21st Annual General Meeting

1.30pm Wednesday, 3 April 2019
Claygate Village Hall, Claygate

After the AGM Terry Johnson will talk on
Lady Chatterley: The Obscenity Trial of Penguin books
TWENTY FIRST ANNUAL GENERAL MEETING
OF ELMBRIDGE U3A, WEDNESDAY APRIL 3 2019

AGENDA

1. Apologies for absence

2. Adoption of the Minutes of the twentieth Annual General Meeting of Elmbridge U3A held on 4 April 2018 (see Appendix)

3. Matters arising

4. Chair’s Address and Adoption of the Annual Report of the Committee for the year ended 31 December 2018

6. Adoption of the examined accounts for the year ended 31 December 2018 (see pages 8 and 9)

7. Membership Fees for 2020

8. Election of the Committee:
The members of the Committee who offer themselves for election are:

<table>
<thead>
<tr>
<th>Jenny Aylen</th>
<th>Janet Larcher</th>
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<tbody>
<tr>
<td>Andrew Craig</td>
<td>Bernard Lardner</td>
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<tr>
<td>Roy Henderson</td>
<td>David Rodway</td>
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<tr>
<td>Meg James</td>
<td>Tony Wharton</td>
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<td>Ursula Kent</td>
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9. Appointment of the Independent Examiner

10. Any other business
The Elmbridge University of the Third Age

Known as ELMBRIDGE U3A

Registered Charity no. 1071550

Trustees report for the year to 31 December 2018

Legal and Administrative Information

The Trustees and their Offices, (the committee), who served throughout 2018, unless otherwise shown are as follows:

<table>
<thead>
<tr>
<th>Trustee Name</th>
<th>Office</th>
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</thead>
<tbody>
<tr>
<td>Dr Janet Larcher</td>
<td>Vice Chairman /Acting Chairman</td>
</tr>
<tr>
<td>Mr. Roy Henderson</td>
<td>Editor/ Chairman</td>
</tr>
<tr>
<td>Mrs. Meg James</td>
<td>Committee Secretary</td>
</tr>
<tr>
<td>Mr. Andrew Craig</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Mr. Tony Wharton</td>
<td>Membership Secretary</td>
</tr>
<tr>
<td>Mrs. Ursula Kent</td>
<td>Group Co-ordinator</td>
</tr>
<tr>
<td>Mrs. Jenny Aylen</td>
<td>Social Secretary</td>
</tr>
<tr>
<td>Mrs. Alison Florence</td>
<td>Publicity Secretary*</td>
</tr>
<tr>
<td>Mr. David Rodway</td>
<td>Administrative Systems/Webmaster</td>
</tr>
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The following resigned during the year:

<table>
<thead>
<tr>
<th>Trustee Name</th>
<th>Office</th>
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</thead>
<tbody>
<tr>
<td>Mr. Fred Smith</td>
<td>Speaker Secretary &amp; Chairman - August</td>
</tr>
</tbody>
</table>

*Sadly Alison Florence, our Publicity Secretary, died on 23 February 2019.

The registered address is:
The Sanctuary, 21 Matham Road, East Molesey, Surrey KT8 0SX

Agents and Advisers:

Bankers: National Westminster Bank plc. 73 High Street, Walton-on-Thames, Surrey KT12 1DW

COIF, Charity Funds, 80 Cheapside, London EC2V 6DZ

Independent Examiner: Adrian Searle FCA ACMA CGMA
Chartered Accountant
122 Thorkhill Road
Thames Ditton
Surrey KT7 0UW
Structure and Governance

The governing document is a Constitution dated 26 March 1998, as amended 21 March 2003, 2 April 2014 and 4 April 2018.

At the 2018 AGM held on 4 April 2018 the meeting unanimously resolved to amend the Constitution and adopt the following:

Clause 2 Objectives

“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.”

Clause 6.3 Presentation of accounts

“the financial year of the U3A shall end on 31 December in each year, and not more than 15 weeks later the Annual General Meeting shall be convened for the purpose of receiving the Annual Report and examined accounts.

