

### BECCLES U3A THIRD ANNUAL GENERAL MEETING

<b>DATE &amp; TIME</b>	Weds May 17th 2017 at 10.15am
<b>PLACE</b>	Beccles Public Hall, Smallgate, Beccles
<b>PRESENT</b>	Chairman - Peter Shannon (PS)
	Members on the AGM table: Peter Westmacott (PW) Vice Chairman Susan Shannon (SS) Business Secretary Carole Moore (CM) Treasurer plus 175 members in attendance in the hall
<b>MINUTES</b>	Diane Dungate (DD)

**Copies of the Agenda were distributed to all members by email or post in advance of the meeting.  
Copies of the Treasurer's Report were placed upon seats giving all present time to read before the start of the meeting**

Item	Raised By	Comments
1 Apologies for Absence	SS	<u>Executive Committee:</u> Paul Gurbutt (PG) / Mu Gurbutt (MG)  <u>The membership:</u> Kate Andrews / Julie & Steve Chaplin / Pamela Flower / John & Anne Frith / Jacque Greenfield / Kathy Gunn / Judy Labanc / Elizabeth Shakespeare / Shirley Taylor / Jane Thomas / Valerie Walker / Christine & Alan Wheeler
2 Minutes of previous meeting (18.05.16) and Matters arising	PS	The minutes of last year's (2016) AGM were sent in advance to all members by email or post for those members not online. <i>proposal:</i> to approve the minutes as a true record of the meeting <i>proposed by:</i> Gwen Rogers, mem no 57 <i>seconded by:</i> Anna Bonner, mem no 98 <i>vote by show of hands:</i> unanimous. The minutes having therefore been approved, were then signed by PS  <i>Matters Arising</i> None
3 Annual Report of the Trustees	PS	<b>Monthly Meetings</b> Monthly Members Meetings have been well attended this year with an overall average attendance of 135-150. <u>Suggestion Box</u> This was introduced in November for members to post ideas and proposals. From this the committee has received several ideas for consideration and suggestions for speakers have been passed to the Programme Secretary (MG) for her appraisal. <u>Members' Board</u> This was introduced for members to post information about local and charitable events of their choice. After a short trial period, the committee have decided to purchase a permanent display board which will be positioned in the foyer. <u>Monthly Speakers</u> MG has organised a full programme of monthly speakers who have been very well received with something for everyone to enjoy. These have ranged from a serious 'Trump World' presented by Prof Lee Marsden, Head of Politics at UEA, to 'Estuary Life in Suffolk' presented by Alex Bass and a very amusing and entertaining set of poems read by Doreen Reed at the Dec (Festive) meeting in Sir John Leman school. The latter was enjoyed by all and it is hoped she will return. The December meeting also included an excellent mini-pantomime plus musical and singing performances.  <b>Events</b> *There have been 20 social events over the year which have attracted 259 attendees. These have included visits to Buckingham Palace, Kensington Palace and Thursford. *30 members will go on a visit to Paris in June 2017 *There are currently 5 seats remaining on the Waveney Stardust for Fri 19.05.17. Please contact the Irene Squirrel (IS) the Events Coordinator if you are interested.

