

CATERHAM & DISTRICT U3A

MINUTES OF THE BRANCH AGM HELD ON MONDAY 28TH November 2022 at 2.30pm.

At the United Reformed Church , Harestone Hill , Caterham , CR3 6SX .

Mike Brigden (Chair) started proceedings by advising the meeting where the fire escape doors are and where to assemble in the unlikely event of a fire. He asked those who hadn't, to sign the entrance book as the official record of those who were there. With housekeeping complete, he proceeded to his "welcome".

Welcome from the Chair.

First of all, a big thank you all for coming today. It is wonderful to hold our AGM live after the last 3 years. This is my 4th AGM as your chair, and only the second one that is live! Please be tolerant if we are a bit rusty with procedural matters!

At the conclusion of the AGM, we will be gathering for some refreshments, which I am sure you will agree is better than being put into Zoom breakout rooms! However, you will have the same opportunity that you had in our Zoom AGM's to take the chance to talk to any member of the Committee about any issue that you would like to raise with us about the u3a.

My main duty today is to thank my committee who work tirelessly on your behalf to make Caterham u3a a success. And what a success it has been. Membership is up, the number of groups have increased significantly, we continue to run a great programme of monthly talks, and we have continued to offer an increasing number of social activities. Despite the pandemic, our finances remain in good shape.

Of course, we are not an island. We are part of the wider UK u3a movement, and try to keep you informed on the wide range of opportunities that are available for learning through the courses and seminars that they offer, as well as the Surrey Network study days.

Meeting Attendance : 63 members , plus 7 Committee Members.

Apologies for absence.

There were a large number of apologies received by email. 74

Please see the list at the end of these minutes.

Claire Knight's apology given verbally by Paul at the start of the meeting.

Approval of the Minutes of last years AGM 2021.

Vote. Approved Unanimously.

Matters Arising. There were no matters arising.

The meeting proceeded to Committee Reports.

*Please note. As this meeting was a return to "live meetings" after a number of Zoom meetings. The Committee Member's reports were made available on the branch website, and were displayed on a screen at the meeting as each committee member gave a brief verbal addition to those reports. The written reports are included in these minutes. *

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Chair's Report.

Mike Brigden (Chair) Read from his written report.

See the full report at the end of these minutes.

Administrative Secretary's Report.

Ray Jessop (Secretary) thanked Mike for his kind comments, I am certainly NOT up to date with the modern technology, and need all the support I can get from fellow committee members and our helpers. As you can see, my job here incorporates the word "Administrative", so my work is principally shuffling paper. However, one interesting job that I undertook this year was celebrate the 40th anniversary of the u3a movement, and our 36th. This was done by joining in the existing woodland scheme of Tree Planting. The woodland is situated on the England/Wales border in the Brecon Beacons National Park. Skilled arborists based in the Brecon Beacons National Park will be looking after the trees for the next 12 years, until they are established. We will not own the trees as such, but we have a certificate to confirm that we "planted" 10 trees. I am reminded of the quotation by the Native American Chief who said "We do not inherit the earth from our ancestors – we borrow it from our children". Thank You.

Membership Secretary's Report.

In the absence of Alan Kingsmill (Membership Secretary) Elizabeth Collins presented Alan's report. At our AGM last year, I reported that we had 569 members. We can all remember how COVID made life difficult for us in all sorts of ways last year, and that was true of us recruiting new members, with 63 people joining.

Since then, although COVID is still of course with us, we have been getting more and more back to normal and this is true of us being able to attract new members. Last year we had 63, this year we more than doubled that with 157 joining during the year.

I am very pleased to tell you that at the end of September we had no less than 664 members - a net increase of 95 . The successful Open Day at the end of September gave a boost to letting potential members know what u3a is all about, as well as letting our existing members find out about our groups. Since the new year started on 1 October a further 15 members have joined so I am looking forward to a successful year in recruiting new members.

Group Co-ordinator's Report.

Liz Whittaker (Group Co-ordinator) reminded us that groups are a very important part of the branch. "I am in awe of them and the group leaders, who do a great job. We need more group leaders ! For new activities/interests and for additional groups where existing groups are full, such as History 1 , 2 and 3 . Without them we may lose members. We have the potential for a new Psychology group and a Japanese Language group. Possibly – Ballroom Dancing ! More ideas for groups are required and will always be considered. You do not need to be an expert in the subject, just willing to Co-ordinate or Administer, and be enthusiastic !

