

NOTICE OF ANNUAL GENERAL MEETING GREAT GLEN U3A

TUESDAY 8TH JUNE 2021

The Annual General Meeting of the Great Glen U3A will take place on Tuesday 8th June 2021 at 10.30 a.m. Because of the continuing circumstances created by Covid-19 this meeting will be held via Zoom, as permitted under the constitution as revised on 1 December 2020. All papers (including those listed below as available on the website) will be distributed, and members' views and questions will be canvassed, in advance by email or post. Every effort will be made to deal with members' questions, provided they are submitted on time as requested, prior to the meeting. **Your participation is most important in order to enable Great Glen U3A to continue to operate as a registered charity. The proceedings will not be valid unless sufficient responses have been received to fulfil the quorum for the Annual General Meeting.**

AGENDA

1. Welcome and Apologies
2. Minutes of the AGM 9 June 2020 (available on our web site) and Matters Arising
3. Minutes of the Special General Meeting 1 December 2020 (available on our website) and Matters Arising
4. Chairman's Perspective (available on our web site)
5. Treasurer's Report (available on our website)
6. Annual Report (available on our web site)
7. Finance and Accounts year ending 31st March 2021 (available on our web site)
8. Appointment of Barry Wilford as Financial Examiner of the accounts
Barry examined the 2020-21 accounts
9. Election of 7 Committee members 2021/22
Retiring members who have indicated they are willing to stand again: Roger Edwards, Janet Fanko, Patricia Mansfield, Robert Mansfield, William Maxted, and Lynda Williams.
John Johnson is standing down
*Elaine Ball-Norbury * (co-opted member) is proposed by Robert Mansfield and seconded by Lynda Williams.*
10. Any Other Business

Personal Synopsis for Elaine:

After starting out, aged 14, as an insurance clerk in Montreal I won a bursary for high school evening classes. After graduating three years later, I returned to London, where I married and then went as a mature student to Goldsmiths University, gaining a BA and MA in English and History. A career in teaching, managing schools and administering education followed. In retirement in Spain, I became a founder member and Secretary of the Valley Voices Choir and Secretary of our local urbanisation in Alcalali, Alicante. I have a strong belief and commitment to lifelong learning and belonged to 2 u3as in the Costa Blanca, joining mountain walking, fitness, bridge, mahjong and book groups. I hope that I can now make a worthwhile contribution to Great Glen U3A.

Minutes of the Annual General Meeting of Great Glen U3A 9th June 2020

1. Context

In view of the impossibility, because of the Covid-19 pandemic, of convening the usual physical meeting, the Committee had formally decided at its meeting on 7 April 2020 that the AGM should be deferred until 7 June and conducted by email and post. (The required change to the constitution would be submitted to a future General Meeting and required the approval of the Charity Commission.) All members who had provided email addresses were then notified by email (those who had not were notified by post), and subsequently invited to return votes by email (or post) no later than 29 May 2020.

2. Process

The email voting process had been carefully trialled to ensure that it was accessible to members using a variety of computer and telephone devices. Efforts made by email and telephone to contact those who had been identified as not opening previous emails uncovered a very small number of problems (such as emails going undetected into spam or email addresses out of date), but no evidence of systemic weaknesses in the approach adopted. Assistance had been provided to those who reported difficulty in completing or returning voting forms. Some with iPads had been unable to complete the voting form as planned, and instead had returned either scans or statements of voting intentions.

Supporting papers were posted on the website and posted as hard copies to those without known internet access. Members were invited to submit their questions on these papers to the Chairman or the Treasurer, but in fact no questions were raised.

3. Results

125 voting forms (or voting instructions) were received by 29 May, the stated closing date: 92 by email and 33 by post. Of the latter 5 were not valid as no name had been entered. Checks were undertaken by the Chairman and the Membership Officer to ensure that there was no duplication between those making returns by email and by post, and that all those making returns had paid their subscriptions by 29 May 2020. One email response, in favour of all the items listed, was returned late to the Membership officer. This was not counted.

The results of the voting were reported to a meeting of the Committee held on 9 June 2020 and are tabulated below.