	<p>For events to continue at this level will require members to come forward to support in organising and leading on the day of an event otherwise the number of events/visits will have to decrease since the current Events organiser cannot be expected to continue with such a large programme unassisted</p> <p><b>Interest Groups</b> It has proved difficult getting members to understand fully that, even with limited numbers, groups can be formed if there is sufficient interest. Members can organise themselves into operating a group, setting a date, time and location. It is the participation and enthusiasm in making it happen and embracing the self-help learning principle of the U3A movement.</p> <p>Interest groups are formed by members for members with no distinction between the learner and the teacher. They are all U3A members.</p> <p><u>Joint Meeting</u> There are a number of groups wishing to form and the committee wishes to help get them established and running since it is suspected that delays dull interest and support for new groups.</p> <p>On Fri 02.06.17 at 2pm there will be a joint meeting in the PH for all those members who have expressed a wish to be part of the following Interest Groups;</p> <ul style="list-style-type: none"> <li>- Ballroom Dancing</li> <li>- Creative Writing</li> <li>- Jazz appreciation</li> <li>- Beginners Italian</li> <li>- Spanish</li> </ul> <p>Free refreshments will be available. PS invited any member who has shown an interest in any of these proposed groups or who would like to find out more, to come along.</p> <p>If this meeting proves successful, other proposed new groups will be selected and the same idea applied so that new groups can be quickly established.</p> <p><u>Recent New Groups</u> During the year the following new groups were established;</p> <ul style="list-style-type: none"> <li>- Historic Walks 3</li> <li>- Drama Group</li> <li>- Badminton</li> </ul> <p>with others pending.</p> <p><u>Discontinued Groups</u> During the year the following groups discontinued;</p> <ul style="list-style-type: none"> <li>- Cookery</li> <li>- Ukulele</li> </ul> <p><u>Convenors Meetings</u> There have been 2 Convenors Meetings this year;</p> <ul style="list-style-type: none"> <li>- summer meeting in Aug 2016</li> <li>- winter meeting in Feb 2017. At this meeting 46 groups were represented. Paul Gurbutt (PG) the new Groups Coordinator was introduced and the Convenors Group Handbook was distributed. This will hopefully be useful for both existing and new Group Convenors.</li> </ul> <p><u>Groups Survey</u> A survey of Interest Groups took place in Sept/Oct 2016. The findings indicated that 67% of the then 626 membership were involved in at least 1 group.</p> <p><i>ques arising</i> Why are there nearly 200 members not in any group? PS stated that the Committee would like to assist in increasing the percentage of members actively involved in groups although it is accepted that some may wish to attend only monthly members meetings or events, which is also acceptable.</p>
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	<p><b>Executive Committee</b>  This currently numbers 10.</p> <p><u>Meetings</u>  The Committee has met monthly over the past year.  Meetings are held on the first Thurs of each month at the Friends' Meeting House, Smallgate, Beccles for approx 2 - 2.5 hrs.  Allowing for one member who was absent for several months due to overseas family commitments, the attendance has been 90%.  Any potential committee member is welcome to attend by appointment.</p> <p><u>Interest Groups Coordinator</u>  Sandy Perrin stepped down from this role in November 2016.  Paul Gurbutt (PG) was who was co-opted onto the committee in October agreed to take on the role. JM and PS agreed to assist him in the role at Groups Support. (see also item 6 p5)</p> <p><u>Group Visits</u>  PG, JM and PS visited most groups during Jan/Feb 2017. PS reported that this was a very enjoyable experience which helped them appreciate how different groups organise themselves and understand what is involved in running a group. Their overall impression was that groups were largely strong and flourishing with enthusiastic and happy members.</p> <p><b>CONCLUSION</b>  It was concluded that the Groups Coordinator role should consist of a team of at least 3 people.</p> <p><u>Thanks</u>  PS formally thanked the following committee members;  *<u>The committee itself</u>: for their time effort and good work in helping to manage all aspects of Beccles U3A. He mentioned in particular JM and CM who have worked particularly hard with renewals of the growing membership and managing the Gift Aid process.  *<u>DD minutes secretary</u>: who  1) produces an excellent record of all meetings  2) with JD, assists with Accessibility at monthly members meetings  *<u>SS, business secretary</u>: for her organisational skills and moral support.  *<u>Sue Rhodes (SR)</u>: who stepped down from the committee in Sept 2016. SR had been involved with Beccles U3A as a member of the Start Up Team in July 2016.  *<u>Peter Westmacott (PW) Vice Chair</u>: for his constant support and advice since joining the steering group. PW has said that he will continue to assist with registration at monthly members meetings. This will be a great help and much appreciated.  *<u>Sandy Perrin (SP)</u>: who was the original Groups Coordinator and who, from the outset, was instrumental in helping to establish the Interest Groups.</p> <p><b>Special Thanks</b>  PS formally thanked the following;  *<u>Felicity Hillier (FH) the original Webmaster</u>: who stepped down in Jan 2017. FH created the Beccles U3A website.  *<u>Veronica Carpenter (VC) Accessibility Officer</u>: who is standing down at this AGM. VC has been instrumental in establishing the Beccles U3A Accessibility Policy and has attended monthly members meetings helping to ensure that members were comfortable with their seating positions in the PH.  PS stated that someone is needed to take on this very important role. He asked that if any member has this area of understanding and could help, to please contact him.  *<u>Jane Thomas</u>: who has examined our accounts for three AGMs.  *<u>Angela Williams (AW) the new Webmaster</u>: for;  1) taking on and developing the role of Webmaster  2) acting as editor of the Newsletter which is now published every quarter.  PS added that members can make contributions to the Newsletter by sending them to AW.  *<u>Vicki John</u>: who very promptly produces a full monthly speakers reports with diagrams and images for the website.  *<u>Peggy McGregor</u>: for continuing to post monthly reports in the local newspaper. This helps to promote Beccles U3A to the wider local audience updating them of events.  *<u>Glenys Westmacott and her team of assistants</u>: who provide the refreshments at</p>
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		<p>monthly members meetings and other events such as Renewals Morning at Beccles PH. He mentioned in particular, their great support at the Dec (Festive) 2016 meeting at Sir John Leman School when there were problems with the electrical supply for heating the urns.</p> <p><i>*Sally &amp; Chris Greenhill:</i> for acting as guardians of the projector for use by Group Convenors. A DVD player will soon be available for convenors wishing to show a film or illustrate a demonstration. This will alleviate the need for laptops with DVD drive</p> <p><i>*All Convenors/Co-Convenors:</i> for their involvement with the Interest Groups. PS said that it is their commitment which makes a U3A happen.</p> <p>And finally all members who participate in any aspect of Beccles U3A to help make it a success and without whose help, it would not exist.</p> <p>PS concluded by offering his apologies for anyone he has missed out with his thanks for their support.</p> <p><b>New Developments</b>  Beccles U3A is now established and continues to grow and gain new people to help its management.  The following developments have taken place in the last year;  <i>*Aug 2016 Beccles U3A became a registered charity</i>  <i>*The Gift Aid payment process is almost in place</i>  <i>*There are now 50 established Interest Groups</i>  PS concluded that Beccles U3A has a healthy working balance of funds.</p> <p><b>Links</b>  <i>*PS and SS attended the Annual Conference of the Third Age Trust at Nottingham University in Aug 2016</i>  <i>*Beccles U3A is represented at the half-yearly Suffolk &amp; District Network (SADN) meetings. These are a great source of advice and experience in its management. In Nov 2016 Beccles U3A hosted the SADN meeting at Ringsfield Village Hall. There were representatives from 10 other U3As who took part in 4 different workshops on matters relevant to running a U3A. This was attended by the Regional Trustee for the East of England.</i>  PS concluded by stating that all costs for this event were met by the Network and none were incurred by Beccles U3A.</p> <p style="text-align: center;"><b>CONCLUSION</b></p> <p>PS stated that some committee members who will be standing down at the next AGM will have given an impressive 3 or 4 years service. He emphasised the importance of new people coming forward to ensure that the executive committee has a continuity of knowledge to help run Beccles U3A as existing members stand down.  PS invited any member who feels he/she would like to make a tentative enquiry to contact him for an informal chat.</p> <p style="text-align: right;">The membership gave a round of applause at the end of the Chair's report</p>
<p style="text-align: center;">4 Treasurer's Report And Accounts</p>	<p style="text-align: center;">CM</p>	<p style="text-align: center;"><b>BECCLES U3A TREASURER'S REPORT</b>  <u><b>Summary of receipts and payment for the period 01.04.16- 31.04.17</b></u></p> <p>A copy of the Treasurer's Report produced by CM was distributed to all members with time to read before the meeting began.  PS asked for the Accounts to be approved  PS invited members to put forward any comments/queries  Alec Hillier mem no 25 raised the following question;  <i>ques: Why does Beccles U3A need so much cash in hand?</i>  <i>ans:</i> PS answered that when Beccles U3A began, the membership fee was set on the basis of 200-300 people. PS sought advice from Nat Off and as a result, this has been reviewed in the last year and Beccles U3A are considering ways in which monies can be adjusted. PS was advised by Nat Off to hold a certain amount in reserve. It is not yet decided on how we will adjust these monies but we have been talking to other U3As. There is a need to ensure that we have enough funds and this will include looking at monies gained from Gift Aid.  CM asked that Alec put suggestions in the Suggestion Box if he has any ideas.  Alec concluded by suggesting that perhaps the annual membership could be reduced.</p>