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Welfare Officer's Report.

Sheila Frost (Welfare Officer) wished to add to her written report the importance of Emergency Contact Details, and keeping your address, phone number etc up to date. As Welfare Officer, I do need to be advised about bereavements, illnesses, significant birthdays or those members who would benefit from a telephone call. Due to the Data Protection Regulations, we are no longer able to hold member's date of birth on our records. Therefore, in order for me to function fully as your Welfare Officer, I need members to inform me about any other members who fall into these categories.

Social Co-ordinators Report.

Joyce Jessop (Social Co-ordinator) wanted to thank the whole of her social committee. Penny and Alan Kingsmill , Rita and Peter Dael , Hazel and Eric Piper , Paul Knight , Sheila frost , Keith Lawrance , Ray Jessop , Florence Pezier and Wendy Brigden.

They are all very enthusiastic and work hard to plan and arrange interesting events.

On December 3rd a trip to Rochester Dickensian Festival and Christmas Market has been arranged. This is proving to be a popular event and we now have two coaches booked.

It should be a good day out.

The Festive Lunch is to be held on 11th January at Bletchingley Golf Club.

The booking forms are now available in the last Newsletter, and an email from Sheila.

The Coffee Mornings held at Café 181 every month are very well attended and there has been lots of favourable feedback from members attending. They are a good time to just sit and chat with fellow members over a cup of coffee and cake.

Surrey u3a Network Report.

Although Elizabeth Collins has already taken over attending the meetings etc for the Surrey u3a network, it was felt that Joyce should make the report for this meeting.

The aim of the Network is to enable all branches of the u3a in the Surrey area to exchange knowledge and experience and also to cascade information on Study Days and other events.

The meetings often have speakers from Head Office informing us of any changes or new policies and we can pass this information on to our own branches. Our regional trustee Susie Berry is a frequent visitor to our meetings and takes back our thoughts to the National Headquarters.

As the Surrey network representative, I also attended the Autumn and Spring Gatherings that are run by the trust and covers the whole South east region. These cover the wider aspects of the u3a movement.

A comprehensive programme of Study Days is run by the Surrey Network.

The 2023 programme is on the Surrey Network website and will run from February 2023 through to November 2023. Booking for these opens sometime this month.

I would just like to thank Elizabeth for her help over the last couple of months and to wish Elizabeth all the best in her role as Surrey Network Representative.

Publicity Officer's Report.

Paul Knight (Publicity Officer) started by asking for volunteers. I need assistance in putting leaflets and publicity in various places. Local notice boards etc , but also in a wider area within our branch such as Oxted and Purley.

The Branch's Open Day in September was a great success and I wish to give a big thank you to all those who helped in the hall, manned the tables during the day. The Recorder Group in

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the balcony and the Ukulele Group in the lobby. Thanks also to the members who came. The Town Crier was really impressed during her visit - and has joined our u3a !

Treasurer's Report and Presentation of Accounts.

Ken Johnson (Treasurer) I'm very grateful to Keith Lawrance for reviewing the accounts and for his guidance signing them off as an accurate record. The accounts are in a similar format to previous years with the addition of receipts and payments on behalf of various new groups. General Meetings & Talks - We have made good use of the URC Hall for meetings and events again including a very successful u3a Open Day.

Social Events - As the restrictions were lifted, we were able to organise many events including the Summer Lunch, Skittles, Quiz Night and a trip to Faversham and shortly a Christmas outing to Rochester. There is also a holiday organised to France for next year. Our u3a accounts are still in a healthy position with adequate funds even in these difficult times, for this reason it is proposed that the membership subscriptions remain unchanged. However, we will have to monitor this situation as the financial climate changes.

Adoption of Accounts. A **vote** was taken on the adoption of accounts and they were accepted. Approved Unanimously.

Election of Branch Auditor. A **vote** was taken on the adoption of Keith Lawrance (our existing Auditor) for next years Auditor and he was accepted. Approved Unanimously.

Branch Membership Fee. A **vote** was taken on the adoption of the proposal that the Branch Membership fee remain at £12.00 for the next year. (subject to any substantial financial climate changes), and this was accepted. Approved Unanimously.

Election of Officers and Committee.

There having been no nominations or proposals with regards to the positions of Officers and Committee Members, the secretary called for a vote to elect the existing committee for a further year "on Block". This would include Elizabeth Collins as our Network Co-ordinator. The **vote** was taken and the Committee Members as above were accepted for a further year. Approved Unanimously.

