

GREAT GLEN U3A INTERESTS GROUP

Notice of Annual General Meeting

The Annual General Meeting (AGM) of the Great Glen U3A Interests Group (known as Great Glen U3A) will take place on Tuesday 14 June 2022 at 10.30 a.m. The meeting will again be conducted by *Zoom*, as permitted under our constitution. The AGM will be followed by the usual monthly speaker meeting.

Papers, including the Voting Paper, will be distributed by email to members who have provided email addresses. Other members will receive paper copies by post or hand delivery. Questions arising from the papers should be directed to the Chairman or the Treasurer by email (or by post to the Membership Secretary at 6 Wych Elm Close, Great Glen, LE8 9GY for onward transmission) as soon as possible.

Voting papers should have been returned by email to the Chairman no later than the end of Friday 27 May 2022, or by post or hand delivery to the Membership Secretary at the address above. It is important that as many members as possible read the papers and return their votes by the closing date.

AGENDA

1. Welcome and Apologies for Absence
2. To Approve the Minutes of the Annual General Meeting on 8 June 2021 (A)
3. Chairman's Perspective (B)
4. Recognition Award
5. Treasurer's Report (C)
6. To Approve the Annual Report and Financial Accounts 2021/2022 (D)
7. To Approve the Appointment of Barry Wilford as Financial Examiner
8. To Elect Members of the Committee for 2022/2023:
 - Elizabeth Cooke
 - Roger Edwards
 - Janet Fanko
 - Patricia Mansfield
 - Robert Mansfield
 - Diane Richardson
 - Peter Russell
 - Lynda Williams
9. To Approve an Increase in Annual Subscriptions for 2023/2024 onwards (E)
10. Any Other Business (previously notified with supporting papers by due date)

Paper A Minutes of the Annual General Meeting of Great Glen U3A

On Tuesday 8 June 2021 at 10.30 a.m.

PREFACE

The meeting was held using Zoom teleconferencing software, as permitted by the constitution, as amended on 1 December 2020. The process was similar to that used for the previous Annual General Meeting. Prior to the meeting members eligible to vote had received by email or post the papers for the meeting and a voting form. Valid returns had been received by the deadline (29 May 2021) from 82 members, more than sufficient to satisfy the quorum. Two questions about financial matters had been received and had been answered by the Treasurer.

1. Welcome and Apologies

The Chairman welcomed 25 members to the virtual meeting. Apologies were received from Hazel Baxter, Ann de Voil, William Maxted, Peter and Sue Russell, Nigel Walley and Lynda Williams.

2. Minutes of the Annual General Meeting held on 9 June 2020 and Matters Arising

The minutes of the Annual General Meeting held on 9 June 2020 were approved unanimously. There were no matters arising.

3. Minutes of the Special General Meeting held on 1 December 2020 and Matters Arising

The minutes of the Special General Meeting held on 1 December 2020 were approved unanimously. There were no matters arising.

4. Chairman's Perspective

Robert Mansfield presented a short paper, previously distributed, on the highlights and low points of the year ended 31 March 2021. Considerable resourcefulness and creativity had been applied to sustain the engagement of members, especially those using broadband, during the period of Covid-19 restrictions. Despite a decline in membership of about 100, he believed Great Glen U3A was now more agile and was well-placed to thrive as restrictions were lifted.

5. Treasurer's Report

Roger Edwards presented a short report, previously distributed, on the financial impact of Covid-19. Despite a significant loss of income, cash reserves had strengthened, ahead of what were expected to be significant outflows in resuming group and other face-to-face

activities. *Great Glen U3A* was now officially classified as a small charity, although he expected it would soon return to medium charity status.

6. Annual Report for Year ending 31 March 2021

The annual report and accounts for the year ended had been approved unanimously. There were no matters arising.

7. Financial Accounts for Year ending 31 March 2021

The financial accounts for the year ending 31 March 2021 had been unanimously approved. There were no matters arising.

8. Appointment of Barry Wilford as Financial Examiner

The appointment of Barry Wilford as Financial Examiner had been unanimously approved. It was noted that while *Great Glen U3A* remained a small charity this appointment was not strictly needed. However, a return to medium charity status was expected within two years.