		<p><b>PS invited questions from the membership</b>  John Gage mem no 17 raised the following 2 (two) questions;  <i>ques 1 : How are groups accounts reported?</i>  <i>ans:</i> Groups Accounts are reported three times a year. Convenors are asked simply to send a return of any transactions which have taken place within their group including a nil return. These are then reviewed by the treasurer. Groups are advised to hold no more than £70. If this sum is exceeded, they are asked to offer some free meetings or bring in a speaker.  <i>ques 2: Is there transparency on membership?</i>  <i>ans:</i> All group accounts are run by convenors and any group member can request to see the group accounts.  CM added that anyone with a strong feeling about anything concerning accounts can speak to Treasurer</p> <p>Proposal to accept the <b>summary of the receipts and payment for the period 01.04.16-31.04.17</b></p> <p><i>prop by:</i> Irene Squirrel, mem no 10  <i>sec by:</i> John Humphery mem no 177  <i>Vote by show of hands:</i> all in favour</p> <p>PS thanked CM for her report.</p>
5 To Approve the Appointment / Continued Appointment of an Examiner of Accounts	SS	<p>PS stated that Jane Thomas, the current Examiner Of Accounts has decided to step down.  Next year the accounts will be carried out by Newman &amp; Co  <i>proposal:</i> to accept Newman &amp; Co as Examiner Of Accounts for Beccles U3A  <i>prop by:</i> Vicki John mem no 245  <i>sec by:</i> Shirley Mead, mem no 100  <i>Vote by show of hands:</i> voted overwhelmingly in favour with 1 (one) against</p>
6 Election of Executive Committee Members	SS	<p>There were 3 (three) nominations to the executive committee  1) Paul Gurbutt (PG) who was co-opted onto the executive committee last year. (see also item 3 p3)  2) Lacey Baxter (LB)  3) Graham Jermyn (GJ)  All three have been proposed and seconded by members of U3A.  <i>proposal:</i> to accept them  <i>prop by:</i> Glenys Westmacott mem no 7  <i>sec by:</i> Peggy McGregor mem no 8  A vote was not necessary as there are still vacancies on the executive committee. PS reminded all present that these are open to new members joining during the year. PG, LB and GJ were welcomed onto the executive committee.</p>
7 Constitutional Changes	SS	<p><u>PROPOSED CHANGE</u>  To amend the percentage attendance required at the AGM from the current 20% of the membership to 10%. (sect 16 part 4 of the Constitution)  This change has been approved by the CEO of the Third Age Trust (TAT), Sam Mauger but approval of the Beccles U3A membership is required. SS explained with this amendment, future AGM's would not be at risk of not going ahead due to the qualifying quorum not being met.</p> <p>There was a proposal to approve the amendment of the percentage attendance required at the AGM from the current 20% of the membership to 10%.  <i>vote of approval by show of hands:</i> voted overwhelmingly in favour with 1 (one) against.  <b>DECISION</b>  It was decided to amend the percentage attendance required at the AGM from 20% to 10%.</p>
8 Proposed Motions	PS	NONE WERE SUBMITTED
9 Vote of Thanks to Members of the Executive committee	PS	This was attended to in PS's report (item 3 p3/4)

