



Littleborough u3a

Draft Minutes of the AGM held at 2:00 pm on Monday 12th June 2023 at The Coach House, Littleborough

Chair: Bob Coley
Walker

Minutes: Liz

Bob welcomed 94 members and 3 guests to the meeting. The agenda is in accordance with AGM procedure, and is as previously circulated.

1. **Apologies for Absence:** Received from Pauline Hopkinson, Keith Mellor and Geoff Pickstone, Mike and Denise Rowley
2. **Minutes of the AGM held on Monday 13th June 2022** were accepted as a correct record. This was approved unanimously and the minutes were therefore accepted as a true and accurate record of the 2022 AGM.
3. **Report from the Chair:** The Chair's report had been previously circulated with the AGM invitation and papers. Its content is given below

We currently have a membership of 302 Individual and 5 Associate (as of 27/03/2023), we are nearly at our highest number which was 322 in March 2020 just before the Covid lockdown of that year which is a fantastic result and my thanks go to all the committee members and officers for making our Littleborough u3a so successful.

My thanks go to Sue Temperley for all her various duties she takes on effortlessly and for her assistance as Vice Chair in supporting me throughout this year as Chair of Littleborough u3a.

Most of our u3a meetings this year have thankfully been at the Coach House in person, and thanks go to Marilyn Aldred who will also be retiring after 3 yrs service of entertaining us to a high standard of speakers covering various subjects.....Thanks again, Marilyn.

Jo Wiggans took over the position as News Letter Editor this year from Sue and has kept up the quality of information and content that our members continue to enjoy.....Thanks Jo.

All the detailed business of our u3a is done by Liz Walker our Business Secretary who unfortunately is stepping down this year after her 3yrs in office, thank you so much Liz for your hard work.

Gillian Pearson, our Groups Co-ordinator is also stepping down after her term in office and this year has been especially busy with the Convenors meeting in March this year and looking after all the Groups information...Thanks Gillian.

Our Treasurer Mark Pearson has been extremely busy with our accounts this year as well as making the renewal process easier with our new card method payment option for taking payments of subs.....job well done Mark, Thank you.

Lynn Wild, our Admin Secretary/ Beacon Administrator also retires this year after 3yrs service after working very hard keeping our membership and Beacon up to date through difficult times, and again been assisted by Peter, her husband at the check in desk at the Coach House, Thanks to you both.

Our Web Page Editor, Barrie Whitehead works behind the scenes working with the sound and projection equipment at the Coach House but also working closely with all the committee and convenors to keep our webpage up to date and to keep it full of informative information for the use by our members.... Thanks Barrie.

We have had a renewed Events/Outings Group this year full of events taking place throughout the year, a very welcomed return and thank you Sandra for making this work.

Most important of all are our Convenors, meeters and greeters and our membership that make Littleborough u3a the success that it is and I would also like to thank the many other members who assist in the running of Littleborough u3a.

Bob Coley
Chair - Littleborough U3A

4. **Treasurer's Report and Presentation of the Annual Accounts:** Mark had circulated copies of the examined accounts prior to the meeting, which were unanimously approved, and his annual report was given as follows: -

Littleborough u3a is a registered charity which holds two bank accounts, a Management Account (for the operation of the organisation) and a Social Account (for the operation of active interest groups). Its financial year is 1st April to 31st March and it banks with Barclays Bank in Rochdale. Following financial year end on 31st March 2023, both sets of accounts were verified by local accountants Latham Costa Ltd, who produced the balance sheets attached to this report.

In April 2022, the Business Account starting balance was £9,040.79. Acting in accordance with Charity Commission recommendations for an active charity to hold some funds in reserve as a buffer against unforeseen future circumstances, a third, investment, account was opened at Barclays Bank and £4,500 was transferred from the Management Account. This action was reported to the last AGM and is reflected in this year's balance sheet.

Income during the year was primarily that of membership subscriptions and the small donation requested from members attending the ten speaker meetings held over the year. The AGM and Christmas Social meetings are provided solely from within the charity funds. We currently have c.315 members, a number which remains relatively static with new members joining and existing members leaving.

Core expenditure over the year comprised annual fees payable to the u3a national office (a capitation fee of £4 per member for operation of the national u3a, and a license fee of £1 per member for use of Beacon, a secure membership database and communication tool), together with operation of the monthly members' and committee meetings, and production/distribution of a monthly newsletter. Capitation/Beacon fees are paid in arrears based on the number of members at 31st March annually.

The financial health of Littleborough u3a is such that the committee has again determined that the subscription rate for members for the next membership year (2024-25) and contribution to the speaker meeting costs for the next 12 months can be held at their current levels.

During the year, a grant of £540 was awarded by Rochdale Council's Pennines Township for the provision of a short programme of IT classes over the winter, open to all members free of charge. This was successful and has led to the establishment of a monthly IT clinic, funded by those members who continue to attend. The grant funding and course expenditure is shown separately on the balance sheet.

