



BRIDGEND u3a

ANNUAL GENERAL MEETING
to be held on Monday, 15th May 2023 at 2.00pm
at the Len Evans Centre, Aberkenfig

AGENDA

1. Apologies for absence
2. Minutes of the AGM held on 16th May 2022
3. Reports for 2022-2023
 - a. Chair's Report
 - b. Treasurer's Report
 - c. Secretary's Report
4. Nomination/election of Committee members
5. Election/confirmation of Officers for 2023 – 2024
6. Any other business
7. Date of next AGM

MINUTES OF THE ANNUAL GENERAL MEETING OF BRIDGEND u3a held on 16th MAY 2022 in the LEN EVANS HALL, ABERKENFIG

Chair: Ms Rowena Williams

INTRODUCTION

Rowena welcomed members to the meeting thanking them for attending and noting that the meeting was quorate.

MINUTES OF THE LAST AGM ON 12MAY 2021

Following a proposal and seconder from the floor of the meeting the minutes of the last AGM were approved.

REPORTS FOR 2021-21

CHAIR

Introducing the Chair's report Rowena highlighted some of the changes over the last year. Our u3a has revived many interest groups and introduced new ones Partnerships with Ogmore Vale Halo for Active Together sessions and with Digital Communities Wales to provide free online training were established. Our website had been rebuilt and, along with a new social media presence was helping inform existing members and attract new ones. We revised our fees to ensure they were affordable and would attract new members. A revised constitution had been prepared for presentation to this AGM. Our u3a was confidently moving back into live meetings though some still used online meetings because it was either cheaper or easier. Rowena thanked the committee for their work and support throughout a busy year. Keith Llewellyn had stepped down as vice chair and Mary Poland has stepped in to take his place.

There were no questions.

TREASURER

Referring to the finance report and accounts previously circulated John reported that we had moved our accounts and membership records online. They were now hosted on the Beacon system and the accounts presented used the standard Beacon layout for simplicity. Our u3a had not incurred significant expenditure as we emerged from the reduced activity during lockdown, but that expenditure would undoubtedly increase as we supported live sessions again.

Our main income is still membership payments though contributions from raffles and refreshments are expected to offer valuable income in the coming year. The proposed annual fee of £15 and introduction of a session contribution of £1 will help offset the increasing cost of venue hire but will not be enough to offset the charges. However, venue charges had not been as severe as expected, and some groups were using free venues. Over the year we incurred a deficit of around £400. This is sustainable in the short term, and it is hoped will be offset by increases in membership numbers.

John thanked all the committee members for their help and support in his first year as Treasurer and particularly thanked Pam Trigg, the previous Treasurer, for all her advice and help.

There were no questions.

SECRETARY

Denise presented the Secretaries report that had been circulated to members.

There were no questions.

APPROVAL OF THE EXECUTIVE REPORTS

Following a motion proposed and seconded from the floor all three reports were approved by the meeting with no votes against.

ELECTION OF COMMITTEE MEMBERS AND CONFIRMATION OF OFFICERS

Rowena reported that no additional nominations had been received. All the existing committee members and officers are eligible for and had agreed to stand for re-election except Pam who was standing down. Rowena thanked Pam for her excellent work as Treasurer.

There were still vacancies on the committee, so Rowena asked the meeting to consider a block re-election of the committee and officers.

Following a proposal from the floor by Terry, seconded by Olwen & Christine, Rowena's proposal was approved with no votes against.

The committee members re-elected were:

Rowena Williams (Chair), Mary Poland (Vice-Chair), Denise Jones (Secretary), John Williams (Treasurer), Diane Ward, Jan Kirby, Jennifer Davies, and Shirley Jones

(Following a request by the Treasurer the meeting confirmed that John Williams, Rowena Williams, Denise Jones, Pam Trigg, Shirley Jones and Mary Poland would act as signatories to our bank accounts at least two of which would be required to approve payments)

ADOPTION OF THE NEW CONSTITUTION

Rowena noted that copies of the proposed constitution and a summary of changes had been circulated to members and published on our website. Paper copies were also available for consultation at the meeting.

Rowena explained that the changes proposed were based on a model for unincorporated charitable organisations developed by the Charity Commission and adapted by the Third Age Trust for use by affiliated u3a's.

Our proposals relate to administrative changes only.

They do not alter name of our organisation or the charitable objective.

The proposed changes limit terms of office for officers and reduce the meeting quorum. There is now provision for hybrid online/in person meetings, proxy voting, and electronic balloting.

Reporting that the changes had been discussed extensively and agreed by the committee Rowena proposed that the meeting approve the adoption of the new Constitution.

Following a short discussion, the meeting approved adoption of the new constitution unanimously.

CONFIRMATION OF THE REVISED FEE STRUCTURE

John summarised the committee's decision to set an annual fee of £15 with supplementary contribution of £1 per session for those groups using paid venues.

The committee had considered various alternatives such as a £54 annual fee or a supplementary charge of £2 per session. Though your committee recognised that the £15/£1 model would result in a deficit this was considered acceptable as we wanted to set a fee that would be affordable for existing members and attract new members.

After a short discussion the meeting approved the new fee structure unanimously

ANY OTHER BUSINESS

The meeting agreed to a proposal by the Secretary to arrange a collection to send flowers to thank the previous treasurer, Pam Trigg, for all her work supporting Bridgend u3a.

DATE OF THE NEXT AGM

The next meeting is provisionally set for Monday 15 May 2023 at 2pm in Len Evans Hall

There being no further business the meeting closed at 14:55pm

Signed

Date

Rowena Williams (Chair)

These minutes have been reviewed for accuracy by the Chair, Secretary and Treasurer and will be submitted for approval at the 2023 AGM.

