

Glossop U3A Annual General Meeting: 5th October 2023

1. Introduction and Apologies

Chris Blackett (Vice-Chair) welcomed everyone (there were 59 in attendance) and explained that our Chairperson Brigitte Manchee was unable to attend the meeting on account of a current family problem, and that he, Chris, would be chairing the meeting.

The Secretary reported that there had been apologies from: Brigitte Manchee, Hazel Allman, Karen Kime, Barbara Copeland, Joyce & Bryan Bunting, Jill Truelove, Sue Summan, Ken Barker, Fay Hartley, Di Zuliani, Margaret Stevenson, Mark Henderson, Vivien Godwin, Liz Adie, Graham & Julia Sharrat, and Susan & Martin Clayton.

2. Minutes of the last AGM

The minutes of the AGM on 6th October 2022 were proposed as a true record, by Doreen Ball and seconded by Kath Shaw. Carried unanimously.

3. Matters Arising

There were no matters arising.

4. Chairperson's Report

Brigitte's written report was read out by Chris Blackett (Vice Chair):

Dear members

Please accept my apologies for not attending this morning.

Since the AGM in October 2022 we have seen the membership gradually increase to not quite 300 so not quite yet up to pre COVID numbers. We hope that we can continue to get stronger so please recommend joining to any acquaintances.

Alan was appointed as Secretary after the AGM at the coffee morning in November by those present and Sharon took on the job of taking minutes at our committee meetings and publishing them.

Diane stepped down and resigned from the post of Membership Secretary and also from the Committee. Pam kindly offered to take on this together with her post of Group Secretary. This is too much for one person to do so we are looking to you our members to volunteer. Without people volunteering there would be no u3a.

The committee looked into investing in the computer system used by a number of other u3as called Beacon. This system manages the membership data base, group membership and finances, and the finances as a whole. This was done by Chris who presented his findings back to us and it was decided by us all to invest in this for the future. The system is now in place and group leaders are being helped to enter their group data into Beacon.

Can I please pass on my thanks to all of the Committee for attending meetings and working behind the scenes on behalf of the membership.

Chris added his own comment that the Beacon system is now being used by the majority (500 or more) U3A's.

5. Secretary's Report

The Secretary read his written report:

I took over the role from Glyn Connor after the 2022 AGM (which I was unable to attend). I was unable to 'shadow' Glyn for a period, as I would have liked to do, and was only able to have a short conversation,

when I collected the files from him. Nevertheless, Glyn has been very helpful when I have sought his guidance; and I thank him for that.

I have been on a steep learning-curve this past year, and still do not feel confident in the role.

Fortunately, Sharon Hamshire volunteered to be a Minutes Secretary, which saved me having to do that aspect of the job. Sharon proved to be very good, and I have complimented her on her ability, more than once.

The main item this year that I must report on is the resignation mid-term of our Membership Secretary, Diane Butterworth. Fortunately, Pam Zuntz offered to perform that role, in addition to her existing one (Groups Co-ordinator).

Diane was warmly thanked for the work that she had done for us, during her time as Membership Secretary.

The work that I have done has been mainly as the 'point of communication' for the Third Age Trust (submission of our details through the Glossop portal, and receipt of items from them that need to be forwarded to the committee). And prior to each committee meeting, I assemble an agenda. Recently, my work has increased significantly, in connection with the AGM.

I hope that with time my confidence & ability will improve, but, in that I am now 80years of age, I cannot see that I will be able to do the job long-term.

Diane Butterworth spoke up to express her appreciation of the job being done, and that seemed to be the general feeling.

6. Treasurer's Report

The Treasurer, Maureen Brierley, presented the Final Accounts and Balance Sheet for the year ended 31st August 2023, and read her written report.

The purpose of this report is to inform the members of how the Trustees of Glossop U3A have used the members' money during this year, 2022-23.

All the Committee, as Trustees, have joint responsibility for the proper use and management of the U3A finances, including money paid at group meetings, and for trips and outings, and then to produce an annual statement in accordance to the laws applicable to charities. These Annual Accounts are a means to demonstrate the Trustees proper management of the members' money. During the year the Trustees are kept informed at regular committee meetings of the financial state of the U3A by the treasurer's reports, enabling them to have a regular and updated oversight of the accounts. The Trustees are responsible for ensuring our U3A is financially able to continue its activities and support members' groups.

As a charity we come under the laws and rules of the Charity Commission and our annual accounts must include all income and expenditure and be reported to them. The Charity Commission rules specify certain financial bandings for the level of reporting and, whichever banding our charity turnover falls within, determines the extent and detail of accounts to be reported to them. Each year we calculate our charity's turnover based on all income and expenditure including all groups (even those with nil returns), and trips and outings. With our income, Glossop U3A produces Receipt and Payment Accounts.

