024/25
11. Any pre-registered motions/questions arising from member
12. Any Other Business
13. Close Meeting

ARUN WEST U3A

DRAFT MINUTES OF THE AGM HELD ON 18th MAY 2022

YAPTON VILLAGE HALL

The Chair, Jean Inwood, welcomed 54 members and thanked them for their support of not only the AGM but of their continued support during 2021/2022 as Arun West started face to face meetings again. The vote total will include any postal votes received.

1. **Apologies:** 24 members sent apologies
2. **Resolution 1:** to accept the Minutes of the previous AGM held on 22nd April 2021

AGREED

3. **Chair's Report:** see attached
4. **Treasurer's Report:** see attached

5. **Resolution 2:** to approve the Annual Accounts for 2021/2022 as previously Distributed and posted on the Arun West u3a website

AGREED

6. **Resolution 3:** to allow the committee to appoint the examiner for the accounts Year ending March 31st 2023

AGREED

7. **Group's Co-ordinator Report:** see attached

8. The current committee will stand down and Jean Inwood will continue to chair

9. **Resolution 4:** to elect en bloc all nominated Committee Members for the year 2022 /2023

Nominated Committee Members:

Jean Inwood, Neil Clark, Mike McKrill, Mary Curd, Teresa Gess, Gill Henry, Jennifer Marchant

AGREED

10. **Resolution 5:** to approve the level of subscriptions for 2023/24

AGREED

11. No pre-registered motions or questions have been received from members

12. **AOB:** Glyn White raised his concern about the lack of publicity and particularly lack of posters in Sainsbury's etc – was it the committee's intention to boost membership? Chair responded and explained the steps the committee were taking.

Annabelle Heath asked if there were Job descriptions for the vacant Committee posts. Chair responded and said they were available.

13. **CLOSE MEETING:** The meeting closed at 2.35pm



AGM MOTION/QUESTION PROPOSAL FORM

If you would like to propose a motion or raise a question at the AGM to be held on **Tuesday 2nd May 2023**, please complete the form below with the motion itself, your name and membership number as the proposer and the name and membership number of the seconder.

In order that the motion can be included in the final Agenda, the form can be emailed to the Secretary and must arrive by **5pm Tuesday 18th April 2023**.

Motions/questions can only be proposed and seconded by current members of Arun West u3a who must both sign below.

Motion:

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Proposed by:	Membership No:
Signature of Proposer:	
Seconded by:	Membership No:
Signature of Seconder:	

Please return this proposal form to the Secretary:

Neil Clark, to arrive by 5pm on **Tuesday 18th April 2023**

Email: sec2021arunwestu3a@gmail.com



NOMINATION FOR COMMITTEE MEMBERS

Each year at the AGM the whole committee retires. The nominees to the committee are elected by the membership at the AGM. In order for voting to take place nominations should be sent to the Secretary of Arun West u3a not less than 7 days prior to the AGM.

If there are more nominations than positions to fill, an election will be held at the AGM, the result of which will take effect immediately. Please note that all members of the committee are volunteers, and it is important that all members of the committee have access to computer and email facilities

In order to be an elected member of the committee the nominee must:

- Be a fully paid-up member of Arun West u3a
- Have one proposer and one seconder who are fully paid-up members of Arun West u3a and are not current members of the committee
- Sign the form to show consent to the nomination

I the undersigned am willing to stand for election to the Arun West u3a committee at the Annual General Meeting on **Tuesday May 2nd 2023**.

Name:	Membership No:
Signature:	
Proposed by:	Membership No:
Signature:	
Seconded by:	Membership No:
Signature:	

Please return this proposal form to the Secretary:

Neil Clark, to arrive by **5pm Tuesday 18th April 2023**

Email: sec2021arunwestu3a@gmail.com



AGM VOTING FORM

You can vote online via the Membership Area on the website or by post, or at the AGM. **Please note you can only vote once.** Paper copies will be sent to our members who are unable to access the internet. Please return your voting form (either post or via email) by **5pm Friday 21st April 2023** to the AWu3a secretary: Neil Clark 41 Links Avenue, Felpham, PO22 7BL

Member Registration Details

Name:	Membership Number:
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Please cast your vote for resolutions 1 – 6 or alternatively nominate a proxy as set out below.

Proxy Nomination Details

A voting member may appoint the Chairman of the meeting or another AWu3a member (being a member entitled to vote in their own right) to act as their proxy at the Annual General Meeting of Arun West u3a to be held on **Tuesday 2nd May 2023** and at any adjournment thereof.

If you would prefer not to appoint the Chairman of the meeting, please enter the name and membership number of the member you are appointing as your proxy:

<input type="checkbox"/> Chairman of the meeting	
<input type="checkbox"/> AWu3a Member Name:	Membership Number:

Proxy Voting Options

☐ I hereby authorise my proxy to vote on the proposed Resolutions at their discretion and as they consider to be in the best interests of Arun West u3a. I also authorise my proxy to vote in the same manner on any Resolutions which may arise on the day, of which formal notice has not been received. OR

☐ My proxy is hereby authorised to vote on my behalf as follows on the proposed Resolutions. I understand that should any Resolutions arise on the day, of which formal notice has not been received, my proxy shall vote at their discretion and in the best interests of Arun West u3a

Member Registration Details

Name:	Membership Number:
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Resolutions

Resolution 1	Annual General Meeting Minutes 2022 To accept the minutes of the Annual General Meeting held on Wednesday 18 th May 2022	For <input type="checkbox"/>	Against <input type="checkbox"/>	Abstain <input type="checkbox"/>
Resolution 2	Annual Accounts 2022/2023 To approve the Annual Accounts for 2022/23 as previously distributed and posted on the AWu3a website	For <input type="checkbox"/>	Against <input type="checkbox"/>	Abstain <input type="checkbox"/>
Resolution 3	Examiner To allow the committee to appoint the examiner for the account's year ending March 31st 2024	For <input type="checkbox"/>	Against <input type="checkbox"/>	Abstain <input type="checkbox"/>
Resolution 4	Committee Members To elect en bloc all nominated Committee Members for the year 2023/2024	For <input type="checkbox"/>	Against <input type="checkbox"/>	Abstain <input type="checkbox"/>
Resolution 5	Subscriptions To approve the level of subscriptions for 2024/2	For <input type="checkbox"/>	Against <input type="checkbox"/>	Abstain <input type="checkbox"/>

Remember you can only vote once, by post, or the website, or at the AGM.

Please return this voting form to the Secretary:

Neil Clark, by **5pm Friday 21st April 2023** 41 Links Avenue, Felpham, Bognor Regis PO22 7BL. Email: sec2021.arunwestu3a@gmail.com