Management

We are very sorry to report the death of Alison Florence in February 2019, who served as our Publicity Secretary for over five years, and contributed a great deal to the success of our U3A. We will miss her very much.

Your committee continue to work towards meeting the aim of providing educational and leisure activities for all retired people in Elmbridge who wish to participate via monthly meetings, an ever increasing range of group meetings, coffee mornings, outings and reports on regional and national activities, all notified and reported on our website, email bulletins and newsletters.

We cannot fulfil our objectives without the help of our members. We are a self-help organisation and we are dependent on members offering their time and expertise. This can be a very rewarding pastime and we encourage all members to support us in whatever way they can. In October 2018 we launched a major recruitment exercise to attract more group leaders, committee members and supporters from among the membership and we are glad to say that a number of members have come forward to help. We will be continuing with our recruitment efforts in 2019.

Objectives, Activities and Performance

The committee have been working hard throughout the year on maintaining the things we do well while making administrative changes, responding to new legislation and dealing with any issues causing concern. We aim to set more specific objectives and priorities for 2019.
Membership

At 31 December 2018 our membership was 1455 (2017: 1362) Although our overall membership is growing and we seem to have little problem attracting new members, we are concerned that a substantial number of existing members leave each year, some who have only been with us for a short time. We are looking at the reasons for this, while continuing our efforts to ensure that new members feel welcome through our programme of coffee mornings, welcoming teams and reserved seating at monthly meetings where new members can meet and chat together. We have received encouraging feedback from these initiatives, and the welcoming of new members will continue to be a priority.

Meetings

We continue to hold successful monthly meetings with outside speakers covering a wide variety of subjects. Our current meeting venue at Claygate Village Hall has some disadvantages due to its location at the edge of our area and a shortage of parking spaces but attendances remain reasonably high. There are few suitable alternative venues in our area but we are aware of the difficulties and are keeping the situation under review.

2019

2019 is our 30th Anniversary and we are planning a series of events to celebrate this achievement and to actively promote Elmbridge U3A. These include a Bridge tournament, a quiz, a photographic competition, a walk and a special concert by our own Choir. The culmination will be a celebration event on 30 October at Claygate Village Hall with demonstrations of our group activities and a Celebrity cake cutting ceremony. Please check the website, email bulletin and newsletter for more details of this special event.

Communications

Our four-monthly printed newsletter combining practical information with other items of interest continues to be popular and has the advantage of reaching the whole of the membership. However, it is not suitable for conveying up-to-date news and information about the setting up or closure of groups, changes to published programmes and so on, and we are increasingly using our website and email bulletins to keep members in touch with these changes.

Groups and other activities

At 31 December 2018 we had 112 groups. (2017:116) The committee continue to promote group activities and encourage the setting up of new groups to meet membership demand, the main obstacle being the shortage of group leaders, especially in the more academic subjects, a problem we are working hard to resolve.

We ran a successful programme of outings and theatre trips during 2018 and several of our members have attended the U3A Surrey network study days and other U3A
events including Summer Schools. Again, this is something we encourage by publicising forthcoming events in the newsletter and other outlets and publishing favourable reports from members who have attended them.

**Administration**

In 2017 we implemented Beacon (the database package developed, maintained and updated for the Third Age Trust). In 2018 we implemented the financial recording system within Beacon and we are continuing to look at how this can improve our services to members, for example, by allowing direct bookings for outings. The Third Age Trust is conducting a review of the Beacon system but the present version will continue to be available until at least the end of 2020. However we are advised that the current cost of 50 pence per member is increasing to £1.00 per head in 2019.

**Legislative Developments**

GDPR (the General Data Protection Regulation) came into effect in 2018. Preparation for this involved much additional work and training, in particular by David Rodway and his team. New revised data protection & privacy policies are in place and are available on our website.

**Our Members**

We are a voluntary organisation relying on unpaid help. So it must be said that without the hard work and dedication of each member of the committee, as well as the many members of the organisation who have worked on making Beacon a success, putting out chairs for meetings, providing tea and coffee, operating our Audiovisual system, leading groups, arranging speakers, conducting outings, etc. we would not be the growing, successful and welcoming organisation that we are with 1400+ members and 110+ groups.