Each group monitors its own finances, keeping their own records up to date throughout the year and then reporting their counter-signed end of year financial statements to the treasurer, (on behalf of the Trustees). The trips and outings organisers keep records for each individual trip or outing and reconcile each activity as soon as possible after the event has occurred, sending the reconciliation to the bookkeeper for agreement with the accounts and then on to the treasurer. This is a legal obligation with which the leaders, organisers and committee must comply.

It was agreed at the 2021-22 AGM that the membership subscription for 2023-24 would be £11.00 to cover increases in costs. We have not been informed of any increase in the Third Age Trust membership fee for 2024-25 but we do have an extra expense for 2023-24 for changing our accounting system to the Third Age Trust's Beacon System. This is £1.00 per head per member.

The accounts for 2022-23 have been examined by our examiner, Chris Parrack, and, in his opinion, they show a true and fair picture of Glossop U3A's financial position at the end of 2022-23 and that the financial statement has been properly prepared as required.

I would like to thank the Committee for their hard work and support this year, in particular, many thanks to our assistant treasurer, Hazel Allman, for her work in banking monies received, to our bookkeeper Jo Mortlock for her hard work in keeping our books in order and to Chris Parrack for the end of year examination of our accounts.

Maureen asked for a proposer & seconder for the accounts to be accepted as accurate: Barbara Connor proposed and Rita France seconded. Carried unanimously.

7. Membership Secretary's Report

We would like to thank all the members who have renewed their membership this year. We have had 12 members who have told us they are not renewing this year, and of this morning we have 65 renewals still outstanding, a few of these have told us they are away and will be renewing on their return.

We have welcomed 23 new members so far this year, and hope this number increases. We hope we will be able to retain our numbers close to the 300 mark.

Glossop u3a has recently started using the u3a Beacon administration system which will make the recording of membership details much easier, and enable us to contact our members much more efficiently.

All our members are able to access the Beacon system to check that the details we hold for them are up to date. Members can join most groups online, tell us if they would rather be known by a familiar name, eg Bill instead of William, amend their contact details, and can add an emergency contact to their record if they wish.

Any Member can go on to Beacon through the Membership Portal on the Membership page of Glossop u3a website; written instructions are available from the Membership Secretary.

Not all our Group Leaders have yet set up their Beacon information, members may not be able to join these groups online yet. However, most groups will show information about when and where they meet, subs payable, whether the group is full and if there is a waiting list.

8. Group Co-ordinator's Report

We are still slowly recovering after losing several groups during COVID. Our new groups have been going well, and we have a Make Do and Mend Group who are re-using and recycling things, but sadly, despite interest, we could not find a day that suited everyone to continue Calligraphy.

Knit and Natter and Crochet have joined together to become Woolcraft.

Globetrotters has moved from an evening slot to a Wednesday morning which should make it more accessible.

Our new Greenfingers Group has been so successful that it is possible we may have to start a third group.

I would dearly love to restart some of our old groups - we still have no music group, no flower arranging group, and no textiles group - if anyone would be interested in joining one of these groups, and more importantly be prepared to do a little bit of organisation, maybe together with a friend (seriously it isn't hard!) please let me know. If groups are full we could always start a second group, as we did with the Local History last year. In particular, would anyone be interested in a second Food Appreciation Group - please let me know.

We do need to advertise what u3a has to offer more widely, and we are hoping to get ourselves up and running on Facebook shortly - this will help potential members to learn about us and contact us.

The Beacon system, once it has been fully adopted, will be a great help to Group Leaders and Members.

The start of the new system has meant additional work for Committee Members and Group Leaders, though in the long term it will make things much easier - please bear with us as we become familiar with it.

Pam was warmly thanked for all the hard work that she had done.

9. Election of Officers and Committee

Chris advised that he; Brigitte; Alan; Pam and Jo had indicated their willingness to continue in their current roles. Proposed for acceptance by Olga Isaac and seconded by Janet Dickenson. Carried unanimously.

The Secretary reported that he had not received any proposals in response to the notice of the AGM.

However, we definitely need a proposal for a new Treasurer; Maureen has done the job for the past twelve years and now wishes to vacate the role. However she agreed to continue for one more year, with a 'shadow' to whom she could hand-over in a year's time. Chris asked for a proposer & seconder for Maureen as Treasurer. Sheila Conchie proposed and Rita France seconded. Carried unanimously.

Chris announced that three committee members had chosen to step down. A fourth, Elaine Dodge had indicated her willingness to continue. She was proposed by Anne Park and seconded by Kevin McGovern. Carried unanimously.

Three new committee members were proposed & seconded:

Janet Rickards	by Rita France and Maureen Hobson
Anne Park	by Jo Mortlock and Kath Shaw
Gail Lane	by Pan Zuntz and Janet Dickenson

All three Carried unanimously.

10. Any Other Business

There was no other business and so the meeting was brought to a close at 10.55.

Alan Mortlock
Secretary