

**BISHOP'S CLEEVE U3A**  
**MINUTES OF THE 14<sup>th</sup> ANNUAL GENERAL MEETING**  
**HELD IN WOODMANCOTE VILLAGE HALL**  
**ON 15th NOVEMBER 2021**

The Chairman, Alan Hazell, welcomed everyone to this, the 14th AGM, and said he was pleased to see so many members present. He announced that a quorum (82 members in this case) was required for the meeting to have validity, and he was pleased to announce that this figure had been reached.

**1) Apologies**

Apologies for absence were received from:

Helen Randall, Helen Purdon, Liz and Adrian Neeves, Jennie and Ricky Gauld, Paul Flaxman, Jenny Mackelworth and John Duck.

**2) Approval of Minutes of the last AGM held on 16 November 2020 (via Zoom)**

It was proposed by Neville Jackson, seconded by Ann Lewis, and unanimously approved, that these Minutes be accepted.

**3) Matters Arising from these Minutes**

None raised.

**4) Chairman's Report (Alan Hazell)**

A digest of this will be published in the Clarion, but is given below for reference.

**Introduction**

Last year's AGM lasted just 30 mins. This was partly because everyone received a copy of the Chairman's Annual Report prior to the meeting. You might be forgiven for thinking this report will be shorter than usual anyway, as nothing much has happened since the last AGM. Not so! Far from it, both in terms of what's been happening & in terms of the length of this report!

**Open Meetings**

For a start, we'd missed only one "Open Meeting" before instituting such monthly occasions on the dreaded Zoom. Whilst for a number this was unattainable or just disliked, a sizeable number tried it out, though the numbers dropped somewhat after the January meeting – not because of the speaker, I hasten to add, as it was Dr Gill White, one of our favourite speakers (dare I say?), who was talking on "Henry V1111 & the Field of Cloth of Gold". In August, we reverted to live, "in the flesh" Open Meetings, and for the first of these, the guest speaker was – surprise, surprise! – Dr Gill White. The quality of speaker has, as ever, been mostly of a really high quality – this has been, & continues to be, thanks to our Speaker Secretary, who has quietly & efficiently collated a network of speaker sources to feed our appetite – heartfelt thanks to Joan Hall.

**Secretaryship**

For a time, there was consternation that Woodmancote Village Hall (WVH) might have to stop trading, & our committee realised that there would be few alternatives for meetings such as WVH if this were to happen. Fortunately, a number of community minded folk came to the rescue to form a new WVH management committee, with our current u3a Secretary, Sally Ferrers, volunteering to become its secretary because, as she put it, "someone had to". Sally was due to stand down from our own committee & was keen to do so, given other commitments she has, but unfortunately, none of our members has yet similarly come to our rescue, so Sally has agreed to continue as our u3a Secretary for a

short while longer. We are most grateful to Sally for her sense of doing what is right & offer our thanks for her service. The WVH committee chairman recently joined our u3a, so I hope we will continue a special relationship with WVH & its people.

For those considering seeking further information about the role of Secretary, please bear in mind that the tasks do not include the taking of minutes, as Stella Caney, who has been taking our minutes for an unbelievable 8 years as a non-committee member, has indicated her willingness to undertake that role for a further year. Stella – thank you so much!

### **Interest Groups**

The main stays of our organisation, however, remain the many group leaders. Within their ranks, there is such a wealth of experience, knowledge, skill & sheer enthusiasm, that we should not forget the oft unsung work they do. It's such a pity that in recent months, a couple have had to be mothballed because there is no-one to lead them, and we look to being able to find leaders for these in the near future. With such strong personalities & such diverse subjects, it is important to have a Groups Coordinator who constantly has her finger on the pulse, so we've been fortunate indeed to have Viv Paxford in that role. Her term of office is due to come to an end, but under the new rules, can continue a **little** longer if so agreed at this meeting.

On 25 September, we held our u3a Day, featuring the Showcase Event, which we'd had to cancel last year because of Lockdown. This year, it was bigger & better than ever. At our October meeting, we thanked in detail the dozens of members who helped to make it such a rewarding & inviting & – frankly – enjoyable occasion. This was largely due to its planning mastermind - Viv. Thank you.

### **The Cleeve Clarion**

Group leaders have also been the mainstay of the continuing contributions to our very own newsletter, The Cleeve Clarion. This publication has, in many ways, been the mainstay of our continuation as a community throughout the pandemic. Under the fearsome efficiency & creative genius of its editor, Marguerite Habgood, & benefitting from the time she's given, this vehicle for news & updates has transmogrified into something which even I now read in its entirety! So... our thanks both to Marguerite & to its contributors.

### **Membership**

It's interesting to see how the occasion on 25 September in great part affected the number of members we now have. Before the first lockdown we had 406 members. As the months went by, that number slowly dwindled to 374 for fairly obvious reasons. Now, with the green shoots of normality appearing & our u3a day behind us, we now have 414 members. Our thanks to Mary Enderby for looking after membership matters, but whose term of office has now come to an end, & I wish to record thanks for those who've volunteered to take over that role as Membership Secretary & Deputy.

