

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 6 June 2022 at 2.15 p.m. The meeting will be conducted on Zoom and any member who wishes to attend on Zoom should advise the chairman no later than Saturday 27th May. Members who cannot access Zoom personally or with another member and wish to attend can arrange to view the meeting in the Ruth Warner Room at the Methodist Church. If you wish to take this option please advise the chairman no later than Saturday 27th May.

The chairman can be contacted by email using chairman@greatglenu3a.co.uk or by telephone on 07759 831604.

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 Saturday 27 May 2023, 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 Annual General Meeting on 14 June 2022 (A)
3. Chairman's Perspective (B)
4. Recognition Award
5. Treasurer's Report (C)
6. To Approve the Annual Report and Financial Accounts 2022/2023 (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
 - Lynda Williams
9. Any Other Business (previously notified with supporting papers by due date)

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

Held by Zoom on Tuesday 14 June 2022 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 (27 May 2022) from 65 members, more than sufficient to satisfy the quorum. Three questions about financial matters had been received and had been answered by the Treasurer.

1. Welcome and Apologies

The Chairman welcomed 23 members to the virtual meeting. Apologies had been received from Hazel Baxter, Ann de Voil, Vivien and Hugh James, Lilian Shute, Rachael Snashall and Phyllis Stanley.

2. Minutes of the Annual General Meeting held on 8 June 2021 and Matters Arising

The minutes of the Annual General Meeting held on 8 June 2021 had been unanimously approved. There were no matters arising.

3. Chairman's Perspective

Robert Mansfield presented a short paper, previously distributed, summarising developments during his three years as Chairman. He thanked Group Leaders and Committee Members for their support over a challenging period. Despite a decline in membership of about 100 over the three years, he believed Great Glen U3A was now in good shape to focus on innovation and growth, the priorities for the year ahead.

4. Recognition Award

The Committee had decided to recognise the outstanding contribution made by Janet Freestone, Group Leader of the Table Tennis Group. An award would be presented at the forthcoming Group Leaders' Meeting.

5. Treasurer's Report

Roger Edwards's report was taken as read.

6. Annual Report and Financial Accounts for Year ending 31 March 2022

The annual report and financial accounts for the year ended 31 March 2022 had been approved unanimously. There were no matters arising.

7. Appointment of Barry Wilford as Financial Examiner

The appointment of Barry Wilford as Financial Examiner had been unanimously approved. Robert Mansfield thanked Barry Wilford for his continuing service.

8. Election of 8 Committee Members 2022/2023

The following had been elected unanimously, or with a single abstention, to serve as Committee Members and Trustees for the year 2022/2023: Elizabeth Cooke, Roger Edwards, Janet Fanko, Patricia Mansfield, Robert Mansfield, Diane Richardson, Peter Russell and Lynda Williams.

9. Increase in Annual Subscriptions for 2023/2024 onwards

The recommended increase in annual subscriptions to £16 for full members and to £30 for two joint members had been approved by a majority of 63 votes to 2, and would therefore take effect from 1 April 2023.

10. Any Other Business

No other business had been notified.

The meeting concluded at 10.42 a.m.

Ladies and gentlemen, as I come to the end of my one-year stint as your chairman, I would like to thank a considerable number of members for their assistance during this year and also comment on the progress our u3a has made. I also need to raise issues of our future management.

I'm pleased to say that the year has turned out to be a successful step forward in our activities and we end the year in a sound financial position. This is good news for a year in which we celebrated our 21st Anniversary. This time last year we were finally emerging from the long period of reduced activity brought about by the pandemic. However, membership was down considerably from pre-pandemic numbers with obvious consequences for our financial security. It was important that we made efforts to attract more members to existing and possible new interest groups. Roger Edwards had already made a significant start to looking at what might be done and from that start we introduced a Development team of Di Richardson and Sue Russell to take things forward. As you will recall, this was initiated with a membership survey of topics which could produce new groups. The survey produced some very helpful results and Di and Sue then used this as the basis for several potential launches of new groups and the revival of former groups. The plan for this year has been completed and we have several new groups up and running. So many thanks to Di and Sue for all their efforts. And in this context I would like to thank those members who have volunteered as group leaders for the new and revived groups. Some are new to Great Glen u3a so it is a significant step to volunteer as group leader. Indeed, all our group leaders deserve our ongoing thanks for the work they do in organising our groups.

The loss of the village facilities has been especially frustrating and we are having to look further afield to find venues for our meetings. As many of you have discovered, The Fox Pond restaurant has become a regular meeting place, and it is good to find somewhere with plenty of car-parking space. But it would be very good if we could find an easily-accessible venue for our monthly meetings. These have recently moved to the Methodist Hall since the closure of the village hall but its limited capacity means we cannot accommodate the numbers we used to get pre-covid.

