

NOTICE OF GUILDFORD AREA U3A ANNUAL GENERAL MEETING
To be held on Monday 25th November 2019 at the Trinity Centre,
Trinity Churchyard, off Guildford High Street, GU1 3HN at 2pm

AGENDA

1. Apologies for absence
2. Confirmation of the minutes of the AGM held on 26 November 2018
3. Chairman's Report
4. Presentation of examined Annual Accounts 2018-19 by the Treasurer
5. To agree Membership Subscriptions for 2020-21 by the Treasurer
6. To receive the Annual Report for the year 2018-2019 by the Secretary
7. Director of Studies Report
8. Election of Officers and Management Committee for 2019-20
9. Election of Independent Examiner for 2019-20
10. Any other business

This will be followed by the Monthly Meeting and Refreshments

GUILDFORD AREA U3A MINUTES OF THE ANNUAL GENERAL MEETING
26 November 2018 held at St Catherines Village Hall, Guildford, Surrey at 2pm.

The Chairman welcomed everyone present and our Independent Financial Examiner, Tony Knapp. **Apologies for absence** had been received from Shirley Alexander, Keith Childs, Ann Elms, Beatrice Gould, Professor David James, Mike Sinclair, Ann Watson, Olive and Reg Wholey, Jean and Harry Wickens and Jan Wilkinson. Everyone present sent their best wishes to David James, a founder member, who was unwell.

The Chairman's Report We have had another busy and eventful year. Caroline Sawers was pleased to welcome many members to our Annual Lecture in April when one of our own members, Professor Margaret Cox from Kings gave us an entertaining lecture on her work with haptics in dental training using digital technology. (Sense of touch.) Those of you who were there will long treasure the thought of the unfortunate cow practised on by innumerable vet students, before Margaret's haptics work was developed to make a digital cow's rear end.

After the abortive work on Beacon last year, Caroline was happy to report that we have now been reassured about the long term commitment of the Third Aid Trust (TAT) to its upkeep, and we have implemented it for our membership records. A great team led by our Vice Chairman, Justin Jackson, worked incredibly hard over the summer getting it into place in time for this year's enrolment. Our website has also migrated to new software and has been re-written, thanks to Roger Philo. She hoped all members will begin to see the benefits over coming months.

Caroline thanked the Committee who does such sterling work on behalf of the membership. Our Vice-Chairman, Justin Jackson, already referred to, for his knowledge of all things digital. Our Secretary, Sonia Ashworth, who keeps us legal and running efficiently. Martin Barker, Treasurer and Julie Beattie, Director of Studies; both who keep us financially and educationally solvent. We have some retirements from the Committee, but before that Caroline thanked the remaining members of the Committee. Sue Watson Membership Secretary, Jeff Harkman Prospectus Secretary, Irene Black Newsletter Editor, Jane Robertson Venue Secretary, Roger Philo, Webmaster, and Sandi Layton, Publicity Officer who all work tirelessly on behalf of GU3A. Caroline thanked Peter Woodington who has retired as Visits Organiser; Marian Shepard

who has retired as Monthly Meetings Organiser and who has been replaced by Jennifer Margrave, and finally, Ann Elms who has now been joined by Jackie Ring.

Before Caroline finished, she thanked by name a few of the people who keep the wheels of GU3A turning, Tim and Judy who produce tea and biscuits at more meetings than she could ever hope to attend, Harry Wickens, Bernie Cohen, Moira MacQuaide, and others who helps with AV equipment. Roxane Phillips the Mug Monitor, Iris Hawkins and Sheila Darzi. The Faculty Heads, and Group Leaders. There are many, many more, you know who you are, helping at your own groups, volunteering for extras when called upon. You are Guildford Area U3A (GU3A) and make our U3A the best.

Minutes of the previous Annual General Meeting held on 27 November 2017. The Chairman proposed acceptance of these minutes which were agreed and endorsed by the membership.

Director of Studies Report Julie Beattie reported on another very successful year with 117 groups in the prospectus. Even though we have lost a couple since we went to press, 115 is a record! We were sorry to lose Beatrice Gould's Modern Theatre, Peter Melville's Modern Greek and Russian Beginners. Also Bill Turnill's Making Sense of the Weather (Bill has finally retired to Dorset). Clive Kirk has decided it is time to stop the World of Art, and we are looking for a replacement for him. Please let us know, if you know of anyone who might be interested in leading this group in future. The Computer and Internet group has transmogrified into 2 new, separate groups; Digital Living and Introduction to Digital Devices, both still run by David Pearce. We were very sorry indeed to lose Jim Bowles, leader of the Astronomy and Space Science group, who died in September. The group is still running on a collective basis but does need a new leader. GU3A is most grateful to them all for their time and effort.