### **Beacon**

I now need to mention Beacon, our online management system developed by the Third Age Trust, & designed to make the life of Committee Members and Group Leaders both easier and more efficient. It has proved invaluable in 3 basic areas:

1. Membership – it provides a comprehensive set of tools for dealing with new members, renewals, subscriptions, address changes, membership cards and communications
2. Groups – it provides Group Leaders with membership management, group ledgers and easy communication with group members
3. Finances – Under Beacon, every transaction can be assigned to individuals, groups and categories, & also provides tools for the reconciliation with bank accounts and for regular reporting.

## **Finances**

Up till this AGM, our finances have been ably, accurately & honestly curated by Lloyd Silverthorne, who has now ceased to be our Treasurer. Our sorrow at his demise is tempered only by the knowledge that this role is being taken up by Simon Waller. Thank you so much, Lloyd. Fortunately, responsibility for all things Beacon will be retained this coming year by Philip Watson, who – when I first became chair, was somewhat plagued by me asking him silly questions, which he always answered clearly & patiently. Thank you, Philip.

## **Website**

The other person who has proved to have the patience of a saint is our Webmaster, who isn't actually a member of our u3a committee, but of Winchcombe u3a. Many of you will have benefitted from her technical advice, & all of you will have derived benefit from her constant updating of our u3a website. Our thanks to Jenny Makelworth.

## **Conclusion**

Such annual reports as these always ought to have a big finish – a bit, perhaps like the Chancellor's budget speech suddenly saying right at the end that the increase in Universal Credit will remain in place. I can't make any such promises here, but I do think we have a positive future as a community of those who are retired & semi-retired & are seeking exercise & pleasure in both mind & body - hardly hedonistic, but healthily engaged with others who share a common interest. Long may it continue!

## **5) Treasurer's report/Adoption of Accounts for the year ended 31 August 2021 (Accounts shown at the end of these Minutes) (Lloyd Silverthorne)**

This had been sent to members and was available on the website prior to the meeting, but is given below for reference.

### **Annual accounts**

This year's annual accounts have been on the website under the 'AGM 2021' tab since early October along with a breakdown of the main categories, so may be viewed there. Those of you without internet access should receive copies via the post.

### **The Clarion**

For some time now, the printing of the Clarion has been a bit of a tail wagging the dog, and the committee have made some changes as to how it is both financed and distributed. Historically it seems the cost of producing the Clarion was included in our annual subscriptions. But as the membership has grown, the distribution of copies at Open Days has been somewhat haphazard as fewer than 20% of the membership attends Open Days. Nowadays, by far the majority of members are reading the Clarion on line. Covid has accelerated the online readership numbers, and because we had no physical Open Days for 18 months, we stopped the commercial printing of the Clarion altogether. However, for the few members who had no internet access, Philip Watson kindly printed the Clarion at home, and posted the copies to them.

So, the distribution of Clarions at Open Days has become less and less satisfactory, and although sufficient numbers were printed for those wishing to have paper copies, many were not collected and so were thrown away. This represented a significant waste of money as in the last year that we had 'proper' printed copies, Clarion production and distribution came to over £1000.

It therefore seemed right to remove the cost of production from our general subscriptions, and instead make a separate charge for those who still wish to have paper copies. This

charge will likely be £17 this year in addition to the usual subscriptions, and will cover both the print and postage costs, as all Clarions will in future be posted.

### **Annual Subscriptions**

Last year, due to Covid, we halved the subs, thus halving our Gift Aid claim. However, in the previous year, our increase in membership and the 'rounding up' of subs created a healthy surplus – £3,000 of which we decided to ringfence against a 'rainy day'. That 'rainy day' came with Covid, but we found that even so, only about £700 of the £3,000 was actually needed. Hence we've decided to reduce our reserve in future to just £1,000. We then recalculated a new amount for subscriptions taking into account the surplus, calculating our fixed overheads and removing the Clarion costs. This has led to us to being able to offer new annual subscriptions for Individuals at £13, Joint members at £11 each (that's £22 for a couple) and Associate members at £8.

### **Gift Aid**

If you haven't already signed a Gift Aid form, and you are a UK taxpayer, please do so as it brings us extra income at no expense to yourself. On the other hand, please let us know if you have signed a gift aid form in the past but are no longer a UK tax payer. Gift aid forms may be collected at the AGM, or may be found on the second page of the Membership Application Form on the website. (Look under the 'How to Join' tab).

### **Independent Examiner**

As always, our accounts are examined by an independent examiner, and I propose that Andy Imrie, our examiner, be appointed again next year.

### **My Leaving**

My 5 year tenure on the committee has come to an end, and looking back, I see there have been major changes in the way this u3a is run, particularly in the way the Treasurer operates. It may seem that we have been sailing along majestically – which we have – but the committee has been paddling away frantically underneath! For me, it has been a fascinating and fulfilling experience, even if at times a little frustrating, but I have enjoyed the challenge, and I would like to give a big thank you to committee members both past and present, for their continuing support. Passing the baton on to the new treasurer, I foresee more changes – particularly with the increasing use of online payments for more than just our annual subscriptions. Incidentally, about 65% of our subscriptions now come in online.