We give a big thank you to everyone who has contributed to the continuing success of our U3A.

**The Elmbridge U3A Committee**

**April 2019**
Groups and Group Leaders as at 31 December 2018

Total number of groups: 112 (4 less than 2017), 5 of which are associated groups* and 16 of which have waiting lists
Group closures: 15
New groups formed: 10
Number of Group Leaders: 86 of which 17 are leading more than one group and 4 groups have 2 leaders.

The Groups are co-ordinated by a **Group Coordination Team of 4**: Principal group co-ordinator Ursula Kent and 3 assistant coordinators, Laila Eletre, Margaret Reynolds and David Rodway, who looked after the groups, between them and who are jointly responsible for new groups. David Rodway is additionally responsible for registers and records.

**Groups by subjects**

**Arts and Crafts, Music**
Art Appreciation, Flower Painting, one associated art group, Photography (2 groups), Cinema Appreciation, Friday Film Club, Needlecraft, Patchwork and Quilting Jazz (2 groups), Music Appreciation, Opera Enjoyment, Choir, Singing for Pleasure.

**Reading, Writing and Talking**
Book Reading (4 groups), Play Reading, Poetry Reading Writing your Life Story, Discussion (3 groups)

**Foreign Languages:**
French (6 groups), German (8 groups), Greek Modern, Italian (2 groups), Latin, Russian, Spanish

**General Knowledge, Mathematics and Science**
Aviation, Biography of Famous People, Current Affairs (2 groups), Exploring Modern Spirituality, Geopolitics (2 groups), Genealogy (2 groups), Mythology, History (3 groups), Military History, Philosophy (2 groups), Looking at Weather, Exploring Maths,

**Special Interests**
Gardening, Plant Exchange, Travel Experience, Wine Appreciation

**Card and Board Games, other Games:**
Backgammon, Bridge (9 groups), Card Club, Chess, Mah-Jongg, Rummikub (2 groups), Scrabble (2 groups), Quiz (2 groups)

**Physical Activities and Games:**
Badminton, Circle Dancing, Croquet (2 groups), Pétanque (Boules) (2 groups), Table Tennis (5 groups), Tai Chi, Yoga plus 4 associated groups, 3 of Bowls and 1 of Pilates*

**Outings, Walks and Social Activities**
Country Walk and Rambling, Explorers, Social Walking (2 groups), Café Society, 3 Lunch Clubs,

**Total:** 112
ELMBRIDGE U3A
RECEIPTS AND PAYMENTS
for the year ended 31 December 2018

<table>
<thead>
<tr>
<th>Note</th>
<th>RECEIPTS</th>
<th>PAYMENTS</th>
<th>Excess of Receipts over Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General</td>
<td>Ring-fenced group activities</td>
<td>Total</td>
</tr>
<tr>
<td>1</td>
<td>15,108</td>
<td>-</td>
<td>15,108</td>
</tr>
<tr>
<td>2</td>
<td>4,155</td>
<td>-</td>
<td>4,155</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>28,078</td>
<td>-</td>
<td>28,078</td>
</tr>
<tr>
<td></td>
<td>2,039</td>
<td>-</td>
<td>2,039</td>
</tr>
<tr>
<td></td>
<td>21,302</td>
<td>28,078</td>
<td>49,380</td>
</tr>
<tr>
<td></td>
<td>1,713</td>
<td>-</td>
<td>1,713</td>
</tr>
<tr>
<td></td>
<td>3,878</td>
<td>-</td>
<td>3,878</td>
</tr>
</tbody>
</table>

**Note**

- Ring-fenced groups activities
- General

**RECEIPTS**

- Membership receipts during the year
- Gift Aid Tax refund
- Other income
- Cash collected by Ring-fenced groups
- Miscellaneous Deposit account interest
- Monthly meetings income
- Sale of U3A Merchandise