However, we have been much luckier in the new groups which have been formed. We now have Gwenyth Pickering with the Cathedrals of England and France and Jane Page with Anglo-Saxon Attitudes. These two new groups have been very successful indeed. Kate Atkins has started up Knit, Natter and Crochet; we have Sam Hampson's new Bridge group, Moving on for Beginners, and the third Pubs and Churches has been revived under Marian Homar. Martin Hardman now runs the Chaucer group as well as Ukulele, and we have a second Boules group under Graham Werrett. One of our more adventurous departures has been into Target Shooting, with Jackie Ring. After a year's break we are very happy to have the SE Asia study group back under Irene Black and International Folk Dancing with Linda Melville Smith. Julie welcomed them all and gave thanks for their contribution to GU3A's offer.

Julie was also keen to promote study days and workshops on particular themes and was happy to report that the Emily Bronte study half day was a success last July. She also welcomed 3 new Group Co-ordinators to the Programme Planning Committee, which has met four times this year and overseen eight faculties offering courses at over 16 venues in and around Guildford. All of this Jeff manages to make sense of in our full and detailed prospectus. Carolyn Stephens has taken over from Clive Kirk for Arts and Crafts; Caroline Turnbull has taken over from Peter Melville for Languages and Ann Stewart has taken over from Celia Woodward for Games and Indoor Pursuits. Julie thanked all the outgoing committee members for their time and effort.

Presentation of examined Annual Accounts 2017-2018 The Treasurer, Martin Barker stated that the charity was solvent and that signed copies of the accounts were available to see. **Income:** subscriptions were slightly less (2-3 members); outings were successful with a slightly lower surplus, but still making a healthy profit and they were extremely well run. Other activities: Jazz had broken even and ad hoc outings made a small surplus. Gift Aid was slightly higher (despite a slightly smaller number of members), due to more signing up. Additional income came from a £220 TAT Open Day Grant and £120 donation from the Chess Group. **Expenditure:** Hire of venues had increased with more classes and increased

venue fees - however this was offset by cancelled sessions and management meetings taking place in committee members' homes, resulting in overall less expense. The Royal Grammar School had kindly donated their facilities free of charge for enrolment day. Finally, there was a write back of costs which had been allowed for where charges had not materialised. The equipment maintenance cost £600 less this year. Miscellaneous expenditure changes were for marketing equipment and TAT AGM, EGM additional travelling expenses. The surplus for the year was £773, compared with a deficit the previous year of just under £1000. Our reserves at £31,124 showed a good healthy amount, which was necessary against any sudden loss of income and increase in the hire of venues. The Treasurer proposed the accounts for adoption, which was agreed by the membership. The Chairman thanked the Treasurer for the Annual Accounts and our independent examiner Tony Knapp for his time and advice.

Trustees Annual Report for the year 2017-2018 The Executive Committee (Trustees) met five times this year, plus one extraordinary meeting to discuss the proposed computer migration to Beacon. Our Director of Studies organised a very busy Enrolment/Open Day at the Royal Grammar School where we welcomed many members, with extended hours. We are hopeful we may use the main school building next year. Our new member's coffee morning was well attended at this hall, last month. It is regretted Jeffries Hall is no longer available for outside organisations to hire. Moira MacQuaide continues gathering information regarding access for our members with disabilities at our various venues – for which we are grateful, aiming to update our prospectus and website information on venues and improving equipment at our venues. Many GU3A members have the relevant experience and expertise that would be valued highly by this organisation, so please do consider taking on a future management or leadership role.

If you are a tax payer and have not yet signed up for Gift Aid, please do so – it will cost you nothing and we are able to reclaim 25% of your membership subscription. Bank transfer of your subscription also saves us money. Contacting our membership by email (now 89 percent) has represented large savings in postage, as we strive to keep subscription levels low for you. Please remember to notify Sue Watson if you change your email address – she works hard keeping all your records up to date and accurate. We are affiliated to TAT in London and we look to them for up to date advice and guidance. We attended their EGM and AGM at Nottingham University this year and also attended two workshops. We network and share best practice with our other local U3A's. We now have written job descriptions for the main management roles of this organisation and are updating our risk assessments. All members can create an account on the National U3A website, where they will find plenty of information regarding starting and running groups; advice, events and purchase of U3A diaries. There are also national champions for many varied subjects who can be called on for expert help and advice. Earlier in the year we filed last year's returns to TAT and the Charity Commission.