Any other Business.

Keith Lawrance reminded us of the Festive Lunch on Wednesday 11th January 2023. He had booking forms available after the meeting for those interested and had not booked yet.

A member from the meeting (Robin Dewell) asked about the situation with the branch's payment to the Third Age Trust for next year. This is the annual membership subscription paid by member u3as to the Third Age Trust for each of their paid up members, based on the number in membership on 31st March each year (Previously called Capitation Fee).

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Ray replied that at the Third Age Trust AGM, no resolution was passed and no increase agreed. It was felt by a large number of the branch representatives that the nominations called for by the Trust would command an annual increase in line with the rate of inflation. It would be preferred if each year, an amount, or a percentage was put to the membership for a vote. There was a further Meeting which Lyn Robinson-Jones attended, and discussions will continue. The ongoing situation has not been resolved.

Elizabeth agreed to monitor the situation with regards to further meetings, and will publicise them on Beacon for those wishing to attend. Watch this space !!!!

A Member from the meeting, representing an appeal from the Rotary Club of Caterham, asked if anyone had any warm clothing that they no longer needed (this included Duvets, blankets and bedding etc), they were collecting for the people of Ukraine. All that they receive would be forwarded around Tuesday afternoon.

There being no further business to discuss, the meeting moved to the chair's closing remarks.

Chair's Closing Remarks.

Mike concluded with a vote of thanks to Ray for his handling of the AGM, and all members for attending. I must also thank the ladies who do the coffee and tea at the talks, and are now helping out today with the refreshments we are about to enjoy.

"I have now been your Chair for nearly 5 years. A slight quirk arose because I became Chair after the untimely death of the lovely Marianne, and my term of office actually started in January. But I was not formally elected by the members until the AGM the following year! So I now feel that it appropriate to tell you that this will be my last year as your Chair. I have enjoyed the job immensely, and in spite the challenge of COVID I have found the task to be hugely rewarding. I will leave behind a happy and energetic committee, who have been a pleasure to work with, a dedicated group of helpers, and a growing number of Group Leaders who all contribute to our success. I shall continue to be an enthusiastic supporter of our u3a and Group Leader of the 3 groups that I run, but after the next AGM I will look forward to working under a new leader, as I will be standing down at the next AGM.

All that remains is to wish you all a very Happy Christmas, and a Healthy and Happy New Year. Now let us all enjoy some early Christmas cheer.

The meeting was then closed, and we adjourned to partake of Mulled Wine and Minced Pies.

Note. Please find attached to these minutes, the following.

List of the Apologies for Absence, (74 Members).

Committee Members Written Reports.

The Audited Accounts.

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COMMITTEE MEMBERS WRITTEN REPORTS.

Chair's Report.

Let me start by thanking my Committee, and a growing number of helpers. Perhaps, as I mention their names, they will stand so that you will recognise them.

Firstly, my Vice Chair and Publicity Officer - Paul Knight. I did not have a Vice Chair until this year. Not having one was a big mistake! As we have grown, the number of functions has grown. I like to support them all, but this is just not possible, so Paul volunteered to share the work, which has been an immense help to me. Paul has also managed our publicity very effectively, and will tell you what has been done in his report, but I must mention the Open Day, which was a Triumph.

Our Secretary, Ray Jessop, has done an outstanding job, particularly running this AGM. When he started the job, we had our AGMs on Zoom, so he had to master all the technological challenges. Just when he had done that, we asked him to ask you our members whether you wanted live AGM's again, and you did, so he then had to learn how to run a live one!

Ray handles all the admin work meticulously, and we do get numerous requests from the Third Age Trust for action, all of which are dealt with very efficiently, and our records are exemplary. More to the point, Ray can always locate any item that we need to refer to!

Our Treasurer, Ken Johnson, keeps a close eye on our finances, and ensures that we comply with u3a financial guidance. We have to be mindful of the fact that we are Trustees of your money, and ensure that it is spent wisely and in accordance with our Constitution and Charity Commission rules. On a personal note, I have to say that Ken is always the first to volunteer for any task. I don't think that Ken can have been in the army, as I think that they are taught never volunteer !