**PAYMENTS**

- Third Age Trust affiliation fee
- Third Age Matters
- Quarterly Newsletter
- Group Leaders' events
- Monthly meetings, Speakers and room hire
- Publicity & Advertising
- Payments on behalf of Ring-fenced groups
- New members' meetings
- Administration General administration expenses
- IT related costs
- Paypal fees
- Purchase of goods for resale

**Excess of Receipts over Payments**

2,165 1,713 3,878 547 1,239 1,786

*The notes attached form an integral part of these accounts*
ELMBRIDGE U3A
Statement of Assets and Liabilities
at 31 December 2018

<table>
<thead>
<tr>
<th></th>
<th>At 31 December 2018</th>
<th>At 31 December 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General funds</td>
<td>Advanced membership</td>
</tr>
<tr>
<td></td>
<td>(£)</td>
<td>(£)</td>
</tr>
<tr>
<td>General Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance brought forward at 1 January 2018</td>
<td>21,100</td>
<td>11,450</td>
</tr>
<tr>
<td>Excess of receipts over payments in the year</td>
<td>2,165</td>
<td>-</td>
</tr>
<tr>
<td>Change in advanced membership</td>
<td>427</td>
<td>(427)</td>
</tr>
<tr>
<td>At 31 December 2018</td>
<td>23,692</td>
<td>11,023</td>
</tr>
</tbody>
</table>

Represented by Bank Balances

| Bank deposit account | 10,661 | - | 10,661 |
| Bank current account | 13,031 | 11,023 | 24,054 |
| Ring-fenced group Bank accounts | - | 7,751 | 7,751 |
| **TOTAL ASSETS** | **23,692** | **11,023** | **7,751** | **42,466** | **21,100** | **11,450** | **6,038** | **38,588** |

Note
Advanced membership: This is Receipts received in 2018 but which relate to 2019 Membership

Signed by two trustees on behalf of all the trustees

[Signature]
Roy Henderson
13th March 2019

[Signature]
Andrew Craig
13th March 2019

Signed by two trustees on behalf of all the trustees
ELMBRIDGE U3A
Notes to RECEIPTS AND PAYMENTS for the year to 31 December 2018

Accounting Policies

The accounts are prepared in accordance with the Charities Act 2011.

These accounts show both the General and Ring-fenced Group Funds of Elmbridge U3A and are prepared on a receipts and payments basis so that these include:

a. all membership fees and other receipts,
b. all monies collected for Ring-Fenced activities and,
c. all expenses and costs
received and paid in the year, irrespective of the period to which these relate.

The General Funds: This covers the activities carried out for general benefit of Elmbridge U3A.

Ring-fenced Group activities: All group activities are self funding and independent of the General Funds of Elmbridge U3A. There is no contribution to or from General Funds and all monies collected by a group activity are used by and held for the benefit of that group. The group activities include Jenny’s Jaunts and Theatre trips.

Receipts and Payments: General Funds.

Overview
The excess of receipts over payments on General Funds in 2018 was £2,165 (2017: £547). Receipts were £1,968 higher, this being largely due to an increase in membership and higher gift aid receipts, whereas payments were only £350 higher.

Comments on Accounts:
1. Membership receipts
The increase in income reflects the increase in membership in the year although the number paying their renewals before 31 December in 2018 was slightly lower than in 2017.

2. The Gift Aid
The Gift Aid is claimed in arrears. The Gift Aid claim in 2018 was exceptionally high. This is the result of a change in 2017 in our accounting policy for membership receipts to one where we now recognise the cash actually received in the year instead of attributing this to the membership period. Prior to 2018 the Gift Aid claim was also based on the period to which the income related and not on date of receipt. Thus 2017 renewals received in 2016 would not be claimed until 2018 and 2018 renewals received in 2017 until 2019.

   In 2018 there was a catch up: the 2018 claim covered the actual cash received in 2017 and in addition the cash received for 2017 renewals prior to 31 December 2016. This increased the 2018 claim by a one-off amount of approximately £2,000. We expect our 2019 claim to be circa £2,100.

   The 2017 claim also benefitted as some of the receipts qualifying were at £14, whereas current membership is £10 for the year.