### **Annual Festive Lunch**

You may have noticed that for the first time, you can now book and pay to go to our Annual Festive Lunch and make your menu choices on line, though of course you may still pay by cheque should you so wish. Please visit the website and look under the 'Events' tab to book. By the way, don't be put off by the word 'PayPal' on the online booking screen. PayPal merely acts as a bank – you may pay safely with your debit or credit card.

In standing down, I wish our new treasurer, Simon Waller, all the very best. He will make a fine treasurer, and an active committee member. And he knows a lot more about computing than I do!

*Lloyd Silverthorne*

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No questions were received on this report or accounts. It was therefore proposed by David Trengrove, seconded by Keith Woodman, and unanimously agreed, that these be accepted.

Regarding the subscriptions for 2021-22, it was proposed by Rosemary Pullin, seconded by Don Adams, and agreed by all present that these be accepted.

#### **6) To approve the appointment of Independent Examiner**

The Accounts are examined by an external examiner, and Andy Imrie has agreed to carry this out again for us next year. It was proposed by Ann Lewis, seconded by Stella Caney, and unanimously agreed, that Andy Imrie be appointed.

#### **7) To elect Officer and Non-Officer Committee members for the year 2020-2021**

The following nominations had been received for the ten maximum positions.

Position	Nominee	First elected to Committee
<b>Officers:</b>		
1. Chairman	Alan Hazell	2018
2. Vice-Chairman	Valerie Hayward	2018
3. Business Secretary	Sally Ferrers	2017
4. Treasurer	Simon Waller	2021
<b>Non-Officers:-</b>		
5. Membership Secretary	Sheelagh Autef	2021
6. Groups Co-ordinator	Vivien Paxford	2018
7. Accessibility & Welfare	Ann Lewis	2018
8. Beacon Administrator	Philip Watson	2017
9. Clarion Editor	Marguerite Habgood	2019
10 Member	David Trengrove	2019

No further nominations had been received, so approval was sought for the election of Officers and Non-Officers. It was proposed by Ros Flaxman, seconded by Lynne Jackson, and unanimously agreed that all the individuals be duly elected.

#### **8. Any Other Business**

It is recommended by the Charity Regulators that u3a's amend their constitutions to allow them to hold their AGM online if required. This Clause needs to be added to the Constitution. It was proposed by Simon Waller, seconded by Alan Hazell, and unanimously agreed (with one abstention) that this take place.

There being no further business, Alan thanked everyone for attending, and declared the Meeting closed at 2.50 pm.

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Alan Hazell

**Bishops Cleeve U3A  
Income & Expenditure,  
1st September - 31st August**

**Statement of Accounts: all accounts**

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Category	2020		2019	
	In	Out	In	Out
'Clarion' Print/Production		£ 72.76		£ 877.01
Auditor gift		£ 30.25		£ 16.65
Beacon costs		£ 366.00		£ 400.00
Clarion postage		£ 85.87	£ 124.00	£ 164.03
Copyright Licence				£ 60.00
Cotswold Link	£ 30.00			£ 64.00
Donations	£ 5.02			
Entertainment Costs				£ 34.50
Equipment		£ 528.06		£ 324.25
Events & One Off Trips			£ 2,016.00	£ 2,076.00
GIFT AID	£ 446.00		£ 859.63	
Guest Speakers open		£ 351.00		£ 245.00
HALL HIRE - Committee Meetings		£ 20.00		£ 160.00
HALL HIRE - Groups	£ 205.80	£ 66.80	£ 1,469.50	£ 1,404.00
HALL HIRE - Open Meetings		£ 39.00		£ 196.00
HALL HIRE - Other				£ 148.00
Membership	£3,445.00		£ 6,863.51	
Miscellaneous		£ 103.11		£ 48.47
Open Days			£ 36.00	
PAYPAL Commission		£ 62.62		£ 101.69
Postage (General)		£ 231.28		£ 197.64
Stationery & Office		£ 147.47		£ 343.65
Subs refund		£ 38.00		£ 40.00
TAT Capitation		£1,274.00		£ 1,235.50
Teas, biscuits etc		£ 13.65		£ 40.00
Third Age Matters (TAM)		£1,241.22		£1,485.54
Website & Internet		£ 18.00		£ 37.19
Zoom meetings	£ 130.00	£ 273.41		
Sub-totals	£4,261.82	£4,962.50	£15,313.70	£13,644.18
Brought forward	£8,800.43		£ 7,130.91	
Surplus/deficit		-700.68		1,669.52
<b>Total</b>		<b>£8,099.75</b>		<b>£8,800.43</b>

**Balance Sheet**

Current	£7,969.02	£8,688.31
Key deposits	£ 55.00	£ 55.00
PayPal	£ 75.73	£ 57.12
<b>Total</b>	<b>£8,099.75</b>	<b>£8,800.43</b>