

## **MINUTES OF THE 24th ANNUAL GENERAL MEETING OF ELMBRIDGE u3a**

Held at CVH

1.30 Wednesday 6<sup>th</sup> April 2022

<b>Present:</b>	David Rodway	Acting Chair
	Andrew Craig	Treasurer
	Meg James	Committee Secretary
	Margaret Kyriakou	
	Nikki Lindsey	
	Gillian Adams	
	Mark Dowdney	
	Nigel Cudby	

The Chair thanked all those who had come to the AGM and supported us throughout the year. He reminded the members present that the AGM allows the existing Committee to report on what happened in 2021 and to say where we stand at the start of 2022. It is also an opportunity for the members, to question it, to raise issues and concerns both about 2021 and about 2022 and beyond.

### **1. Apologies** Tony Wharton

### **2. Minutes**

Resolved that the Minutes of the 23rd Annual General Meeting of Elmbridge U3A held on 2nd June 2021 be approved and signed by the Chair.

Proposed by: Susan Dev

Seconded by: Sylvia Rodway

Passed: nem con

### **3. Matters arising**

There were no matters arising.

### **4. Chair's Address on behalf of the Trustees (Committee)**

#### **Management**

The efforts especially of our group leaders and technical team have ensured that our loyal members have not been disappointed by what we have been able to deliver. We found ways to operate effectively despite the Covid pandemic which, even now, continues to disrupt our activities. There is, understandably, still some nervousness amongst members about face-to-face meetings but they are now returning to more normal levels of engagement with our day-to-day activities. In the second half of the year, we made a special effort to welcome new members and some of them have already been helping us by introducing new activities or by stepping into the shoes of long serving stalwarts who wanted to reduce their commitments. The new Committee members have earned their spurs and are now instrumental in driving us forward. Renewals held up well as they did in 2020 but happily, unlike in 2020, recruitment in the second half of 2021 returned to pre pandemic levels. As a result of this and of careful management of our costs our financial position is strong, and we can look to the future with some confidence.

#### **Objectives, Activities and Performance**

Our committee members, group leaders and technical team gave us the means to keep things going and to take advantage of a gradual relaxation in Covid restrictions. Our group leaders made great efforts to keep in touch with their members and found ways to keep in contact with them to continue their activities. When the first lockdown was eased, we were able to restart some of our outdoor activities, including country walks and rambles, group meetings in members' gardens, and open-air tea parties for new members. Some activities in public halls were able to resume, and, although further

lockdowns soon followed, the experience showed us how to get things back on track quickly as restrictions eased. The use of Zoom, WhatsApp and other applications, and later, of mixtures of face-to-face and online working all helped.

We expect 2022 to be a year of recovery. We look forward to the time when the relaxations can be extended to all our popular activities.

## **Communications and Marketing**

We reworked the appearance of our website and, in 2022, will continue to improve it to keep it attractive and up to date and of more immediate utility to members. The monthly email bulletins continued to keep members up to date about our study groups and other activities and the regular newsletters reflected on earlier crises, with members reporting on their wartime experiences as children. The internal Facebook group has slowly accrued members sharing stories and raising matters of interest.

With Marketing and Public Relations activities covered by two new Committee members we have increased the awareness of Elmbridge u3a and the benefits we offer, helping to attract new members after coming out of lockdown.

## **Monthly Meetings**

Until July, monthly speaker meetings were run virtually with speakers giving illustrated talks remotely. Where possible we recorded the talks, keeping them available on the Elmbridge YouTube channel which meant that they were enjoyed by far more members than could ever have been accommodated in Claygate Village Hall. However there is no substitute for the mutual enjoyment of gathering together and enjoying the talks live and from August we were able to restart meetings at Claygate under controlled Covid-safe measures and by regulating the audience numbers. We were slowly able to increase the audience size over the ensuing months as the restrictions were relaxed. Where possible we continue to record the talks for those members who prefer to watch from home.

## **Administration**

Tech Team and Talks Team have provided a wide variety of support to all aspects of administration, not least to the take up of online conferencing by groups and by the Committee.

## **Our Members**

As a Committee, we pay tribute to the loyalty of our members, but we need more of them to become more actively involved in the running of our u3a. We need more fresh faces to help us to meet the challenges of the future. There are still some important posts being filled by too few of us. We cannot repeat too often that Eu3a is a voluntary organisation, relying on the skills and commitment of its members for its success. We hope that 2022 will be the year when we are able to make better use of this potential and move forward to better times ahead.

## **Groups and other activities**

In late 2021 we restarted Theatre Trips and now we have restarted day trips, restyled Di's Days Out. In the same way as 2020, 2021 continued to be difficult because of the COVID pandemic. We have had lockdowns, social distancing and limits on numbers meeting, both indoors and outside. Our Group Leaders have overcome these difficulties by meeting virtually via Zoom, communicating via email, snail mail and telephone, and some just waiting it out. We cannot thank the Groups Leaders enough for their resilience and patience during this time. As restrictions have eased the majority of groups have resumed face-to-face meeting, being flexible and abiding by whatever current guidelines have been in place to ensure the safety of our members. A few of our older group leaders have taken the circumstances as an opportunity to retire and have closed their groups. We thank them for their years of service to the u3a. I am pleased to say that we have had 10 new groups forming during the year

and we are always happy to welcome more.

