

HALESWORTH & DISTRICT U3A Minutes of the ANNUAL GENERAL MEETING held at 2.30pm, on Tuesday 18th September 2018 at Holton Village Hall PRESENT: 45 Members, including Committee Members: Malcolm Ballantine, Christine Billinghamurst , Sharon Collins, Peter Dutton, Eileen English, Florence Kernohan, Martin Stevens (Chair) and Nina Warwick.

1 .	<u>WELCOMES & ANY OTHER BUSINESS</u>
	The Chairman welcomed those present and confirmed that the meeting was quorate. He added that the Dance Group had requested an item of AOB on their activities, which would be taken later in the meeting.
2 .	<u>APOLOGIES FOR ABSENCE</u>
	Apologies for absence were received from Maureen Coleman, Joanna Dorey, Tim Sutton-Day, Hilary Turton and Zoe Wade and John Treadway.
3 .	<u>MINUTES & MATTERS ARISING</u>
	<p>The minutes of the Annual General meeting held on 19th September 2017 were confirmed as a true report and signed by the Chairman.</p> <p>Martin Stevens reaffirmed last year's explanation of why we have an AGM :</p> <ul style="list-style-type: none"> • Our constitution requires us to hold one each year • We can report on the year's events and news • We can elect an Executive Committee • We can amend the constitution if necessary • We can let members know about the finances. <p>The meeting recalled that Nina Warwick had given notice that 2017/18 would be her last year as secretary. She was warmly thanked for her work, and Martin reported that Sharon Collins has been shadowing Nina and has agreed to take over the role.</p>
4 .	<u>CHAIRMAN'S REPORT:</u>
	<p>Martin reported on key points as follows:</p> <ul style="list-style-type: none"> • Membership: We now have 241 paid members plus 37 who still have to renew. Membership is holding up well despite the trend for people to retire later. There is a steady trickle of new members from the monthly coffee mornings and via the website. Christine Billinghamurst (Membership Secretary) asked members who have not sent back the new standing order form to do so, and explained that new forms have to be completed this year (as a one off) because of the new data protection regulations. • Monthly talks: There were 9 talks during the year, including one held jointly as part of the Halesworth Arts Festival. The talks have been well attended and are now held at The Cut. The change of venue has several advantages for us: <ul style="list-style-type: none"> - There's good seating, and we don't have to put out the chairs! - Cut staff provide and operate the audio-visual equipment;

- The venue manages the box office and publicises our events in its brochure;
- The financial arrangements are beneficial for us

The monthly talks will continue to be held at the Cut in the coming year.

- **Socials:** The December social was a film followed by tea and cake at the Cut. The event was very well-received and will be repeated again this year. Suggestions for the film to Tim Sutton day or Eileen English please. The June social event was replaced by a coach trip to Cambridge. Despite some initial worries about whether we would fill the coach, in fact tickets sold out in 2 days. There will be another summer outing next year – possibly to Ely, but other ideas are welcome. This time we propose to book two coaches.
- **Publicity:** Increasingly members are notified of events by email and via the website, but there is also information on events in the Cut brochure regular items in Halesworth Community News and posters in Halesworth.
- **Groups:** We now have 35 interest groups. New ones this year include a Dance group, a beginners Ukulele group and a Recorders group which is proving very popular.
- **The Executive Committee** continues to meet 4 times a year . Special thanks are due to Joan Horbury who has recently resigned. Her work and help over several years has been very much appreciated.
- **General Data Protection Regulations:** New legislation was introduced during the year. A small sub-committee developed a new Data Protection and Privacy Policy (now published on the website) together with new procedures to make sure that we comply with the rules and have members' permission to hold their personal data and use it for agreed purposes.
- **Constitution:** On the advice of the Charity Commission, National U3A recommended that local branches update their constitution in line with latest good practice. The Executive Committee has therefore produced a new draft constitution for discussion later in the meeting.
- **Thanks** are due to:
 - Joan Horbury for her years of good service and wise counsel as a member of the Executive Committee
 - Nina Warwick not only for acting as Secretary for 7 years, but also for agreeing to remain on the Committee and to carry on with the new members' coffee mornings.
 - Chris Gardam for managing and improving the website.
 - Christine Billinghamurst for her sterling work as Membership Secretary and now also as Data Protection Officer.
 - Dave Gardam for acting as our external financial inspector
 - Florence Kernohan and Eileen English for organising the refreshments today (and on many other occasions).
 - Dusha Bateman who sponsored a science talk last year and has offered to sponsor another this year. (This year's topic will be "Life

