

# BRIXWORTH & DISTRICT



## MINUTES OF THE ELEVENTH ANNUAL GENERAL MEETING HELD ON WEDNESDAY 6<sup>TH</sup> JUNE 2018 AT BRIXWORTH VILLAGE HALL

**PRESENT** Annie Curtis (Chair), Tim Smith (Treasurer), Brian Collett (Webmaster and Diary Keeper), Chris Rowe (Groups' Co-ordinator), Christine Pratt (Newsletter Editor), Maggie Wall (Membership Secretary), Hazel Wilson (New Members Meet & Greet), Jill Onley (Village Hall Representative) and 81 members.

**1. APOLOGIES** Sue Dodds-Smith, Margaret Griffiths, Tim Parker, Graham Onley, Gabriel Leeming, Jeff Dunn, Jilly Francis, June Scotney, Jay Vann, Ivy Kirkland, Ann Plackett, Sue Low, Wendy Eadon, Christine & Stuart Billington, Brenda Marchant, Irene Neil, Barbara Robinson, Wendy & Barry Sollars, Jane Neil.

**2. MINUTES OF THE PREVIOUS AGM**  
Copies of the Minutes taken at the 2017 AGM were made available to the meeting. Tony Hockenhull proposed and Lynn Aitken seconded the motion that the Minutes of the last AGM on 7<sup>th</sup> June 2017 be accepted as a true record, which was carried unanimously. A copy of the signed minutes will be posted on the website in due course.

**3. MATTERS ARISING - None**

### **4. CHAIRMAN'S REPORT**

Annie opened by thanking Colin Rowe for standing in at the last minute to give a presentation entitled Weird & Wonderful Weather after the business of AGM had been completed.

For a change, Annie announced that she would like to switch things around this year and started by thanking each of the individual members of the Committee for all their work over the past year. She also thanked Judy Smith for organising the raffle, and Anne Weddle, Jane Slinn, Chris Williams and Chris Russell, who provide the refreshments each month. And lastly, she thanked the general membership, those present and the absentees, for their continued support. While thanking Christine Pratt for producing the U3A Newsletter, Annie announced that the newsletters published from September onwards will be in full colour and with more pages. So she put out a plea for members to submit articles and photographs of group activities, plus any items that may be of interest to the membership. On that subject of interest groups, she stated that the national average seems to be one group for every ten members. However, at the present time, Brixworth & District U3A has 30 groups and 232 members, above the national average.

During her vote of thanks to Treasurer Tim Smith, Annie mentioned the additional work that he has had to take on, arising from gaining charitable status. This brings with it new instructions from U3A National Office regarding the handling of income and expenditure by interest group leaders and how these now have to be included within the overall accounts. This topic has been the subject of the two recent group leaders' meetings arranged by Chris Rowe and, out of these meetings, it has been determined that most group leaders have already been managing their group finances and year-end accounts in accordance with the new procedures. Where some groups operate with a nil return, they will still be required to make an annual return to confirm this.

The main highlight of the past year was undoubtedly the 10<sup>th</sup> Anniversary celebration and the party at the Brampton Heath Golf Club, during which Brixworth & District U3A were presented with a banner made by the Craft Group.

Annie reported that last month she had received a query from one of the members regarding the new data protection rules and regulations introduced on 25<sup>th</sup> May 2018. Annie explained that, on joining the U3A, members automatically give permission for their contact details to be used by the U3A for the benefit of the members. This includes the direct mail delivery of the Third Age Magazine to members' home addresses -

the only external supplier to be given your details, while everything else is for internal purposes like the emailing to members of our own newsletters and any other issues that arise, such as sending out the Financial Accounts prior to the AGM for example. Should any member not wish their personal contact details to be used in these ways, then they can opt out by putting their request in writing to Business Secretary, Sue Dodds-Smith. Obviously, interest group leaders will need to hold their members' telephone numbers and email addresses, where applicable, but not members' addresses.

#### TREASURER'S REPORT

Tim Smith presented the audited final accounts for the year ending 31<sup>st</sup> March 2018, copies of which were made available to the members in advance of the meeting via email and also at the meeting. He thanked Peter Wall for signing off the accounts but pointed out the error in the date (2017 instead of 2018) which means a revised version will need to be produced after the meeting. Peter had kindly offered to audit the accounts as an interim measure this year, while a new independent and qualified auditor will need to be sought for this year's accounts (2018/2019). If any member knows of someone who could perform this role, then Tim would be pleased to hear from them.