ANALYSIS OF VOTES

| | | For | Against |
|---------------------------------|--|-----|---------|
| 1. | Approval of the minutes of meeting 14 May 2019 | 117 | 0 |
| 2. | Accounts year ending 31 st March 2020 | 117 | 0 |
| 3. | Appointment of Barry Wilford as Financial Examiner | 118 | 0 |
| Election of 9 Committee members | | | |
| 4. | Elaine Batchelor | 115 | 1 |
| 5. | Roger Edwards | 120 | 0 |
| 6. | Janet Fanko | 118 | 0 |
| 7. | John Johnson | 118 | 0 |
| 8. | Patricia Mansfield | 120 | 0 |
| 9. | Robert Mansfield | 120 | 0 |
| 10. | William Maxted | 118 | 0 |
| 11. | Rachael Snashall | 118 | 0 |
| 12. | Lynda Williams | 118 | 0 |

4. Acknowledgements

A presentation to Stella Orbell recognising her huge contribution to the Committee of Great Glen U3A, including service as Chair and Business Secretary, over very many years, had been arranged shortly prior to 9 June 2020. Robert Mansfield thanked Toni Smith for having made the arrangements on behalf of the Committee.

Robert Mansfield also thanked those who had worked so hard to develop, trial and execute the process for the AGM, in particular, Roger Edwards, Janet Fanko and Peter Russell.

Minutes of SGM held on 1 December 2020

1. **Present:** Robert and Patricia Mansfield, Roger Edwards, Lynda Williams, Janet Fanko, John Johnson, Elaine Batchelor

The Chair advised the Committee that members had been sent information about changes to the constitution to enable the Great Glen u3a to hold virtual General Meetings from 1 January 2021.

The Chair advised the Committee that 124 members (72 by email and 52 by post) had responded to the request to change the wording. All had voted for the amendments.

5.1.1 If for any reason, such as a pandemic, the Committee judges that it is impractical to hold a physical General Meeting, the Committee may decide to hold a virtual meeting.

5.1.2 In this event the Committee will provide, by means of internet technology and postal services, for members not wishing or able to attend the virtual meeting to be able to register their votes, proposals and questions in advance of the meeting.

5.1.3 Members shall give notice of their wish to attend a virtual General Meeting and shall at the invitation of the Chairman, subject to the availability of suitable communications technology, be admitted to the meeting.

5.1.4 The number counting towards the quorum of a virtual meeting shall be the number of those present plus the number of those who have returned their voting intentions to the designated recipient by the due date.

5.1.5 In the event of failure to achieve a quorum, the General Meeting shall be adjourned. Notice of an adjourned meeting shall be provided not less than seven days in advance. The quorum at the adjourned meeting shall be the number of members present. The adjourned meeting shall have the full powers of a quorate General Meeting.

The changes to the constitution were agreed.

The Charity Commission were to be informed of the changes.

The SGM closed at 2.34pm.

ANNUAL REPORT AND ACCOUNTS 2020/21 of the Great Glen Interests Group U3A

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 & Rutland Network of U3As and nationally to the Third Age Trust. 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 routinely on the first Tuesday in each month. The members at the year-end are Chairman: Robert Mansfield, Vice Chairman and Groups Co-ordinator: John Johnson, Speakers Secretary: Patricia Mansfield, Treasurer: Roger Edwards, Membership Secretary: Janet Fanko, Newsletter Editor: Lynda Williams and Gift Aid: Bill Maxted. Co-opted Business Secretary: Elaine Ball-Norbury. Business Secretary to the June AGM was Stella Orbell and Elaine Batchelor was Secretary from the AGM until February 2021.

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

3. Overview of Year

Membership dropped by over ten percent from its peak to 340 at the end of March 2021. To enable more people to benefit from our group activities, we continued to set a reduced subscription for 45 members of other U3As. As a result of the pandemic we recruited a handful only of new members.

As from early March 2020 group meetings were suspended as a result of Covid-19. Considerable efforts were made to acquire and use communications technology, including email, telephone, Zoom teleconferencing and *You Tube* videos to sustain contact and engagement and to develop new formats for activity, where practical.

Our first *Zoom* monthly speaker meeting was held in August. Eventually we established nearly half our groups as virtual groups. The groups concerned were: the two Book Groups, French for Fun, Family History, History, Military History, Mini bridge, Ukuleles, Countdown, Singing for Pleasure, Quiz and Writing for Pleasure.

Learn Something New ran some new virtual craft sessions, periodic Cryptic Crosswords, Countdown, Would I lie to you? and a Murder Mystery.

The Group Leader for Mini bridge sent out daily challenges with number 351 being sent on 31st March. The Table Top Games leader sent fifty-one weekly cryptic word and number challenges sourced by members.

Our group programme continued to evolve during the year. The Writing for Pleasure Group started to meet regularly in 2020, and members and friends wrote a book "Our Memories – Their History" which was published in November 2020.