3. Monthly Meetings
   a. Income collected was lower than 2017 by £199. Aggregate attendances at Claygate Village Hall were lower than when the meetings took place in Hersham.
b. Monthly meeting costs include the rental of Claygate Village Hall and Speakers’ costs. The lower costs were the result of reduced hire costs of Claygate compared to Hersham, although these have been offset by higher Speaker fees.

4. Third Age Costs
   a. This covers both the affiliation fee (a per head cost) and the cost of the Third Age Matters Magazine. The affiliation fee is calculated and payable in April based on the maximum membership in the period from 1 April to 31 March just ended. The affiliation fee per head was unchanged in 2018. The Third Age Matters is paid in May, based on the number of copies despatched in the year to the previous February. The rise in both the above reflects increased membership.

   b. The Third Age Matters is paid in May, based on the number of copies despatched in the year to the previous February. The rise in both the above reflects increased membership.

5. Quarterly Newsletter
   The increase reflects higher membership and costs of production.

6. Group leaders’ events
   The spend on group leaders’ events in 2018 at £910, was £993 lower than 2017.

7. IT costs
   This covers the cost of Beacon and other IT related costs. Beacon is charged at 50p per head, although this will increase from 1 April 2019 to £1.

Comments on Ring Fenced Funds.

1. The receipts are amounts collected for trips, theatre outings and from members to cover the cost of their group activities.
2. Payments are the costs incurred by the groups in carrying out their activities, such as admission fees, theatre tickets and coaches.

2020 Membership Fees

At 31 December 2018, the bank balances of the Elmbridge U3A General Fund, excluding advanced memberships received pre 31 December 2018 of £11,023, were £23,692.

Our projection for 2019 is an excess of payments over receipts of circa £3,600. This is the result of several factors, including lower Gift Aid (minus £2000), higher IT costs (plus £700), and higher Third Age Trust payments and Quarterly Newsletter costs (higher membership). We can fund this shortfall out of General Funds.

At the 2019 AGM the membership rate for 2020 is agreed, so it is necessary to look at our finances up to December 2020. The forecast for 2020 is for a similar excess of payments over receipts of £3,500; this shortfall is equivalent to £2.50 per member. Because of funds built up over the years we have sufficient cash to cover this shortfall in both 2019 and 2020. The bank balances projected at December 2020 are circa £16,000.

It was projected last year that we would have to increase the annual membership for 2020, but thanks to the change in the Gift Aid period and lower spend, the need for an increase is deferred. The recommendation is to leave the annual membership at £10 for 2021, but it will be necessary to review this at the 2020 AGM.
ELMBRIDGE U3A
Independent Examiner’s Report

I report on the accounts for the year ended 31 December 2018.

Respective responsibilities of trustees and examiner
The charity’s trustees are responsible for the preparation of the accounts. The charity’s trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act). An independent examination is required by the Charity Commission as the Receipts exceed £25,000.

It is my responsibility to:

• examine the accounts under Section 145 of the 2011 Act;
• follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
• state whether particular matters have come to my attention.

Basis of independent examiner’s report
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

Independent examiner’s statement
In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed 13 March 2019
Adrian Searle FCA ACMA CGMA
Chartered Accountant
122 Thorkhill Road
Thames Ditton
Surrey KT7 0UW
Appendix

MINUTES OF THE 20th ANNUAL GENERAL MEETING
Held at Claygate Village Hall, Claygate
on Wednesday, 4th April 2018

Present: Janet Larcher Acting Chair
Andrew Craig Treasurer
Meg James Secretary
Alison Florence
Roy Henderson
Ursula Kent
Tony Wharton
Fred Smith
and 130 other members of Elmbridge U3A

The Chair welcomed members and visitors to the Annual General Meeting. She commenced by introducing the members and co-opted members of the Committee.