AOB	<p><b>Questions from the membership</b></p> <p><i>2 (two) questions were raised by Tony Smith, mem no 260</i></p> <p><u>ques 1</u>: with regard to the comment about accessibility. Is this a post on the executive committee?</p> <p><u>ans</u>: PS clarified that this is an ex-officio role and that VC reported to the committee but did not attend committee meetings.</p> <p><u>ques 2</u>: Will this role remain vacant until an appointment is made?</p> <p><u>ans</u>: PS said that this will be discussed at the next month's committee meeting (June 2017). The role may be taken on by a new member or one of the existing members of the committee</p> <p>Tony Smith added that he would like to make a point about hearing loss as members with hearing loss have the same rights under the Disability Act as those requiring wheelchairs.</p> <p>PS responded by saying that he was aware of this and that;</p> <ul style="list-style-type: none"> <li>a) at monthly members meetings people are on duty in the PH to help seat those with hearing loss in an appropriate place to ensure that can hear</li> <li>b) Beccles PH has a hearing loop system</li> <li>c) visiting speakers wear a lapel microphone</li> </ul> <p>PS concurred that accessibility is certainly about more than just wheelchairs and stated that, with respect to accessibility, Beccles U3A inspects all venues and assesses them in advance. He added that, with assistance from members of Interest Groups, it is the intention of Beccles U3A to continue doing as much as possible maximise accessibility for all.</p> <p>Tony Smith concluded by commenting on the lack of clarity of the microphone being used by PS</p> <p>PS offered his thanks for this information.</p>
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**There being no other business, the Annual General Meeting ended at 10.50am**

**END OF MINUTES**