



NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of Arun West u3a will take place on Thursday 9th May 2024 at 10.30am at St Mary's Centre, Grassmere Close, Felpham 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 asap.



AGENDA FOR ANNUAL GENERAL MEETING 2024

Notice is hereby given that the AGM of Arun West u3a is to be held at St Mary's Centre, Felpham on Thursday 9th May at 10.30am (doors open at 10.15am).

1. **Apologies** for absence
2. **Resolution 1:** To accept the Minutes of the previous AGM held on Tuesday 2nd May 2023
3. **Chair's Report**
4. **Treasurer's Report**
5. **Resolution 2:** To approve the Annual Accounts for 2023/2024 as previously distributed and posted on the Arun West u3a website.
6. **Resolution 3:** To allow the committee to appoint the examiner for the account's year ending March 31st, 2025.
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 2024/2025
10. **Resolution 5:** To approve the level of subscriptions for 2025/26
11. Any pre-registered motions/questions arising from members
12. Any Other Business
13. Close Meeting

DRAFT Minutes of the Annual General Meeting held on Tuesday May 2nd 2023 at 14.00, in St Mary's Hall, Felpham, Bognor Regis

Welcome and Introductions

Jean Inwood, the Chair of Arun West, welcomed everyone to the meeting and formally introduced herself and the members of the committee to the members present. She expressed her delight that over 80 members were in attendance and assured us that tea and cake would be available, in celebration of the forthcoming coronation, at the end of the meeting. A themed quiz would also be taking place.

1. Apologies for absence

The secretary, Neil Clark, advised that he had received 7 apologies for absence. The meeting was comfortably quorate.

2. Minutes of the AGM held on May 18th 2022

The Chair asked for any comments, queries, or clarifications to these minutes, which had been available for scrutiny on the website; none were forthcoming. She asked for formal approval of these minutes.

Proposed Pam Downs

Seconded Jackie Burton

On a show of hands, the motion to approve the minutes was carried, with none voting against and with no abstentions.

3. Chair's Report for year ended 31 March 2021.

Jean began by thanking the Events Team for their hard work organising the catering. She announced that Derek Waite would be standing down after seven years' service to the organisation, as editor of the weekly bulletin and co-ordinator of the Beacon system. In appreciation, a gift would shortly be on its way to Derek, from a grateful membership. Bryan Bithell will be taking over this crucial role.

Our membership currently stands at 348, an increase of approximately 5% on the figure of 331 at the last AGM. Jean warmly thanked Teresa Gess for her work as Membership Secretary, noting that her duties had been made a little lighter by the take up of online annual renewals.

Attendance at our coffee mornings at Felpham and Barnham had been very gratifying; quizzes compiled by Peter Bartlam and Liesma Mezulis continued to be popular; over £800 had been raised for charity by sales of goods at these mornings and the Monthly Talks. Jean thanked everyone involved in the running of these gatherings.

The Events team had organised a Jubilee party, a group leaders' and new members' lunch, a skittles evening, and a Christmas trip to Winchester, since the last AGM. A quiz night and a trip to the Ardingly Show are anticipated.

Masha White had organised a very well attended New Year's lunch at the Boundary in Middleton, the first such gathering since the 2020 lockdown. Masha had also continued to

administer the Arun West Facebook group and to supply voluminous plants for sale at many events. All these ladies were warmly thanked by Jean.

Jennie Marchant, the committee member with responsibility for the Monthly Talks programme has reluctantly decided to stand down, on health grounds. She received a bouquet in appreciation of her services.

Jean went on to say that the committee requires some new blood; Teresa Gess will be standing down shortly and there are therefore at least two vacancies. She thanked members of the committee for all their hard work and service over the past year. When she asked for volunteers to join the committee, who might serve ex officio at first, there was, regrettably, no response from the floor.

4 Annual Report and Accounts

Mike McKrill, the Treasurer introduced himself and reminded the meeting that the Statement of Financial Activities up to and including 28th February of this year had been on the group's website, and that these accounts had been independently examined and verified by Alan R Moyse. Hard copies of the statement were available for scrutiny. He identified the increasingly higher fees being (quite understandably) requested by our monthly speakers, which had led the committee to recommend a proportionate increase in charges at the door. Because of our adequate resources and advantageous cash flow, we are able, however, to maintain the annual membership fee of just £10, of which £4 goes to U3A head office as capitation fee.

Item 5

As there were no further questions to the Treasurer, the Chair proposed that the annual accounts be formally adopted. (Resolution 2) This motion was proposed by John Humphrey and seconded by Jane Barnes. It was passed nem con, with no abstentions.

Item 6

The Treasurer then proposed that Alan Moyse be appointed as examiner of accounts for the coming year. (Resolution 3). The motion was proposed by Glyn White and seconded by Annabelle Heath. The motion was carried nem.con, with no abstentions.

7. Group Co-ordinator's Report

Mary Curd reported that there were currently 30 groups operating, with many members attending more than one activity. She encouraged members to start up new groups as we had, inevitably perhaps, not yet returned to pre pandemic numbers. The steady growth in overall membership is to be welcomed.

Mary had been disappointed by the low turnout of group leaders at the joint luncheon with new members of Arun West. An opportunity to recruit new participants to their groups had been missed.

A list of all groups and meeting times can be found on the website.

8. Composition of Committee.

The present committee proposes to stand down and offer itself for nomination en bloc, with the exception of Jennie Marchant (q.v) No written nominations for new members had been received by the Secretary.

9. Resolution 4

To elect en bloc those committee members offering to serve for the year 2023-2024

Proposed by Janice Bryan and seconded by Mavis Burton, the resolution was carried unanimously, with no abstentions.

10 Resolution 5

To approve the level of subscription for 2024-25, at £10

Proposed by Liesma Mezulis and seconded by Shira Slight, this resolution was carried nem con

11. Pre -registered questions/motions from members

None had been received by the Secretary

12. A.O.B

Former Chair, Glyn White made a plea for all 80+ members present at the AGM to give serious thought to serving Arun West U3A, by serving on the committee and/or offering to support individual events, reminding everyone how embarrassing and invidious it was for the Chair to make this annual entreaty.

13. Closure

A vote of thank to the committee was proposed and carried.

The meeting ended at 14.36.



AGM MOTION/QUESTION PROPOSAL FORM

If you would like to propose a motion or raise a question at the AGM to be held on **Thursday 9th May 2024**, 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 Thursday 25th April 2024**.

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

Motion/Question

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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 **Thursday 25th April 2024**. *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 **Thursday 9th May 2024**.

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 Thursday 25th April 2024**.

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 Thursday 25th April 2024** to the AWu3a secretary: Neil Clark 41 Links Avenue, Felpham, PO22 7BL Email: sec2021.arunwestu3a@gmail.com

Member Registration Details

Name:	Membership Number:
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Please cast your vote for resolutions 1 – 5 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 **Thursday 9th May 2024** 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 2023 To accept the minutes of the Annual General Meeting held on Tuesday 2 nd May 2023	For <input type="checkbox"/>	Against <input type="checkbox"/>	Abstain <input type="checkbox"/>
Resolution 2	Annual Accounts 2023/2024 To approve the Annual Accounts for 2023/24 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 2025	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 2024/2025	For <input type="checkbox"/>	Against <input type="checkbox"/>	Abstain <input type="checkbox"/>
Resolution 5	Level of subscriptions To approve the level of subscriptions 2025/2026	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 Thursday 25th April 2024** at *41 Links Avenue, Felpham, Bognor Regis PO22 7BL*. Email: sec2021.arunwestu3a@gmail.com