9. Election of 7 Committee Members 2021/2022

The following had been elected unanimously, or with a single abstention, to serve as Committee Members and Trustees for the year 2021/2022: Elaine Ball-Norbury, Roger Edwards, Janet Fanko, Patricia Mansfield, Robert Mansfield, William Maxted, and Lynda Williams. Robert Mansfield thanked John Johnson, who had stood down for health reasons, for his service as Vice-Chairman and Groups Coordinator.

10. Any Other Business

No other business had been notified.

The meeting concluded at 10.40 a.m.

CHAIRMAN'S PERSPECTIVE

As my three-year term as Chairman draws to its conclusion, it seems appropriate to take stock. I certainly did not foresee the pandemic and the challenges that ensued. Group Leaders responded admirably, going in many instances to great and imaginative lengths to sustain members' engagement. It is a pleasure once again this year to recognise an example of outstanding service. Of course, it has been sad to see several groups close for various reasons, and good to welcome the new Film Group into the fold. It is encouraging to see nearly everyone now finding ways to live with Covid as we continue our return to face-to-face activity.

I had hoped that the development of the Great Glen Village Hall and Community Centre would have been achieved. Excellent alternative venues have been found for various group activities, and this gives added flexibility. But arrangements for monthly meetings remain for the time being in question. These have been for many the beating heart of our u3a, and it is to be hoped that the new Village Hall will soon be a reality.

As our Treasurer explains, our finances are in satisfactory shape despite all the difficulties, and we need to take action now to keep them so.

While barely visible to most members, I take satisfaction in leaving our governance in good shape, with a revised constitution to cater for the times, clear policies, a defined cycle of business for the Committee, and an updated handbook for Group Leaders. Without a Trustee Committee and Officers, there could of course be no Great Glen U3A. It has been my privilege and my pleasure to work with and provide leadership to a first-rate, hard-working Trustee team. While succession remains a continuing challenge, your committee is currently in good shape.

Looking ahead, I believe the emphasis now needs to be less on survival, and more on forming new groups, raising our profile and recruiting new members. We have a solid foundation on which to build.

Robert Mansfield

11 April 2022

TREASURER'S REPORT 2021-22

Covid continues to have a big effect on our accounts. Gift aid was way down because we could only claim this on subscriptions. Donations were up as we started to open up groups from May with many groups meeting face-to-face in the late autumn, gift aid for these donations will be claimed in 2022-23. Most group attendances were down on previous years and were insufficient to cover the costs of running our groups.

We had a concession from the Third Age Trust so that our levy was reduced for one year only. For next year the levy has gone up by 50p a head, and the price of the magazine continues to increase in line with postage and production costs.

U3A expenses have increased significantly as part of our recovery plan we spent money on promoting ourselves to new members through the u3a a day and our Open day. We intend to spend extra money in 2022 in order to recruit members and we expect to receive a small grant from the Third Age Trust to help us with this.

As a consequence of all this we ended up with a loss of £667 which is in complete contrast to the very large surplus last year.

The forecast for 2023 is that our financial position will deteriorate significantly without changes to our subscriptions and especially meeting fee donations.

Roger Edwards

11 April 2022

Treasurer

Published accounts

GREAT GLEN U3A INTERESTS GROUP**Charity No 1099411****Income & Expenditure Account**

Year ending **Year ending**
31st March 2022 **31st March 2021**

	£	£
Income		
Gift Aid	894	2877
Donations	4232	151
Other income	126	550
Subscriptions	4842	4846
Total income	10,094	8,424
Expenditure		
Equipment	28	
IT Services	1230	1304
Levy - 3rd Age Trust	970	1239
Magazine - Third Age Trust	600	522
Newsletter Costs	252	363
Outings		35
Refreshments	78	
Rent	6042	
Speakers	515	500
Sundry expenses & Books for sale	378	459
U3A Expenses	668	184
Total expenditure	10,761	4,606
Excess of income over expenditure	(667)	3,818
Funds Statement as at 31st March		
Funds at the beginning of the year	12,140	8,322
Excess of income over expenditure	(667)	3,818
Funds at the end of the year	11,473	12,140
Represented by :-		
Balance at bank	14,529	15,641
Cash in hand	30	30
	14,559	15,671
Less Prepayments	(3,086)	(3,531)
	11,473	12,140

I have examined the above Accounts and confirm they are in accordance with the records presented.