	<p>on Mars”.)</p> <p>Members thanked Martin for his report and for all his work on behalf of our U3A branch.</p>
<p>5</p>	<p><u>TREASURER’S REPORT</u></p>
	<p>A written report of income and expenditure for the year ended 31.8.2018 has been circulated.</p> <p>As Tim Sutton-Day, could not be present, Malcolm Ballantine presented the Treasurer’s report. He drew attention to key points as follows:</p> <ul style="list-style-type: none"> - Income has increased as we now have more members. - Expenditure on hall hire has significantly reduced because of our new arrangement with the Cut. - Speakers fees and donations to their organisations have increased. - Expenditure on postage has gone down considerably now most correspondence with members is via email. - Expenditure on the new look Christmas social was higher than in previous years, and the summer coach trip was subsidised. - Overall we have a healthy balance in hand. - As recommended by the external inspector, a separate cash book is now kept. - Membership fees are the branch’s only source of income and currently stand at £4,368. When they reach £5,000 we will need to consider registering with the Charity Commission. <p>Malcolm explained that the closure of Lloyds Bank had caused difficulties. The name of our branch account turned out to be the same as that of the national U3A account. This had not previously been raised as an issue because the local staff knew the U3A people they were dealing with. However, when the branch closed we found that our cheques were being bounced. The situation has now been sorted out: “Halesworth” has been added to our account name and our account number and sort code remain the same. However, this all took time and has led to a delay in getting the accounts verified by the external inspector. The accounts will be inspected shortly and will then be published and made available to members.</p> <p>In response to members’ questions, Malcolm and Martin explained:</p> <ul style="list-style-type: none"> - The Miscellaneous heading includes fees to the 3rd Age Trust (national U3A). - Non-member fees for talks at the Cut go to the Cut except for the joint Halesworth Arts Festival event. - Little equipment has been purchased this year. The last major purchase was a projector. An itemised list of equipment available for loan to members will be put on the website.
<p>6</p>	<p><u>CONSTITUTION</u></p>
	<p>As reported earlier, a new draft constitution has been drawn up, based on a model policy produced by U3A nationally. The draft has been published and feedback from members has helped to inform the final version.</p>

	<p>The Chairman explained that the new constitution will allow us to make donations to local organisations who provide us with speakers or whose educational work we wish to contribute to. It provides for a slightly different election system whereby members continue to elect the executive committee at the AGM but in future it will be the committee that appoints the officers. As we are a small U3A we have included provision for officers to serve for 4 years rather than the 3 years common in larger U3As.</p> <p>Adoption of the new constitution as drafted was proposed by Doug Gray, seconded by Linda Gray and agreed unanimously by those present.</p>
7 .	<u>ELECTION OF EXECUTIVE COMMITTEE</u>
	A list of nominees for election to the Committee and their proposers and seconders was circulated (copy attached). All nominees were elected unanimously.
8 .	<u>ANY OTHER BUSINESS</u>
	Dance Group: John Self gave a brief presentation about the Dance Group and encouraged members to join them.
9 .	<u>CLOSING REMARKS:</u>
	The Chairman thanked those present for attending the AGM, and members thanked the Chairman and Committee for their work on the branch's behalf.

The meeting ended with an illustrated talk by David Wolwebber on the refurbishment of Halesworth Museum – “From Empty to Full”, followed by refreshments.