As our u3a has grown, so have the need for new groups. Our Groups Co- Ordinator, Liz Whittaker, has responded by helping a large number of new groups get established, but has also continued to support the existing ones. Liz also volunteered to lead the Anniversary Walk, which involved 16 of our members walking part of the London Loop, in support of a wider u3a project to mark the 40th anniversary of the movement. When I was last able to look at the website, I saw that over 27 reports that have been posted by Group Leaders about the year's activities for their groups. If any of you tried to follow up on the email from Ray about the AGM, you will be aware that there are some technical hosting issues which has caused a large number of u3a's websites to be unavailable. My apologies to all those group leaders who took the trouble to complete the reports. I hope that the website will soon be available again.

I would like to couple my thanks to Liz with a grateful thank you to all the Group Leaders who do such a wonderful job. We are indeed fortunate to have such a lively set of group leaders, although just like Oliver Twist, we still keep asking for more!

During the year, we changed our Social Secretary. Penny Kingsmill had to stand down for personal reasons, but she remains fully committed to her role, by remaining on the social committee, and has also become one of our helpers, by taking on the liaison role with a local initiative called "The Friendship Project". Joyce Jessop volunteered to take over, as Social Secretary, and has thrown herself into the job with imagination and enthusiasm. I am very

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grateful to all the social committee who are doing a great job. Check the Newsletter regularly to see what is happening on the social front in our u3a.

As Joyce was previously our Network and Third Age Trust Link Officer, we needed a replacement, and found one in Elizabeth Collins. Elizabeth has had experience with other u3a's, which has proved really helpful, as we continually need to ask ourselves "could this be done better", or "is there more that we can do?" Elizabeth has already made some valuable contributions on this score. Once again, check the Newsletter as well as the TAT website to see what opportunities are open to you.

I mentioned the growth of our u3a. This continues to keep one of my longest serving committee members - Alan Kingsmill - busy! We have made some improvements to the process of joining our u3a, but the volume of new members does require a lot of work, which Alan manages very efficiently. Do remember to keep Alan informed if your personal circumstances change. We rely on our membership database to keep information flowing to you. Unfortunately, Alan is on holiday at the moment, no doubt preparing himself for the annual renewal of membership exercise.

There are a number of jobs that need doing to run a u3a, and we have been very lucky to have the support of a number of our members who are willing to give something to the u3a, and not just expect to take. Philip Lawson took over as webmaster from Phil Singleton this year. Our website is a valuable marketing tool, as well as a source of information for us. However, it needs to be kept up to date, and only the members can provide Philip with the means to do that.

The other main source of information about what is happening in our u3a is our Newsletter. Lynn Barlow produces a wonderful document once every 2 months. It is easy to read, and gives you all the information that you need. However, Lynn edits the Newsletter. She does not write it. If she does not get input, it will be even easier to read, but not very informative. So if you want a newsletter, think about what you can contribute. The website and the Newsletter are 2 aspects of communication that we run. We also have 2 Facebook pages (we are keeping up with the times!) but Paul will say more about that.

Throughout the last 3 (actually nearly 4) years, we have been dealing with COVID. This has brought into sharper focus our need to care for the welfare of our members. Even as we emerge from COVID, that need remains. We need to be an inclusive and compassionate organisation, which looks after the welfare of our members. Sheila Frost has performed that role in a dedicated and exemplary manner. I have personally been very grateful to Sheila for the work that she has done.

The growth of New Members has not only kept Alan and Liz busy. It has meant a lot of new members meetings for Margaret Smith to organise. We have been doing this on Zoom, but are now trying live meetings over tea and coffee. Both have their advantages, but live meetings do give the opportunity for social interaction. They also involve more work! However, Margaret has done a great job with both live and zoom meetings, and continues to do so. In fact, we have one tomorrow.

Our programme of monthly talks continues to be very successful. The speakers and the subjects have been interesting, and entertaining, and we intend to maintain the standard of the talks, even though costs are rising. We had much larger attendance when we held the talks on zoom, (although the talk on the Bayeux Tapestry was an exception - we very nearly ran out of chairs!) so if you like live talks, do check your newsletter, emails and the website, and go along on a Monday afternoon, once each month, listen to an entertaining talk, have tea and

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biscuits and a chat with your friends. All free! Thanks, Lyn Robinson Jones for your hard work putting on such a great programme.

Finally, I need to thank Andrew Harper, who is our guru on Beacon. It is our main database and communication tool. Those who take the trouble to work out how to use it find it invaluable. It is vital to us. So even if you are a group leader who does not want to use it, please help us to keep it updated.