1. Apologies
   Tom and Ceinwen Appleton, Minda Alexander

2. Minutes
   Resolved that the Minutes of the Nineteenth Annual General Meeting of Elmbridge U3A held on 5 April 2017 be approved and signed by the Chair.
   Proposed by: Susan Dev
   Seconded by: Marian Jager
   Passed, with no objections (nem con)

3. Matters arising
   There were no matters arising.

4. Chair’s Address
   The Chair asked for a vote of thanks for her committee who had worked hard throughout the year. Treasurer-Andrew Craig, Secretary-Meg James, Membership Secretary-Tony Wharton, Newsletter Editor-Roy Henderson, Social secretary-Jenny Aylen, Group Secretary-Ursula Kent, Publicity Secretary-Alison Florence for their hard work throughout the year. She also thanked the co-opted members David Rodway the Webmaster and Beacon administrator, Kate Emerson who runs the Bulletin, Lesley Johnson who welcomes and supports New Members and Fred Smith who has been Speaker Secretary whilst also running Bridge Master classes.
   She also thanked the hard working members who, look after the AV system-Chris Brookes, prepare the tea and coffee-Jackie Trewby and her team, the chair supervisors-Colin Trewby and Roger Marlow and Martin Barrell and Chris Woodhouse for help on the Beacon Team.
   The report of the year has been available on the web for the past month and is in the AGM booklet. The Chair brought the attention of the members to the following points.
   a. Claygate Village Hall, although on the edge of the borough, is a very suitable venue for the monthly meetings and as it is unlikely that Hersham Village Hall will become available in the foreseeable future the meetings will continue at Claygate.
   b. Moving from a data management system created by one of our members, (Ken Kingham who has sadly now passed on), to the new Third Age Trust supported system known as Beacon was achieved through considerable hard work from David Rodway, Martin Barrell and Chris Woodhouse.
   We have now completed, very successfully, a whole membership renewal process using this new system.
c. We have coped with a new requirement following discussion between the Charity Commission and the Third Age Trust, which resulted in us, along with most other U3A’s, needing to upgrade our financial status and change our constitution.

d. We have maintained and increased the number and range of available groups, the quality and variety of speakers and the activities for our members.

e. With the new Data Protection legislation coming in to force in May, in order to be compliant, we needed to revise our policies. There are copies available of our Privacy policy and our Data Protection policy both on the web and on the table. We would welcome comments on these when you have had a chance to read them. We cannot run this U3A without your permission to collect and use your basic personal information, so with this in mind we need to have a formal agreement in the condition of membership. There will be more information about this in the Bulletin and Newsletter.

The Chair asked that this report be adopted.

Adoption of the Annual Report of the Committee for the year ended 31 December 2017
Proposed by: Sylvia Rodway
Seconded by: Molly Kingham
Passed, with no objections (nem con)

5. Proposed Changes to the Constitution

There are two proposed changes to the constitution. The “Object of our Existence” the wording of which has been agreed by the Third Age Trust and the Charity Commission. The existing paragraphs 2.1.1 and 2.1.2 will be deleted and replaced with the following:

Resolution 1

“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.”

The second resolution is to correct an error, which has occurred for years. According to our constitution the AGM should occur no later than 13 weeks after our financial year-end at 31 December. As our AGM takes place in the first Wednesday in April this is more than 13 weeks.

Resolution 2.

The following amendment to clause 6.3 is proposed: to delete the words “13 weeks” from this clause and to replace them with “15 weeks”.

The Chair asked that these changes be adopted.

Proposed by: John Larcher
Seconded by: Jenny Kirkman
Passed, with no objections (nem con)

6. Adoption of Examined Accounts for the year ended 31 December 2017

The Treasurer greeted the membership and then thanked them for attending the AGM. He then gave a brief background to, and account of, the figures presented in the accounts.
Last year discussions took place between the Third Age Trust and the Charities Commission the results of which included the need to change our constitution. We have, therefore, had to amend the format of our annual report of which the accounts are part. This is because we are now required to include the Group activities in our accounts and this resulted in income exceeding £25,000, a reporting threshold to the Charities Commission. These changes are necessary in order to protect our position as a charity and the benefit we gain from that, firstly gift aid and secondly insurance cover.

Our accounts are now prepared on a cash receipts and payments basis and incorporate group activities, Jenny Jaunts and the Theatre outings. Previously we used the terms Income and Expenditure and only reported our general activities. The bank account balances used for Jenny’s Jaunts and the Theatre outings were disclosed in the statement of Assets and Liabilities.