Roger W Edwards - Hon Treasurer

Barry Wilford - Independent Examiner

ANNUAL REPORT AND ACCOUNTS 2021/22 of the Great Glen Interests Group U3A

Paper D

Registered Charity Number 1099411

1. Overview of Charity

The Great Glen Interests Group U3A was established in November 2001; it is affiliated to the Leicestershire Network of u3as and nationally to the Third Age Trust (TAT). About 40% of current members live in Great Glen and 20% in Oadby, with the remainder generally from other locations within five miles of Great Glen.

The Objects are:

- to advance the education of the public and in particular the education of middle-aged and older people who are not in full time gainful employment in Great Glen and its surrounding locality, and
- to provide facilities for leisure time and recreational activities with the object of improving the conditions of life for the above persons in the interests of their social welfare.

Great Glen U3A is one of 1,050 u3as in the UK and one of 25 in Leicestershire & Rutland. It is a self-help organisation.

2. Committee Structure and Members, and in-year Changes

The Committee of Trustees meets on the first Tuesday in each month. The members at the year-end are Chairman: Robert Mansfield, Groups Co-ordinator: Di Richardson, Speakers Secretary: Patricia Mansfield, Treasurer: Roger Edwards, Business Secretary: Elizabeth Cooke, Membership Secretary: Janet Fanko, and Newsletter Editor: Lynda Williams. The post of Vice-Chairman is vacant. Elaine Ball-Norbury served during 2021 as Business Secretary until she resigned in October 2021. John Johnson stepped down as Vice-Chairman at the June AGM. Diane Richardson joined the Committee in November. William Maxted served until 31 March 2022 and, although no longer now a member of the Committee, continues to deal with Gift Aid matters. Elizabeth Cooke joined the Committee on 1 March 2022.

The current Chairman will relinquish that office in June, as required by the Constitution, but will remain on the Committee.

The Committee is supported by four non-Committee posts: Peter Russell, our Webmaster and Beacon Administrator; Gift Aid Officer, William Maxted; Lynn Francis, our Accessibility and Welfare Officer; and Learn Something New Co-ordinator, Sue Russell.

3. Overview of Year

Membership is stable, with 342 members at the end of March 2022. To enable more people to benefit from our group activities, we continued to set a reduced subscription for 30 associate members of other u3as. The pandemic had a continuing impact on recruitment but we were pleased to see the return of some lapsed members as restrictions eased.

As from early March 2020 group meetings were suspended as a result of Covid-19. Two Zoom teleconferencing licences were acquired to sustain contact and engagement, and since November 2021 the History Group trialled and held meetings in a hybrid format.

Our Zoom monthly speaker meetings continued throughout the year. At 1 April 2021 nearly half our groups were virtual groups on Zoom. From April 2021 groups slowly returned to meeting face-to-face. Face-to-face meetings started in the four venues subject to agreed Covid safety protocols. Walking without Stiles and Table Tennis were the first to restart, in April and May respectively.

The Group Leader for Minibridge sent out daily challenges, with 400 being sent before face-to-face meetings re-started in July 2021. The Table Top Games leader sent another 17 weekly cryptic word and number challenges sourced by members before face-to-face meetings started in September. In January the Evening Bridge group moved to daytime and was renamed Duplicate Bridge.

The format of our Christmas entertainment reverted to face-to-face with many individual contributions and was repeated on Zoom. Attendances were disappointing, no doubt in part because it was impractical to collect payments before the event.

We distributed flyers to all Great Glen homes to promote a stall and trail on the newly instituted National u3a Day in June 2021; prizes were given for adult and child groups. Uptake was modest but some new members joined. The October Open Day, held at the Methodist Church rather than the Village Hall, produced more recruits.