BRIDGEND u3a

ANNUAL GENERAL MEETING – 15TH MAY 2023

CHAIR'S REPORT

This Report covers the period May 2022 – May 2023

Charitable Object: the advancement of education, and in particular the education of older people and those retired from full time work, by all means including associated activities conducive to learning and personal development in Bridgend and its surrounding area.

Over the past twelve months the Committee has continued to build on the progress made in re-establishing Bridgend u3a in the post-lockdown era. Working to an agreed Action Plan we have:

- Developed and published several policies and procedures, ensuring they now follow the guidance issued by the Third Age Trust (TAT);
- Further revised and updated our Risk Assessment processes and documentation;
- Developed and published a new online 'Handbook for Convenors/Group Leaders';
- Encouraged participation in relevant training and awareness sessions for Committee members and Convenors provided by the Third Age Trust;
- Re-established regular (four-monthly) meetings for Convenors and Group Leaders, as a forum for providing information and support, and also exchanging ideas on future interest groups;
- Continued to improve our website and social media, ensuring that up to date information is available to convenors, members, and the wider public;
- Simplified and improved our routine communications with members by utilising the Beacon management system and the issue (via email) of a monthly calendar of activities. We have also created an 'Offline Co-ordinator' role to enable those who do not have email to receive our key communications;
- Developed new promotional material for utilisation through 2023-2024 in a wide range of settings, and in preparation for our involvement in various promotional events – member participation will be vital;
- Provided a full and varied programme of speakers for our Monthly Meetings;

- Maintained our commitment to use of free venues wherever possible for our groups, and secured continued access to Well-being funding for use of facilities run under contract to BCBC;
- Continued to participate in the u3a South Wales Network, both providing and benefiting from the advice and experience of other u3a's in our region in running our organisation.

These are just the headlines, but they have all been crucial steps in improving the governance of Bridgend u3a, reducing costs so that we can keep membership fees low, and ensuring that we have a solid foundation on which to build. We are seeing returns on our investment, both in terms of our time and energy and improved infrastructure, with several new members joining us in the past year. First contact has increasingly been via the Bridgend u3a website or, more recently, our new telephone number, and the process of connecting these callers to Convenors/Group Leaders is now more efficient.

For all the progress we have made, it nevertheless remains the case that if we are to thrive in the future we must continue to increase our membership. To increase our membership we need to offer more interest groups and activities. We cannot offer these groups and activities without willing Convenors. We cannot adequately support these Convenors without a Committee to steer the organisation, and recruiting to the Committee is perhaps the greatest challenge we face.

As Bridgend u3a is an organisation based on the principles of self-help and mutual aid it will require the support and input of all members to secure our survival in the longer term. We hope you will join us in rising to the challenge through the next year.

Rowena Williams
Chair

BRIDGEND u3a
TREASURER'S REPORT
1st April 2022 to 31st March 2023

I am pleased to present Bridgend u3a's Financial Statement for the year ending 31 March, 2023 and able to report that our financial situation is satisfactory.

Your committee is committed to making u3a membership available to everyone and set a membership fee for APR22-MAR23 of £15 together with a venue hire contribution of £1 per person per meeting for chargeable venues.

Some invoices did not arrive in time to be paid before year end. The costs for communications and some late venue hire invoices will be included in next year's expenditure and expected to total around £200-£300.

Our costs have been kept low due to the numbers of free and discounted fees venues that our convenors have arranged. Though the costs for venue hire are likely to increase next year by around 10% I am optimistic that we will be able to meet them.

We are moving from a fiscal to a calendar membership year. Current memberships expire on 31st December 2023 and as a result this year's membership fee was discounted to £12 to reflect the shorter membership period.

We have also moved to online banking. As a result, online renewals could be processed more quickly. We also introduced membership receipts to reassure members that their fees had been received and processed.

Many thanks to everyone for the help and support you have provided throughout the year.

Thank you everyone.



Bridgend U3A

Statement of Accounts: all accounts

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Income & Expenditure, 1st April - 31st March

Start year	2022		2021	
Category	In	Out	In	Out
-Account Transfers			£7,117.16	£7,117.16
Asset Disposal	£70.00			
Bank: Int/Fees			£150.06	
Communications		£144.00		£152.46
Donations	£14.30		£57.98	
Equipment		£44.49		£58.94
Fees: Beacon		£103.00		£125.00
Fees: Capitation		£416.00		£283.50
Fes - Licences		£80.00		
Fundraising	£366.50			
Groups: Materials		£171.47		£45.02
Groups: Room Hire	£407.00	£713.00		£44.00
Groups: Speakers		£142.70		£77.00
Marketing		£152.86		£20.00
Membership	£1,254.00	£56.50	£1,214.50	
Membership: Refunds			£30.00	£26.50
Secretarial				£110.45
Social	£840.00	£780.00		£900.00
Sub-totals	£2,951.80	£2,804.02	£8,569.70	£8,960.03
Brought forward	£9,855.00		£10,245.33	
Total		£10,002.78		£9,855.00

Balance Sheet

* COIF Deposit

* Number Two Account

Current	£5,771.39	£6,866.11
Friends	£100.00	£40.00
Membership	£4,131.39	£2,948.89
Total	£10,002.78	£9,855.00

I certify that this Statement of Accounts is, to the best of my knowledge, a true and accurate account of the financial position of Bridgend u3a.



Bridgend U3A

Membership Statistics

Members by status

Current	109
Deceased	3
Lapsed	29
Resigned	11
Total	152

Current members by class

Associate	5	5%
Individual	85	78%
Joint	19	17%
Total	109	
Male	20	18%
Female	89	82%
Email	102	94%