So, a huge thank you from me to all of them. Please will all the Committee members and helpers stand, and please will the members show their appreciation to them.

Before I hand over to Ray to run the business part of AGM, perhaps I should report three successes that I have been actively championing, and 2 initiatives which we have now launched. Both with Welfare implications.

We have successfully launched a foreign holiday next year. I was very keen that we should try this, and am delighted that nearly 50 members are going to Northern France next year. All the work was done by one of our new members - Debs Skinner - who volunteered, and is not actually going on the trip! I should have mentioned Debs in my list of helpers, so thank you Debs.

Secondly, we have successfully launched a regular coffee morning. Again, one of our new members Katy Psaltis - ran a pilot for new members that was very popular, so Joyce Jessop is now running this as part of our social programme, and I think that it will now be a regular feature.

Finally, we have continued to co-operate with the local Probus organisation, and have been invited to join some of their outings. I am exploring another area of co-operation with another local organisation which I hope to share with you as it moves forward. This is the type of cooperation which the Friendship Project focuses on.

We recently launched a new programme of first aid tuition. Some years ago we ran a series of workshops with the aim of ensuring that every group had at least one member who had taken a basic first aid course. We are now going to repeat this exercise, and are also arranging a talk which will be given live to as many members as want to attend, but will also be recorded, and a link put on the website.

We also thought that it was quite important that we had a record of as many emergency contact numbers as possible. We appreciate that not everyone has an emergency contact, and not everyone wants to record it, but we also think that some members simply forget to record it, or to check that it is accurate, so we are checking our records and are contacting everyone to make sure that we have them recorded when members are happy to provide it.

Both of these initiatives require work, and we have been fortunate to obtain the services of Patricia Barnard, who is running the First Aid programme. Andrew Harper, who I have already mentioned will be running the Emergency Contact Programme.

This does show the importance of volunteers, but at the moment, the pool of volunteers is empty! We think that our Membership Secretary could do with some help, as a large part of his job is done at the same time every year. So, I am asking for a volunteer to act as Assistant Membership Secretary. This will not be a committee position, and will give one of our members a chance to learn about Beacon. I will be repeating this request in the newsletter and in my Mini Newsletter. So, I am now going to sit down, and let Ray do all the work!

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Administrative Secretary's Report.

There have been 6 committee meetings this year plus other meetings relating to our Open Day and this AGM.

Earlier in the year I did my best to bring the Register of Assets up to date. Not easy !

Each year, the Third Age Trust (TAT) holds an AGM and individual u3a's are invited to attend and register votes on behalf of their members. This year there were some important proposals, and we thought that our members might be interested to see how we cast our votes on your behalf. The meeting was held on 6th October 2022 at 11.30 am in Milton Keynes, but also on Zoom. I attended via Zoom.

As a branch, we had 3 votes in the election of Directors and passing of resolutions. There was only one nomination for the position of Vice Chair, Mr. Alan Walmsley who was therefore elected unopposed.

There were two important resolutions, 5 & 6, with several amendments to each, regarding the proposed increase to the annual membership fee paid by member u3a's to the Third Age Trust. Previously called Capitation Charge. If Resolution 5 was defeated, the Trust proposed Resolution 6.

Both these resolutions concluded, "and each year thereafter, by an amount based on the UK's State Pension increase." It was this part of the resolutions that appeared to be unacceptable to the members of a large number of branches.

With all the voting on the resolutions and amendments completed (22 Separate Votes), it was declared that neither the resolutions, nor any of the amendments were passed by the meeting. Unless further specific action is taken, there will be no increases at all to the annual membership subscription which each local u3a pays to the Third Age Trust.

During this year the committee have worked on Branch Policies and Procedures relating to Safeguarding, Complaints and Disciplinary and Code of Conduct. We were able to use draft templates provided by the Third Age Trust for a large amount of guidance. We were greatly assisted by Sheila Frost our Welfare Officer. These documents are now shown on our website.

On a lighter note, it was agreed by the committee that we would purchase/sponsor trees through the existing u3a woodland scheme to celebrate the 40th Anniversary of the u3a, and our branches 36th year. The woodland is situated on the England/Wales border in the Brecon Beacons National Park. Skilled arborists based in the Brecon Beacons National Park will be looking after the trees for the next 12 years, until they are established. We will not own the trees as such, but we have a certificate to confirm that we "planted" 10 trees.