The Youth Centre and Village Hall remained closed pending demolition and rebuild. The Committee reviewed the rebuild plans and was disappointed that there were fewer large spaces in the proposal. We agreed to pay for storage of the Carpet Bowls equipment in the rebuilt facility.

The loss of rooms in Great Glen necessitated finding new locations. We moved the Ukulele, English Country Dancing and Line Dancing Groups to the Burton Overy Village Hall. Carpet Bowls members joined the Kibworth Bowls group as social members and started to meet weekly from October 2021 to the end of March 2022. In May 2021 Table Tennis moved to the Roger Beetles University Sports Centre in Oadby.

Group Leaders for Flower Arranging, French Conversation, Indoor Bowls (Market Harborough), French for Fun and Pub Lunches at the Bell stepped down and these groups did not reopen. Swimming did not start because of practicalities of meeting Covid safety standards at the Grammar School during the day. Our 20th anniversary celebration was deferred to a 21st anniversary in 2022.

In March 2021 we converted our website to the TAT Site-builder application. We had over 5,000 hits a month once we started face-to-face meetings peaking in January with 9,000.

We were pleased to award Life Membership to Roger Edwards for his exceptional service to the Great Glen u3a over many years.

4. Overview of Finance

The u3a received total annual subscriptions from members of £4.8K. Our sessional income was about half pre-pandemic level as all Zoom meetings were free and most face-to-face groups met for half the year only.

Our income was just above £10K, so that we will be registered with the Charity Commission as a small charity.

Reserves at the 2021-22 year-end were significantly in excess of the target of three months' turnover. However, the forecast for the next year is that our deficit will increase and that an increase in sessional payments will be required. We shall also seek approval to raise annual subscriptions for 2023/2024.

5. Governance

The Committee members are Trustees and meet every month; most Trustees attended every meeting. The Trustees reviewed the risk register in January and concluded that adequate arrangements for risk management were in place but there was a greater risk to our financial stability in view of reduced attendances at face-to-face meetings.

We invited prospective Trustees to attend a meeting of the Committee as observers before seeking nominations for election. We welcomed Di Richardson and she took over the Groups Co-ordinator role in January 2022. Elizabeth Cooke joined as Secretary in March 2022.

We continue to use The Third Age Trust's membership, group administration and finance system for U3As (known as BEACON). We have used this to maintain contact with members.

The voting at our June AGM was undertaken virtually, as permitted by our revised Constitution.

We reviewed nearly all of our policies and our Group Leaders' Handbook. We have updated these where appropriate and have published all policies on our website. We also reviewed our portable appliance electrical testing (PAT) arrangements to ensure all items, especially those provided by members, were included.

6. Accounts for the year ending 31 March 2022

	2021-22	2020-21		2021-22	2020-21
INCOME	(£000)	(£000)	EXPENDITURE	(£000)	(£000)
Membership	4.9	4.8	Rent	6.0	0
Income from Groups	4.2	0.1	Third Age Trust Membership & Magazine	1.6	1.8
Gift Aid	0.9	2.9	Running costs	3.1	2.3
Book sales	0.1	0.6	Book production	0	0.5
TOTAL	10.1	8.4	TOTAL	10.7	4.6
Actual (Loss) Surplus	(£677)	£3,818			

The Balance Sheet shows nearly £14,600 in the bank including £3,100 of prepaid subscriptions.

We reviewed our financial controls in January and concluded that these were appropriate for our U3A.

Robert Mansfield
Chairman
10 April 2022

Roger Edwards
Treasurer

ANNUAL SUBSCRIPTIONS

The Committee recommends that annual subscriptions for the years 2023/2024 onwards should be increased as follows:

- Joint membership: from £28 to £30
- Individual membership: from £15 to £16

The annual subscription for Associate Members remains unchanged at £5.

The need for these changes is to mitigate the impact on our finances of the recent rises in our costs, as set out in the Treasurer's Report presented earlier. The Committee therefore urges you to support the recommendation.

Robert Mansfield
Chairman

11 April 2022