I would like to talk next about our committee. Here we have a very capable but small group of members who are devoting a lot of time to the continuing successful operation of our u3a. In recent years the regulations imposed on charities have increased. The operational and reporting requirements of the charities commission have to be managed and this is shared amongst committee members. But our main focus of course is to maintain and develop the ongoing pleasurable activities of our own u3a. I've already mentioned Di and Sue, so on behalf of the membership, thanks now go to Robert Mansfield- Vice Chairman and our representative at Leics & Rutland U3A Network meetings, Roger Edwards- Treasurer, Janet Fanko - Membership Secretary, Elizabeth Cooke- Business Secretary, Lynda Williams- Newsletter Editor and Patricia Mansfield- Speakers Secretary. It is now very important that new committee members come forward from our membership as some of us step down.

So we are in good shape, with lots of opportunities for members to get involved in some quite diverse subjects. At the end of my year in the chair I wish everyone all the best for the future and look forward to Great Glen u3a going from strength to strength.

Peter Russell

Treasurer's report 2022-23

The accounts show a surplus of over £2,000 arising from improved attendances at most groups and the 50p increase in meeting fees from September. For small groups meeting frequently and using large rooms we requested members make an additional contribution at each meeting. We opened a number of new groups in 2023 and all of these are already covering their costs.

Total income at £18,231 was nearly double last year's total as we met for the whole year rather than just over six months when we cautiously opened up and had to apply covid restrictions to our meetings.

We had a big increase in our spend on equipment. We replaced our broken speaker system for use at our monthly meetings, we bought a new cupboard for storing our equipment in the Schoolroom and a large display board for public meetings. We were fortunate to be awarded a grant by the TAT for much of the cost of the display board.

Our subscription to the Third Age Trust was higher as the rate per head increased and the one-off concession we had in the previous year no longer applied. The cost of the Third Age Trust newsletter also increased and will rise further in 2023-24. At the last AGM we therefore proposed that subscriptions for the 2023-24 would be £1 more and this will nearly cover the extra payments to the Third Age Trust.

Rent payments more than doubled and this correlates with the groups meeting all year round rather than just half the year. We are fortunate that our landlords maintained our rental terms throughout the year.

In March 2023 about half of our money in our 30 day notice account was transferred to a 100 day notice account with another bank in order to generate more interest.

Roger Edwards

11 April 2023

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

Year ending Year ending
31st March 2023 31st March 2022

	£	£	
Income			
Donations	11474	4232	
Gift Aid	1453	894	
Other income	759	126	
Subscriptions	4545	4842	
Total income	18,231	10,094	
Expenditure			
Equipment	1044	28	
IT Services	993	1230	
Levy - 3rd Age Trust	1248	970	
Magazine - Third Age Trust	607	600	
Newsletter Costs	337	252	
Outings			
Refreshments	266	78	
Rent	10230	6042	
Speakers	595	515	
Sundry expenses & Books for sale	193	378	
U3A Expenses	534	668	
Total expenditure	16,046	10,761	
Excess of income over expenditure	2,186	(667)	
Funds Statement as at 31st March			
Funds at the beginning of the year	11,473	12,140	
Excess of income over expenditure	2,186	(667)	
Funds at the end of the year	13,659	11,473	
Represented by :-			
Balance at bank	CAF Bank	6,261	3,691
	Bath Building Society	5,883	10,838
	United Trust Bank	5,000	
Cash in hand	Registrars Desk	30	30
		17,174	14,559
Less Prepayments		<u>(3,515)</u>	<u>(3,086)</u>
		13,659	11,473

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

Roger W Edwards - Hon Treasurer

Barry Wilford - Independent Exami

ANNUAL REPORT AND ACCOUNTS 2022/23 Paper D 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 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 about 20 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 Peter Russell, Vice Chairman: Robert Mansfield, Groups Co-ordinator: Di Richardson, Speakers Secretary: Patricia Mansfield, Treasurer: Roger Edwards, Business Secretary: Elizabeth Cooke, Membership Secretary: Janet Fanko, Newsletter Editor: Lynda Williams and Development Co-ordinator: Sue Russell.

The Committee is supported by two non-Committee posts: Gift Aid Officer, William Maxted; and Lynn Francis, our Accessibility and Welfare Officer.

At the end of the year, the Chairman, Development Officer and the Accessibility and Welfare Officer are all standing down from their posts and from the committee. This leaves the committee having fewer trustees than would be ideal for our u3a.

3. Overview of Year

3.1 Membership

Membership is stable, with 349 members at the end of March 2023. To enable more people to benefit from our group activities, we continued to set a reduced subscription for 26 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. Face-to-face restarted gradually from May 2021. By the end of 2022 all groups, with the exception of Quiz, were meeting face-to-face.