If you ticked the email box when you renewed your membership – you will not get a hard copy of our newsletter – you will receive it by email. Do check your junk folder if it has not arrived. Details of upcoming events, including network study days, monthly meetings, concerts, trips, are all advertised in the newsletter or linked on our website. You will also receive email information Alerts. Please don't forget to share articles and photos with Irene for the newsletter and send them well before copy deadlines (found in the front of the prospectus). There were no questions. The Trustees Annual Report was proposed for adoption by Sonia Ashworth and agreed by all.

Membership Subscription 2019/20 The Treasurer proposed that the membership subscription is raised to £25 per annum, per person. On checking previous files, Martin reported that the subscription had been set at £18 for the year 2006-7, thus only increasing by £4 since. £3.50 per person of the subscription goes to TAT as an affiliation fee. For the year 2018/19 we are projecting a deficit in the region for £5,500, with

Beacon costing 50p per member, the new groups requiring venues and the ever higher costs of the venues themselves. Hence the requirement for a subscription increase for the year 2019/20. The new £25 subscription level was agreed by all, with the exception of one member.

Election of Officers and Management Committee for 2018/19 Sonia Ashworth proposed Caroline Sawers as Chairman for her fifth and final year and thanked her for her inspirational leadership. A small bouquet was presented. This proposal was unanimously agreed by all. The Chairman proposed Justin Jackson as Vice Chairman and Sonia Ashworth as Secretary, agreed by all. Martin Barker proposed Michael Brooks as new Treasurer, agreed by all. The Chairman then proposed to elect en-bloc, the management committee members who are kindly standing for re-election. They are: Julie Beattie, Director of Studies; Irene Black, Newsletter Editor; Jeff Harkman, Prospectus; Sandi Layton, PR; Roger Philo, Webmaster; Jane Robertson, Venues; Sue Watson, Membership. All members agreed to re-elect the above en-bloc and then agreed to the re-election of the officers named above.

New nominations The Chairman proposed the election Ann Elms, who has kindly taken over the role of Visits and Outings Organiser. This was agreed by all. The Chairman proposed the election of Jennifer Margrave who kindly took over the role of Monthly Meetings Organiser. This was agreed by all, making a total of 13 management committee members including the Chairman. Our constitution says there should be between five and 15 members. She asked anyone interested in considering a new Chairman for next year to send nominations, having first obtained permission from the nominee, to her or the Secretary.

The Chairman then formally thanked those committee members who have stood down: Martin Barker has been Treasurer for the past seven years and has done a wonderful job on behalf of GU3A. A gift was presented on behalf of the membership to thank Martin. Peter Woodington for organising trips and outings, and Marian Shepard for our monthly meetings.

Independent Financial Examiner The Treasurer proposed Tony Knapp as Independent Examiner for the 2018/9 Accounts, thanking him for examining the accounts and for his good advice. This was unanimously agreed by all. Mr Knapp thanked Martin Barker for all his hard work as Treasurer. He had made the job of examining the accounts easy, always providing full and correct spreadsheets, particularly for the large membership. Martin had provided a wonderful service and everyone really values GU3A and the work it does. Mr Knapp has been the GU3A Independent Examiner for ten years and had been involved for three years before that. The Chairman thanked Mr Knapp for his many years of service to our organisation.

Any other business There was no other business. Member Frances Eggo thanked all the committee for their hard work and the Annual General Meeting ended at 2.35pm. It was followed by a short presentation from John Steynor, NHS Hearing Champions, a Guildford Diocese initiative, in partnership with the NHS, providing a free service for people with NHS hearing aids. Moria MacQuaide asked for the link to be added to the U3A website, with details in the next newsletter. This was followed by an interesting presentation from the West Surrey Mediation Service and Alliance Support Coaching.

The Chairman thanked everyone for coming and invited the audience to enjoy light refreshments.

Signed  **CHAIRMAN** C. Sawers

Dated 26 November 2018

GUILDFORD AREA U3A ANNUAL REPORT 2018/19

1. Governance

The Guildford Area U3A, Registered Office, The Black Cottage, Newlands Corner, Guildford GU4 8SE; is registered with Charity Commissioners, no.296975 and constituted by a formal Constitution approved by the Charity Commission.

The Charity has been administered during the current year by a Management Executive Committee comprising:

Chairman:	Caroline Sawers	Vice Chairman:	Justin Jackson
Secretary:	Sonia Ashworth MBE	Treasurer:	Michael Brooks

Other members of the Committee were: Julie Beattie, Irene Black, Ann Elms, Jeff Harkman, Sandi Layton, Jennifer Margrave, Roger Philo, Jane Robertson and Sue Watson. Changes to the membership of the Management Committee became effective from the AGM in November 2018. The Management Committee met on five occasions during the year. Mary Korndorffer, Jackie Ring and Moira MacQuaide were co-opted to help during the year.