Needless to say, the cost of operating our u3a is reduced significantly by the time given freely by committee members, interest group co-ordinators and other volunteers such as those offering meet/greet and refreshment services at the monthly meetings and the tech buddies, who assisted to run both the winter IT Class and the ongoing monthly IT Clinic.

The Social Account comprises funds ringfenced to some of the interest groups that operate within our U3A and is used for income and expenditure relating to any trips or social occasions for which members pay a fee and for which all income is then disbursed in providing the event. As Treasurer, I manage this ringfenced money on behalf of these groups' convenors, paying room hire and transport invoices, meal deposits, and the like. If an interest group ceases to operate, any residual funds remaining in this account would be added to the unallocated funds, in accordance with national u3a policy.

The Social Account continues to include an unallocated balance of £389.03 not ringfenced to any interest group. Rather than transferring this into the Business Account, it remains in the Social Account to ensure that there is never a debit balance in that account.

We ended the year in a strong financial position and a decision was taken by the committee to transfer a further £1,000 into the investment account. The committee has determined that with 2024 marking the 10th anniversary of Littleborough u3a, some of this investment will be needed to fund a celebratory event for members.

In January 2023, our u3a registered with Square, one of a small number of card payment providers. This has given us the facility to take secure debit/credit card payments primarily for membership renewals and trips/foodies events. Following a successful trial, the committee agreed to continue to offer this payment mechanism, with the small (0.175%) fee incurred per payment transaction to now be classed as an operating cost. This means that members will not be asked to pay a slightly increased

amount if choosing to pay by card, though we still encourage bank transfers as our preferred payment method, with cash/cheque payments also accepted. Use of a payment card system greatly reduces the risk of cash handling from both audit and cash-in-transit perspectives.

I would like to extend my thanks to fellow committee members for their support during the year, particularly to Bob Coley and Liz Walker who act as second-signatures to authorise any bank payments that I make; to Lynn Wild for membership fee, u3a capitation/Beacon fee and TAM liaison; and to my wife Gillian, who has supported me with the work I do in the background in my role as Treasurer.

Mark Pearson
Treasurer, Littleborough u3a

5. Motion Proposals.

There was one Motion Proposal presented to the meeting relating to a change to the Constitution which had been adopted in 2021 to bring it in line with the national Model Constitution, and which requires the Treasurer to retire after a three year term of office instead of the previous maximum of six years. It is proposed that the Constitution be changed back to allow the Treasurer to carry on in office after three years should another Treasurer not be found at the next AGM. Mark made it clear that should there be another candidate at that time he would not stand for office but that he would be available for a further year should there be no Treasurer applicants. A vote was taken to proceed with this request for an amendment and was unanimous in favour so the motion was carried. This will be submitted to the National Office by Mark.

- 6. Committee Stands Down.** At this point the current Committee members stood down and Janice Bray took over the Chair. She thanked the Committee on behalf of the members for all their hard work over the past year. She then read out the nomination for the role of Chair.

Chair: Robert Coley Nominated by Jo Anna Dobbs Seconded by Susan Robinson

Votes For 94, Against 0, Abstained 0 - Carried unanimously

7. Election of Other Officers:

Bob Coley, once elected Chairperson, then took back the chair and read out the nominations for the remainder of the Officer Posts

Vice Chair: Susan Temperley Nominated by Janet Taylor Seconded by Julie Woodrup

Votes For 94 , Against 0, Abstained 0 - Carried unanimously

Vice Chair: Marilyn Aldred Nominated by Jackie Carmichael Seconded by Irene Rankin

Votes For 94, Against 0, Abstained 0 - Carried unanimously

Treasurer: Mark Pearson Nominated by Patricia Bamford Seconded by Norma Rigg

Votes For 94 , Against 0, Abstained 0 - Carried unanimously

Business Secretary: Gillian Pearson Nominated by Patricia Bamford Seconded by Norma Rigg

Votes For 94, Against 0, Abstained 0 - Carried unanimously

As the number of persons standing for election for non-officer committee member places was below the maximum number allowed to serve on the committee, this was held as a block vote for the following members of the committee.

Committee Member: Barrie Whitehead Nominated by Gillian Clark Seconded by Laura Barrett

Committee Member: Sandra Kokocki Nominated by Maureen Harrison Seconded by Jan Mellor

Committee Member: Josephine Wiggans Nominated by Valerie Leach Seconded by Peter Mayall

Committee Member: Michael Rowley Nominated by Gail Kershaw Seconded by Andy Wiggans

Committee Member: Cindy Drinkwater Nominated by Sylvia Wild Seconded by Norma Turner

Committee Member: Brenda Brown Nominated by Christine Macmillan-Bodell

Seconded by Norma Turner

Block votes For 94, Against 0, Abstained 0 - Carried unanimously

The above five Officer and six Committee Members were duly appointed.

8. Accounts Verification for the Current Year.

The Treasurer confirmed that the Annual Accounts had been verified by a local Accountants, Latham Costa. The membership voted unanimously in favour of continuing to use this company.

9. The next scheduled AGM will be held on Monday 10th June 2024

The meeting ended at 2:25 pm