Having talked through the figures, which show the accounts to be in a very health state, Peter Davies said he was aware the Committee had long been discussing the subject of the provision of a drop-down screen in the village hall and asked that this should still be pursued, to which Annie reported that there had been ongoing discussions with the Village Hall Committee, and that an announcement could be made later on. Peter also requested that the membership cards be produced in a smaller size, to which Maggie Wall reported that this is already in hand for 2019/2020.

There were no further questions. Paula Jones proposed and Peter Davies seconded the motion that the accounts be accepted, which was carried unanimously.

#### ELECTION OF OFFICERS

All of the existing officers still have time to serve, so there is no change in personnel.

#### ELECTION OF COMMITTEE

All of the existing committee members have agreed to serve out their full term of office, so there are no vacancies at this time.

#### APPOINTMENT OF AUDITOR

A new auditor will be sought during the next few months. See Treasurer's report above.

#### ANY MOTIONS PUT FORWARD

**Motion #1** - Annie reported that, having gained charitable status through the National Office of the Third Age Trust, the Charity Commission say that we are not operating correctly, in so far as our Constitution only refers to the education of its members and does not include the benefits of the social aspect of U3As. This applies to all 1000 U3As in the UK. To rectify this, an amendment needs to be made to our Constitution. The proposed change is as follows:

Clause 3 Charitable Purposes, item i -- replace the existing wording "to advance education and in particular the education of people....." with "*the advancement of education and, in particular, the education of older people and those who are retired from full-time work by all means, including associated activities conducive to learning and personal development*"

Rob Womack proposed and Judy Beaudoin seconded the motion that the change of wording be accepted, which was carried unanimously.

**Motion #2** - Annie returned to the subject of finance and the new rules which stipulate that all income and expenditure, including that arising within the interest groups, is henceforth included in the overall accounts. This has not been the case in the past, when the events like the Christmas Lunch and the hire of coaches for away days, have simply been dealt with as income to cover direct costs, so have not appeared in the final audited accounts. As a rough guide, all money passing through our U3A accounts, including the interest groups, amounts to more than £10,000 each year. The interest groups' money must now be included by submitting a year-end account to Tim Smith. Even groups with a nil return must inform Tim. All Committee Members are now trustees of the U3A and therefore have a responsibility to ensure this happens. However, Annie did confirm that since its formation in 2007, B&D U3A have always managed their group

finances in an acceptable manner. Peter Davies asked what happens to any surplus funds accrued by an interest group at the end of the year, to which Tim confirmed that the money will be carried forward to the following year for use by that group.

The upshot of all of this is that the previous year-end for submission of interest groups' Annual Finance Returns was 31<sup>st</sup> December and now needs to align with the audited accounts on 31<sup>st</sup> March. This change will put more pressure on our Treasurer to produce the audited accounts by June each year, so the proposal is to move the date of the AGM to the September meeting. Chris Rowe proposed and Tim Smith seconded the motion, which was carried unanimously. Therefore, the date of the next AGM meeting will be Wednesday 4<sup>th</sup> September 2019.

Motion #3 – Tim was invited by Annie to address the meeting with regard to how the surplus in our finances could be best used to benefit all members. Tim announced that the annual membership fee has been set at £16 from day one of B&D U3A back in 2007 and that this has worked very well during those early years. Now though, the Committee has agreed that this can be reduced to £12.00 per year starting on 1<sup>st</sup> April 2019. This received a round of applause from the meeting. Annie pointed out that this still includes the £3.50 that is paid to the National Office and £2.20 for the direct mailing of the Third Age Matters magazine, so makes B&D U3A excellent value for money at £6.30 each year.

#### 10. MEMBERS' QUESTIONS

Janet Wornack raised the question of purchasing a personal computer for use with the projector by the interest groups. Maggie Wall responded by saying that she and her husband Peter are the keepers of the projector and that Peter has written user instructions that make it very clear how the different pcs should be connected to the projector. It was therefore recommended that members wishing to use the projector should take it a few days earlier to familiarise themselves with the operation.

Paula Jones then enquired about the opportunity to purchase the Powerpoint package for presentation purposes. Annie stated that this subject, and the purchase of a pc, had been discussed at length during the Group Leaders' Meetings, and that it was felt, with very few groups using visual aids, that it was deemed not to be a priority. In support of that, Joan Edney said that she has used the projector for displaying photographs and has not had any problems.

#### 11. DATE OF NEXT AGM

Wednesday 4<sup>th</sup> September 2019

#### 12. CLOSE OF THE MEETING

Joan Edney gave a vote of thanks to Annie Curtis for all that she does for B&D U3A, which received a round of applause.

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04/09/19.