2. Activities

The University of the Third Age is an educational self-help organisation. In planning our activities for the year, we kept in mind the Charity Commission's Guidance and advice, particularly, on public benefit. The focus of our activity remains the provision of education on a self – help basis. To this end we draw upon the expertise and knowledge of our members as a way of stimulating study groups and recreational activities which can then be provided for a minimal outlay. Our success therefore relies upon the contribution and commitment of our volunteer study Group Leaders. All members, who are predominantly over the age of sixty, are invited to participate in one (or more) of our study groups.

Over 120 groups are organised under the following eight faculties: Arts & Crafts, Humanities, Literature & Drama, Languages, Music, Games & Indoor Pursuits, Sport & Outdoor Leisure, and Science & Computing, in over 18 venues. In addition, Study Days, an Annual Lecture and Coffee Mornings were arranged. The thanks of the membership are extended to all the Group Leaders who work so tirelessly for GU3A. In a few groups involving physical activities, it has been our policy to ask members to make a small supplementary payment to ensure that tuition is given by a qualified paid instructor, with their own professional insurance, in a safe environment.

A new prospectus team took over the work of Jeff Harkman who has spent so many years putting this publication together. Further work will be necessary on the software for the prospectus and also to integrate new Beacon software when it becomes available.

3. Membership and Finances

The Guildford Area U3A achieved another successful year. The number of members has increased this year, with membership on 31 July 2019 standing at 1797, including 8 associate members (up on last years number of 1749). We sadly expect to lose members during the year for various reasons, but we were pleased to welcome around 150 new members.

The annual subscription for 2019/20 was increased to £25. However, a proposal will be put forward to the membership to increase subscriptions for 2020/2021 by £2 at the AGM, to cover increasing venue hire fees and to cover our payments for the new membership management system, Beacon, which has doubled from 50p to £1 per head. A sub-committee has been put together to investigate future savings and to mitigate any future deficits.

Signed  CHAIRMAN
For and on behalf of the Management Committee

Date: 15 October 2019

Guildford Area U3A

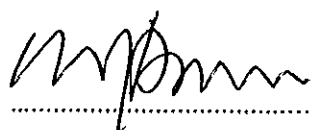
Balance Sheet

As at 31 August 2019

	2019 £	2018 £
Assets and Liabilities		
Current Assets		
Santander Deposit Accounts	26,332	56,170
Santander Current Accounts	38,712	6,350
Paypal account	540	0
Debtors and Prepayments	3,817	3,208
	<u>69,401</u>	<u>65,728</u>
Current Liabilities		
Membership subs received in advance	(33,650)	(27,636)
Other income received in advance	(6,919)	(1,064)
Sundry Creditors	(3,626)	(5,904)
	<u>(44,195)</u>	<u>(34,604)</u>
Net Assets	25,206	31,124
Reserves		
Accumulated Fund as at 1 September	31,124	30,351
Surplus/(Deficit) for Year	(5,918)	773
Accumulated Fund as at 31 August	<u>25,206</u>	<u>31,124</u>

Chairman 

Caroline Sawers

Treasurer 

Michael Brooks

Date Signed 18th October 2019

Guildford Area U3A

Income and Expenditure Account

For the Year to 31 August 2019

	2019	2018
	£	£
Income		
Membership Subscriptions	39,431	38,511
Outings and Concerts	26,591	21,922
Study Events	0	0
Gift Aid Rebate	7,297	7,246
Interest Received	162	133
Miscellaneous	154	505
Total Income	<u>73,635</u>	<u>68,317</u>
Expenditure		
Hire of Venue	35,810	31,465
Outings and Concerts	25,118	20,260
Annual Lecture	808	423
Study Events	390	0
Printing and Stationery	4,144	2,716
Postage and Telephone	2,630	2,689
Honoraria-in-kind	1,162	1,391
Equipment and Maintenance	124	952
National Membership Subscription	6,262	6,122
Beacon Fee	1,403	0
Miscellaneous	1,702	1,526
Total Expenditure	<u>79,553</u>	<u>67,544</u>
Surplus/(Deficit) for the Year	(5,918)	773



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's report on the
accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Guildford Area U3A

**On accounts for the year
ended**

31 August 2019

**Charity no
(if any)**

296975

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2019

**Responsibilities and
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Public Finance

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

15th October 2019

Name:

Anthony John Knapp

**Relevant professional
qualification(s) or body**

Chartered Institute of Public Finance & Accountancy

(if any):

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Not Applicable