In the case of general activities the change relates only to the presentation of membership income. Membership receipts are now the actual cash received during the year and whereas in previous years the membership income was that relating to the financial year. We have always shown our expenditure on the basis of payments during the year so there is no change in this area.

We now also show the receipts and payments of the group activities. The comparative numbers for 2016 have been amended so that these are prepared on the same basis.

Referring specifically to our general activities, receipts in 2017 were marginally lower than in 2016. Our annual membership was reduced from £14-£10 with effect from the AGM 2016, but this was offset because a greater number of you paid your 2018 renewals prior to 31 December 2017.

Lower gift aid receipts were offset by marginally higher income from the monthly meetings. Although no meeting took place in July this year, due to the closure of Hersham Village Hall, receipts on the door benefited as we had made the usual £1 charge for the April 2017 meeting.

Total payments were £18 787 up from £18 332. Three items, namely the Third Age affiliation fee, Third Age matters and our quarterly newsletter, cover the bulk of our payments. In 2017 these amounted to £12717, 68% of our payments, up from £11 918 which was 65% of payments.

Monthly meeting costs are down on 2016 as no meeting took place in July following the closure of Hersham Village Hall and in addition the costs of Claygate Village Hall are significantly lower than those of Hersham.

Other costs including group leader activities, administration and members meetings were £3,962, marginally up from £3,918.

In the case of Group activities receipts and payments reflect the volume of activities and timing, but 2017 was a significantly more active year.

At 31 December 2017 the bank balances of the general activities was £32,550, an increase of £547 in the year. Of this membership fees received in advance were £11,450 up from £10,936.

In other words we have a very healthy general fund position, in fact too healthy. In 2018 we are projecting that our payments will exceed our receipts by some £2,600. The forecast for 2019 is a higher excess of payments over receipts of £3,500.

7. Membership Fees for 2019

Our general funds are sufficient to absorb the excess of payments over receipts and therefore no increase in membership fees is proposed for 2019. However, at the next AGM we will need to revisit membership and may increase the membership fee for 2020.
Finally in 2017 we introduced the Beacon system, which provided comprehensive membership records, and also a simple accounting system. After an extensive parallel run we are now fully live on Beacon. It significantly simplified renewals and going forward it will facilitate compliance with data protection and provide strengthened admin which is so necessary for continuity. I would like to thank David Rodway, Martin Burrell, Chris Woodhead and Tony Wharton for all the hard work they have put in to make Beacon happen. I would also like to thank Adrian Searle for his work as an Examiner of the accounts.

Questions
Susan Dev asked why it was necessary to keep such a large amount in reserve, and shouldn’t some be spent. The Treasurer replied that it was usual to keep the amount of one year’s membership fees as a contingency fund. Also, that as the planned expenditure next year would be more than the income expected, this amount would be reducing.

The Chair asked that this report be adopted.

Proposed by: Jenny Kirkman  
Seconded by: Sylvia Rodway  
Passed, with no objections (nem con)

8. Election of Committee
The following members were offering themselves for election:

Fred Smith   Meg James  
Janet Larcher  Ursula Kent  
Andrew Craig  Jenny Aylen  
Alison Florence  Tony Wharton  
Roy Henderson  David Rodway

The Chair asked that these members be elected.
Proposed by: Marian Jager  
Seconded by: Helen Clarke  
Passed, with no objections (nem.com)

9. Appointment of Independent Examiner
Adrian Searle has indicated that he is happy to continue acting as Elmbridge U3A Independent Examiner for next year.
Proposed by: Jerry Trimmingham  
Seconded by: Nancy Hampton  
Passed, with no objections (nem con)

10. Any other business
Susan Dev presented a bouquet of flowers to Janet Larcher and thanked her for all her hard work throughout the year.

The Chair closed the meeting at 1.55pm.

The next AGM will take place on Wednesday 3rd April 2019

The AGM was followed by a talk entitled “The Air Ambulance Service” by Keith Smith