The format of our Christmas production was changed to include an external speaker and a variety of contributions from members.

In March, we converted our website to the TAT Site Builder application. This has enabled us to spread the workload by having more web page editors and to make use of the new u3a branding. It allowed us to add more images, an events diary and the community noticeboard.

We had periodic discussions with our landlords about handling the Covid health and safety implications and came to an understanding with the Methodist Church of how we would return to face-to-face meetings later in the year.

We were pleased to award life memberships to Sue and Peter Russell for their 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 but many were paid prior to the covid-19 outbreak. Our sessional income was trivial as all Zoom meetings were free.

Our total income dropped so significantly, i.e. to below £10K, that we shall be registered with the Charity Commission as a very small charity.

Reserves at the 2021 year-end were significantly in excess of the target of three months' turnover. This will help us to promote the u3a, to recruit new members and to open up groups where members are cautious about returning to face-to-face meetings. The redevelopment of the Village Hall and Youth Centre looms on the horizon and will present us with challenges in providing accommodation for five of our groups and our monthly meeting.

5. Governance

Committee members, who are also Trustees, met in excess of the regular once per month; most Trustees attended every meeting. The Trustees reviewed the risk register in February and concluded that adequate arrangements for risk management were in place.

We invited prospective Trustees to attend a Committee meeting before seeking nominations for election.

We joined The Third Age Trust's membership, group administration and finance system for U3As (known as BEACON) in January 2020. We have used it to maintain contact with members.

The voting at our June AGM was undertaken virtually, as permitted by the Charity Commission. WE were advised that this permission would expire at the end of 2020, and we therefore held a Special General Meeting to change the constitution to permit virtual meetings in future. The Charity Commission was notified of this change in December 2020.

We updated virtually all of our policies and our Group Leaders' Handbook. We now have a revised Privacy and Data Protection Policy, Accessibility Policy, Disciplinary procedure, Equality Diversity and Inclusion Policy, Safeguarding Policy and Financial Policy. 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 31st March 2021

The Balance Sheet shows nearly £15,700 in the bank including £3,500 of prepaid subscriptions.

| | 2021-21 | 2019-20 | | 2020-21 | 2019-20 |
|-----------------------|---------------|-------------|---------------------------------------|------------|-------------|
| INCOME | (£000) | (£000) | EXPENDITURE | (£000) | (£000) |
| Membership | 4.8 | 5.2 | Rent | 0 | 13.6 |
| Income from Groups | 0.1 | 11.7 | Third Age Trust Membership & Magazine | 1.8 | 2.1 |
| Gift Aid | 2.9 | 3.1 | Running costs | 2.3 | 3.3 |
| Book sales, etc | 0.6 | | Book production | 0.5 | |
| Trips & Swimming | 0 | 2.5 | Trips and Lifeguard Charge | 0 | 32.6 |
| TOTAL | 8.4 | 22.5 | TOTAL | 4.6 | 21.6 |
| Actual Surplus | £3,818 | £984 | | | |

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

Robert Mansfield
Chairman

Roger Edwards
Treasurer

10 April 2021

Great Glen U3A Chairman's Report 2020/2021

The incidence of the Covid-19 pandemic had profound effects upon Great Glen U3A, both adverse and favourable.

The main adverse effect was the forced cessation of face-face activity, thereby depriving our members of much valued social contact. The pandemic however also galvanised new ways of sustaining engagement, especially for members able to use broadband. Where feasible, Group Leaders used their ingenuity to convert to virtual formats, most notably through the use of *Zoom*, for which we procured two professional licences. A total of 13 groups converted to this format during the year. Others used email and telephone to maintain contact. We have been particularly indebted to Peter and Sue Russell for the technical support provided to members and for their ingenuity and enthusiasm in devising and hosting a variety of new virtual entertainments and activities.

The year saw a significant decline in membership. Renewals at the start of the year were not far short of what we might have expected in normal circumstances, but inability to recruit more than a handful of new members resulted in a year-on-year fall of just over 12% in numbers and an increase in our age profile. It was impossible for us to hold our usual highly successful Open Day. We have taken action to raise our profile on social media and update our website, and we plan to take an active part in National u3a Day on 2 June 2021.

We took the opportunity to undertake a comprehensive review of our governance arrangements in the light of the pandemic, changing regulatory requirements and advice from the Third Age Trust.