The format of our Christmas entertainment reverted to face-to-face with some individual contributions. Attendance was disappointing, no doubt in part because it was impractical to collect payments before the event.

Our 21st anniversary celebration was held in October at Burton Overy Village Hall. This was a bring-and-share meal, with the anniversary cake being cut by founder member, David Brooke.

The discounted membership fee promotion featured at the September Open Day, held at Great Glen Village Hall, produced more recruits.

3.2 Venues

Our prime venue for indoor meetings continues to be the rooms at the Great Glen Methodist Church, with additional venues of Burton Overy Village Hall and Great Glen Village Hall. Our table tennis group re-started at Leicester University Sports Centre when the permanent closure of Great Glen Sports Centre was implemented. A private room at The Fox Pond restaurant has been used for the first time this year with several introductory meetings being held. The new Psychology group is meeting here each month. Facing a massive increase in fuel costs as of 1st April the Great Glen Village Hall was closed permanently. There are still unfulfilled plans for the redevelopment the sports centre and Village Hall.

3.3 New and Re-launched Interest Groups

In Autumn 2022 we surveyed members and found there was reasonable interest in establishing ten more interest groups. Interested members were invited to attend meetings to discuss how groups could be inaugurated and to choose Group Leaders and times when groups would meet.

A bi-monthly Open House and a periodic Talk, Tea and Trivia session were started with the aims of fostering social interaction and member engagement. Meet & Eat had its first meal at The Bell in Burton Overy in January, and Art Appreciation and Psychology started in January and February respectively.

A second Table Tennis group started at the University on Fridays from the middle of February. A re-launched Gardening group made a start in February. Village Strollers' inaugural walk was made at the end of March with the intention to meet monthly until October. Numbers interested are more than can be accommodated at one session. The Needles and Pins group closed at its March 2023 meeting.

Meetings for those interested in Bird Watching, Poetry, Photography and Local History will be held around Easter.

3.4 Website

In March 2021 we converted our website to the TAT Site-builder application. In Autumn 2022, our ISP had an unresolved dispute with the TAT and all the core system had to be copied to a new provider. This however required the re-input of all our images and files. The TAT is currently planning a replacement website service which is expected to be launched during 2023. This is likely to require the transfer of our existing site during the next one to two years.

4. Overview of Finance

Great Glen u3a received total annual subscriptions from members of £4.5K. Our sessional income returned to close to pre-pandemic levels.

Our total income was just over £18K.

Reserves at the 2022-23 year-end were significantly in excess of the target of three months' turnover. We agreed to raise annual subscriptions for 2023/2024. In September we increased our sessional donations to £2 and for some small groups meeting weekly in large rooms the fee is £3.

In January we adopted a fee for attendances at zoom meetings and these are charged up-front for the rest of the calendar year. For occasional meetings the charge is collected retrospectively.

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 acceptable for a charity of our size.

We invite prospective Trustees to attend a meeting of the Committee as observers before seeking nominations for election. We welcomed Sue Russell as Development Co-ordinator.

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 and by post, as permitted under 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. In future, most policies will be reviewed every two years. We carried out portable appliance electrical testing (PAT) arrangements to ensure all items, especially those provided by members, met approved safety standards.

6. Accounts for the year ending 31 March 2023

	2022-23	2021-22		2022-23	2021-22
INCOME	(£000)	(£000)	EXPENDITURE	(£000)	(£000)
Membership	4.5	4.9	Rent	10.0	6.0
Income from Groups	11.5	4.2	Third Age Trust Membership & Magazine	1.9	1.6
Gift Aid	1.5	0.9	Running costs	4.1	3.1
Other Income	0.7	0.1			
TOTAL	18.2	10.1	TOTAL	16.0	10.7
Actual Surplus (Loss)	£2,186	(£677)			

The Balance Sheet shows nearly £17,144 in the bank including £3,515 of prepaid subscriptions. We reviewed our financial controls in January and concluded that these were appropriate for our u3a.

Peter Russell Chairman

Roger Edwards Treasurer 15 April 2023

Great Glen U3A AGM 6 June 2023
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 14 June 2022		
2.	Approval of Annual Report & Accounts year ending 31 March 2023		
3.	Approval of Appointment of Financial Examiner		
Election of 7 Committee members			
4.	Elizabeth Cooke		
5.	Roger Edwards		
6.	Janet Fanko		
7.	Patricia Mansfield		
8.	Robert Mansfield		
9.	Diane Richardson		
10.	Lynda Williams		

Please return this slip in the envelope provided **to arrive no later than 27 May 2023.**

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