## **Adoption of the Annual Report of the Trustees (Committee) for the year ended 31 December 2021**

Proposed by: Jennifer Simpson

Seconded by: Joanna Rand

Passed, nem con

## **5. Treasurers Address on the Examined Accounts for the year ended 31 December 2021**

The accounts of Elmbridge U3a for the year to 31 December 2021 are available online and I propose to focus selectively.

Good afternoon ladies and gentlemen and thank you for joining us for our AGM. The accounts of Elmbridge U3A to 31 December 2021 are available online. Printed copies are also available today. Numbers and accounts are not everyone's cup of tea so I apologise in advance as I explain the key points. Our accounts are prepared on the receipts and payments basis. Receipts are monies paid into our bank accounts and payments are monies paid out of our bank accounts. This means that 2022 renewals received before the 31st of December 2021 are included in our 2021 receipts attached. The payment of our expenses is shown as and when paid and these are not related to the period to which those costs relate.

At 31 December 2021 the bank balances of the general funds were £33,092, an increase of £588 over 2020 as receipts exceeded payments by that amount in the year to 31 December.

Of our bank balances at 31 December 2021 £12,577 relates to 2022 renewals received by 31 December 2021. The comparative 2021 renewals received in advance at 31 December 2020 was £10,440. The increase clearly reflects the benefit of the increase in membership fee from £10 to £12. This increase was proposed and accepted at the AGM a year ago, which was a time of much uncertainty as to the future. Without an increase our forecasts painted a picture of an increasing deficit of receipts over payments.

Our principal source of income is our membership fees. Although at 31 December 2021 our membership was lower than 2020, thanks to the increase in the membership fee and a very positive level of renewals for 2022 prior to 31 December 2021 there was an increase of £1,661 in membership receipts. This exceeded our expectations.

Of our payments the largest group relate to the Third Age Trust, costs of which are outside our control. Positively overall payments to the Third Age Trust were £2,078 lower than in 2021. This partly is the result of lower membership numbers but also the Third Age Trust changed the calculation basis for the affiliation fee which benefited us significantly. Previously it was based on the highest number of members in the year to March, whereas it is now the number at 31 March. Our lower spend on the Elmbridge newsletter reflects partially lower group activities but also the lower membership.

The increase in the monthly meeting costs is due to the fact that monthly meetings were run throughout the year whereas in the previous year, 2020 we had only commenced zoom monthly meetings part way through the year.

The increase in the IT related costs is a result of the purchase of a small laptop for use by the IT team. In 2022, like all organisations, we are faced with increased costs. For example the Third Age Trust affiliation fee is increasing. The cost of the Elmbridge newsletter is increasing, both due to rising print costs and also to postage charges.

At the AGM we set the membership fee for the following year, in this case 2023. We find ourselves in a strong position financially so we can keep the 2023 membership at £12.

Finally I would like to say we all owe a special vote of thanks to Adrian Searle for conducting an examination of the accounts and to all individuals, who behind the scenes make Elmbridge U3A so successful and vibrant.

## **Adoption of the Financial Report for the end of year 31<sup>st</sup> December 2021**

Proposed by: Mike Tripp  
Seconded by: Joanna Rand  
Passed: nem con

## **6. Membership Fees for 2023**

There will be no increase in Membership Fees for 2023.

Proposed by: Susan Dev  
Seconded by: Paula Day  
Passed, nem con

## **7. Election of Committee**

The following members were offering themselves for election:

Nigel Cudby	Margaret Kyriakou	Meg James
Andrew Craig	Nikki Lindsey	Gillian Adams
Mark Dowdney	David Rodway	Tony Wharton

The Chair asked that these members be elected.

Proposed by: Elaine Cowan  
Seconded by: John Larcher  
Passed, nem con

## **8. 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: Jennifer Simpson  
Seconded by: Susan Dev  
Passed, (nem con)

## **9. Any other business**

Questions were asked on the following:

a. A vote of thanks to the committee for their hard work was received from a member.

b. Should there be a different entrance fee for Non members to the talks at CVH

*Answer : No because this is against Charity Commission ruling with regards to Gift Aid.*

c. Can you give a precise definition of Ring Fenced Funding

*Answer: Any group activity is Ring fenced in that each group is self financing by members of that group .There is no contribution to or from group activities other than when general funds provide short term loans for the purchase of equipment. Such loans are then fully re-imbursed to general funds over an agreed period.*

*General funds are used for the benefit of all members of Elmbridge U3A*

**The Chair closed the meeting at 2.10**

**The next AGM will take place on Wednesday 5th April 2023**