There again looms on our horizon the prospect of the loss of key venues with the planned redevelopment of the Village Hall and Community Sports Centre in Great Glen. We have been actively exploring alternative venues in order to minimise the potential for further disruption in 2021/2022 as we work our way, with all due caution, back towards 'business as usual'.

Perversely, the short-term impact of the pandemic has been to strengthen our finances, ahead of what are expected to be significant costs of recovery as restrictions ease. Covid-19 has also undoubtedly been the catalyst for accelerated learning, and laughing, especially about the use of broadband and social media, and creativity. 2020/2021 was not the year for which any of us hoped, yet I believe in many ways we emerge from it stronger and more agile.

Robert Mansfield
Chairman

GREAT GLEN U3A INTERESTS GROUP

Charity No 1099411

Income & Expenditure Account

Year ended 31st Mar Year ended 31st March

| | 2021 | 2020 |
|---|--------------|---------------|
| | £ | £ |
| Income | | |
| Gift Aid | 2877 | 3076 |
| Donations | 151 | 11672 |
| Other income | 550 | 70 |
| Outings | | 984 |
| Subscriptions | 4846 | 5244 |
| Swimming fees | | 1503 |
| Total income | 8,424 | 22,549 |
| Expenditure | | |
| Equipment | | |
| Group Expenses | | 219 |
| IT Services | 1304 | 781 |
| Levy - 3rd Age Trust | 1239 | 1274 |
| Magazine - Third Age Trust | 522 | 854 |
| Meeting Expenses | | 1533 |
| Newsletter Costs | 363 | 475 |
| Outings | 35 | 1034 |
| Refreshments | | 389 |
| Rent | | 13626 |
| Speakers | 500 | 621 |
| Sundry expenses & Books for sale | 459 | 168 |
| Swimming Lifeguard charge | | |
| U3A Expenses | 184 | 590 |
| Total expenditure | 4,606 | 21,564 |
| Excess of income over expenditure | 3,818 | 984 |
| Funds Statement as at 31st March | | |
| Funds at the beginning of the year | 8,322 | 7338 |
| Excess of income over expenditure | 3,818 | 984 |
| Funds at the end of the year | 12,140 | 8,322 |
| Represented by :- | | |
| Balance at bank | 15,641 | 11857 |
| Cash in hand | 30 | 30 |
| | 15,671 | 11,887 |
| Less Prepayments | (3,531) | (3,565) |
| | 12,140 | 8,322 |

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

Treasurer's Report

Covid-19 had a major impact on the great Glen view u3a accounts. The income dropped by over £14,000 so we are now deemed a small charity. Unsurprisingly expenditure also dropped but by an even larger amount so that the surplus on the year was just under £4,000. In order to handle increased costs of safety measures, and anticipated smaller groups, we had expected to have to use much of this surplus by the year end. In the event none of this happened. This of course leaves us well placed to handle the financial impact of reopening in 2021.

We did incur two abnormal costs: the Zoom licences for online meetings of groups and for printing the book produced by the Writing for Pleasure group (though the latter were more than offset by the additional revenue gained from sales).

In 2021-22 we do expect our gift aid income to drop by about £2,000, our payment to the Third Age Trust to drop slightly as there is a temporary reduction in the levy payment. We expect our expenses to increase as we intend to increase our promotional efforts to encourage new members to join us.

Roger Edwards
Treasurer
April 2021

Great Glen U3A AGM 8th June 2021
Voting Form

YOUR NAME (Please print)

I wish to cast my votes 'For' / 'Against' all the items below (Please delete 'for' or 'against') ... **Or**

I wish to cast my votes on each item separately as follows (Put a mark such as an 'X' in the appropriate box beside each item shown below):

| | | For | Against |
|---------------------------------|--|-----|---------|
| 1. | Approval of minutes of Annual Meeting 9 June 2020 | | |
| 2. | Approval of minutes of Special Meeting 1 December 2020 | | |
| 3. | Accounts year ending 31 st March 2021 | | |
| 4. | Appointment of Barry Wilford as Financial Examiner | | |
| Election of 7 Committee members | | | |
| 5. | Elaine Ball-Norbury | | |
| 6. | Roger Edwards | | |
| 7. | Janet Fanko | | |
| 8. | Patricia Mansfield | | |
| 9. | Robert Mansfield | | |
| 10. | William Maxted | | |
| 11. | Lynda Williams | | |

Please return this slip in the envelope provided **to arrive no later than 29th May 2021.**

Great Glen U3A Voting
6 Wych Elm Close
Great Glen
Leicester
LE8 9GY