Finally, please don't forget to visit and use our excellent website. It is full of information and has easy links to Groups, Events, Newsletters and pretty much everything. Even I can find my way around, and make good use of it.

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Membership Secretary's Report.

At our AGM last year, I reported that we had 569 members. We can all remember how COVID made life difficult for us in all sorts of ways last year, and that was true of us recruiting new members, with 63 people joining.

Since then, although COVID is still of course with us, we have been getting more and more back to normal and this is true of us being able to attract new members. Last year we had 63, this year we more than doubled that with 157 joining during the year.

I am very pleased to you that at the end of September we had no less than 664 members - a net increase of 95 . Pity it was not 100 but I think you will agree that 95 is pretty good. I know that getting bigger brings its own problems but it is nice to know that we must be doing something right.

During the year we were sad to hear that 2 members passed away. When it came to renewing membership in January 41 members failed to pay their subs to renew and so their membership lapsed, although 2 did pay later in the year and re-joined.

5 members resigned, either due to ill health or because they had moved away from this area. I know that a lot of people aren't very keen meeting on Zoom but I know of at least two members who have moved some way away but they have still taken part in group meetings using Zoom.

During the year we updated our application form for people wanting to join. We used to require a cheque to be sent with the form. Cheques are becoming a very old fashioned way of paying for anything so we now offer the choice of cheque or a bank transfer using BACS. This has proved popular with nearly half of new members paying by this method. We have, of course, been offering this facility for some years to members renewing their membership.

The successful Open Day at the end of September gave a boost to letting potential members know what u3a is all about, as well as letting existing members find out about our groups. Since the new year started on 1 October a further 15 members have joined so I am looking forward to a successful year in recruiting new members.

List on members giving apology for absence for the AGM.

Apologies.	Apologies.	Apologies.
Joan Beard	Susan McCallum	Alan Kingsmill
Jennie Dolling	Ann Lund	Penny Kingsmill
Geoff Blackwell	Fay Farrington	Laura Chapman
Hazel Bell	Karen O'Hara	Deanna Mollard
Berenice	Barbara Holloway	Jane Coulson
Mike Barker	Philip Wright	James Humble
Barbara Walker	Brenda Fosker	Sally Wynne
Ernie McGirr	Irene Keefe	Valerie Greet
Keith Spencer	Graham Stevens	Kathleen Nash
Janet Jarrold	Irene Herbert	Patricia Barnard

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Jane Bishop	Jenny Bond	Chris Benjamin
Valerie Sprake	Margaret Smith	Monica Benjamin
John Sprake	David Smith	Joan Marshall
Jenny Moorby	Hilary Loney	Kath Hannabus
Beth Taylor	Brigid Sheenan	Carol Inge
Meg Barnes	Jessica Turk	Puri Davies
Carol Mills	Philip Lawson	Ian Davies
Sandra Buckland	Frances Fifield	Eric Piper
Annette Evans	Margaret Ensor	Hazel Piper
Maggie Ball	Moira Smith	Geraint Jenkins
Tony Reason	Debbie Lansdown	Elaine Clark
Wendy Reason	Laurel Charman	Kim Lim
Margaret Dickens	Phil Thompson	Peggy Vane
Linda O'Connor	Helen Johnson	Colin Vane
Hilary Freeman	Jennie Symonds	Suzanne Casebourne
Maggie Ball	Susan Rayment	Mike Casebourne
Corrie Ball	Debbie Wright	Nigel Trotter
Claire Knight		Mike Knolles
		June Knolles
		Brenda Sear

Group Co-ordinator's Report.

Looking back at my report last year I see it was dominated by references to Covid restrictions. I am delighted that this year we do not have that problem although we do of course remind our members to guard against spreading germs.

Our Groups are thriving - we have 64 in total. They are very varied; London Discovery, Theatre Group and Dining have many members who sign up for any outing that takes their eye. Most of our groups have a smaller membership with members regularly attending weekly, fortnightly or monthly meetings.

I hope you are all fully aware the variety of subjects on offer and that you are familiar with the group's pages on our website. Some groups are full but many are actively seeking members. Group leaders can be contacted via the link on the relevant page of the website.

If a subject group is full, we try to set up another group. Every successful group has a hard-working Group Leader driving it forward. I hope all members appreciate their effort and commitment. I extend to them a massive thank you to the Group Leaders and Administrators.

You are magnificent. With our rapidly increasing membership I am committed to expanding our range of groups. I need your ideas for new groups. We have several new ideas in mind and I would always welcome more. For groups to start and to thrive we need your help - as participants, as Administrators and as Group Leaders.

Perhaps 2023 will inspire you to develop new skills and interests; I do hope so

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Welfare Officer's Report.

I have been the Caterham u3a Welfare Officer for the last 8 years- the first 5 years of which I was also on the u3a Committee.

As Welfare Officer I have continued to try to offer practical and emotional support and advice to those of our members that are living alone, vulnerable, are unwell or bereaved. I have done this by sending cards and making phone calls

It has also been my remit to send cards to members who reach significant birthdays. Due to the Data Protection Regulations, we are no longer able to hold member's date of birth on our records. Therefore, in order for me to function fully as your Welfare Officer, I need members to inform me about any other members who fall into any of these categories.

To ensure that Caterham u3a members are appropriately cared for when engaged in u3a activities, I continue to emphasise the importance of considering the welfare of all of our members in everything that the Caterham u3a does. To this end I have been invited to attend the u3a Committee meetings when Welfare topics are to be discussed.

The Committee has recently reviewed the Caterham u3a Safeguarding Policy and Procedure, which is on the website.

We are encouraging Group Leaders and their group members to take part in First Aid training - an initial First Aid course, or a refresher course if they have already had training. We are exploring the possibility of a more general talk on First Aid for a wider audience.

The Caterham u3a is committed to ensure that its members are appropriately cared for when engaged in u3a activities. This care includes endeavouring to ensure physical and emotional well-being and safety at all times.

Social Co-ordinators Report.

Firstly, I would like to say I don't do this on my own. I have a substantial Social Committee, who I would like to thank. We have now 13 members on the committee including me. They are Penny and Alan Kingsmill, Rita and Peter Dael, Hazel and Eric Piper, Paul Knight, Sheila Frost, Keith Lawrance, Ray Jessop, Florence Pezier and Wendy Brigden. I would like to thank them all for their help over the last few months. They are all very enthusiastic and work hard to plan and arrange interesting events. We aim to provide a diverse programme of events over the coming months.

I took over this role in July from Penny, who as you all know did an excellent job of seeing us through lockdown with lots of entertainment and events via Zoom and carried on providing live events since we were allowed out again. She is a hard act to follow.

The events that have taken place since the last AGM were :

19th November – Annual Quiz and fish and chip supper held at the URC Hall. 90 members attended and had a fun evening.

14th January – Festive Lunch at Bletchingley Golf Club attended by 66 members. The number of attendees was very much reduced due to a Covid Spike just before and a lot of people cancelled.

10th June – Summer Lunch at Bletchingley Golf Club attended by 90 members.

22nd July – Skittles Lunch at Limpsfield British Legion. 36 members attended.

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9th August – Coach Trip to Faversham and Canterbury attended by 50 members

24th August – a second Skittles Lunch was held at Limpsfield British Legion as this was a very popular even. 36 members attended.

The next social event is this years' Annual Quiz on 18th November and the URC hall. Paul Knight has organised this along with Penny. Once again Phil Wright has agreed to be our Quiz Master for the evening. It has proved to be even more popular this year and we are hoping for a good evening.

On December 3rd a trip to Rochester Dickensian Festival and Christmas Market has been arranged. This also proved to be a popular event and we now have two coaches going. It should be a good day.

The Festive Lunch is to be held on 11th January at Bletchingley Golf Club. The booking forms are now available in the last Newsletter.

The Coffee Mornings held at Café 181 every month are very well attended and there has been lots of favourable feedback from members attending. They are a good time to just sit and chat with fellow members over a cup of coffee.

Surrey u3a Network Report.

This will be my last AGM report as Surrey Network Liaison as I have stepped down from this role and Elizabeth Collins has now taken over the role from today. Just a brief explanation of how the network operates. The Surrey Network is open to all the u3a branches in Surry. The aim of the Network is to enable all branches of the u3a in the Surrey area to exchange knowledge and experience and also to cascade information on Study Days and other events. The meetings often have speakers from Head Office informing us of any changes or new policies and we can pass this information on to our own branches. Our regional trustee Susie Berry is a frequent visitor to our meetings and takes back our thoughts to the National Headquarters.

This year the meetings have carried on via Zoom apart from one live meeting.

As the Surrey network representative, I also attended the Autumn and Spring Gatherings that are run by the trust and covers the whole South east region. These cover the wider aspects of the u3a movement.

A comprehensive programme of Study Days is run by the Surrey Network. The last one for this year is on November 18th and the 2023 programme is on the Surrey Network website and will run from February 2023 through to November 2023. Booking for these opens sometime this month.

I would just like to thank Elizabeth for her help over the last couple of months and to wish Elizabeth all the best in her role as Surrey Network Representative.

Publicity Officer's Report. (Including Open Day.)

- Ongoing publicity actions are centred around the external Facebook page and advertising on Next Door of our regular talks programme. The internal Facebook page now has 144 members and is actively used.
- The major publicity event was focussed around open day on September 23rd. The build-up included being mentioned on Ridge Radio, Facebook Page advertising to the local area which reached 2,126 people, advertising in parish magazines and through the

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Friendship Group, a banner on our website and leaflets at a local chemist (Vitaltone), art shop, the Miller Centre, Bib and Tucker dry cleaners, the Caterham Museum and libraries. On the day we also had the Caterham Town Crier. It would be nice to have some volunteers next year to put some leaflets in our other areas.

- On the actual day we had fabulous support from teams of volunteers manning the stand in Church Walk, the welcome table and the tea and coffee services. These teams were a key part of ensuring the event's success. A BIG THANK YOU TO ALL WHO WERE INVOLVED
- On the day we had to do some last-minute changes as there was a church coffee morning in the lobby. This meant serving our coffee from inside the hall, reducing table space, and moving our fabulous recorder group to the balcony. I have to thank Ray Howgego for working with me to solve the problems. We also had our ukulele group perform in the lobby.
- We had a really good turnout. On the day we put out 17 tables plus a canasta table and a mah-jong table. The mah-jong, canasta and book club had live sessions. Several of the tables had multiple groups such as the Wine Appreciation Groups with cookery, the London Discovery with the new nature group and walks group and of course the social activities table covering solos, cinema, theatre, social events and yoga. ANOTHER BIG THANK YOU TO ALL THE GROUPS AND THEIR MEMBERS WHO PARTICIPATED
- Nikki Bliss, a Wellbeing adviser also circulated in the hall
- Key people, especially on the welcome table and the Church Walk had our u3a sashes. The welcome table had the group lists, u3a leaflets, newsletters, magazine, membership forms, website and Facebook details, a form to identify interest and Mike Brigden's blog. Above all this, were the updated display boards.
- The group tables had fabulous displays and forms for taking down interest from individuals.
- So how did it go:
 - I had a lot of people coming up to me saying there was a wonderful buzz in the hall
 - The Town Crier was really impressed and has joined
 - Since the beginning of August, we have attracted 43 new members
 - The group tables attracted a lot of interest with people signing up

In conclusion, a really well worth and successful day involving a lot of people to make it happen. Finally thank you to all our members who came along and saw what we had to offer all in one place. It was great to see some of you brought some friends as well.

Treasurer's Report.

This is my second year as your Treasurer and I'm very grateful to Keith Lawrance for reviewing the accounts and for his guidance signing them off as an accurate record. The accounts are in a similar format to previous years with the addition of receipts and payments on behalf of various new groups.

As a Registered Charity, we are able to claim Gift Aid from HMRC on the full amount of the Annual Subscriptions for all tax-paying members who have given us permission.

Beacon Licence - We pay a licence fee per member for using the Beacon Membership Database, which was developed by U3A, and have paid for usage up to March 2023.

Capitation – We also pay to U3A Central a set amount for each member – unless they pay it

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through another U3A they belong to. TAM – The U3A Magazine is delivered to all members who have asked for a copy and is paid for by us – although any member who does not wish to receive a copy should contact Alan Kingsmill. General Meetings & Talks - We have made good use of the URC Hall for meetings and events including a very successful U3A Day.

Social Events - As the restrictions were lifted, we were able to organise many events including the Summer Lunch, Skittles, Quiz Night and a trip to Faversham and shortly a Christmas outing to Rochester. There is also a holiday organised to France for next year. Our U3A accounts are still in a healthy position with adequate funds even in these difficult times – for this reason the membership subscriptions remain unchanged – however we will have to monitor this situation as the financial climate changes.

Note For the Education and Social Accounts, and Receipt of Payments for 12 months to 30th September 2022 , please see the separate audited account sheets at the end of the AGM minutes. Pages 1 & 2 .