

**Minutes of the Annual General Meeting  
of Lowestoft u3a  
held at St Mark's Church  
on Wednesday 25<sup>th</sup> October 2023 at 10.30 a.m.**

The following members of the Management Committee were present:

Ray Willett	Chair
Verity Seago	Treasurer
Peter Mason	Vice Chair
Muriel Knowles	Secretary
Jen Roberts	Membership Secretary

Also in attendance: Karen Taylor (Minute Secretary), Carol Craven (Social Secretary) and Jen Roberts (Membership Secretary).

A total of 36 members were present and the meeting was quorate. Voting forms had been received by post or email from a further 4 members.

**Welcome and Introductory Remarks from the Chair**

Ray Willett, Chair, introduced himself and welcomed everybody to the meeting.

**Apologies**

Apologies had been received from Christine Mills (Social Secretary), Julie Walker (Groups Co-ordinator), John Knowles, Jeanette Tuson and Marian Symonds.

**Minutes of the previous AGM held on the 26<sup>th</sup> October 2022.**

These were accepted as an accurate record.

**Matters Arising**

There were no matters arising.

**Election of Committee Members**

The Chair read out a list of current committee members:

Ray Willett, Chair  
Peter Mason, Vice Chair  
Verity Seago, Treasurer  
Muriel Knowles, Secretary  
Jen Roberts, Membership Secretary  
Julie Walker, Groups Co-ordinator  
Carol Craven, Social Secretary

Christine Mills, Social Secretary  
Viv Loney, Newsletter Editor  
Karen Taylor, Minute Secretary

All of the above are happy to continue for another year.

Lynne Bergin is standing as Publicity Officer to replace Angela Sturman, who has stood down.

The Chair asked that one vote be collectively applied to all these appointments. This was proposed by Joan Yates and seconded by Valerie May. This was carried unanimously.

Ros Lyons was presented with a gift voucher to thank her for all her work as Trips Organiser over many years. She is now stepping down from the role. Ros responded by saying thank you for the voucher and that she had really enjoyed organising the trips and encouraged members to step forward to continue the role. If no-one is willing to take this on, we could join Beccles u3a who still organise trips. You do not have to be a member of Beccles to go on the trips.

### **Chair's Report**

Ray thanked the committee for their continued hard work. Ray is hoping that the second Coffee Morning will start sometime in the new year.

### **Secretary's Report**

The following is a summary of the year's work.

- Administration for committee meetings
- Answering website enquiries
- Distributing, by email, national newsletters etc from the Third Age Trust and regional newsletters etc. from the Eastern Region
- Sending out details of the monthly speaker meetings and other local events
- Preparation and administration around the AGM
- Sending an Annual Return to the Third Age Trust and to the Charity Commission

All important information is sent to all members by post and email; however, a lot of information is only sent by email so it would be helpful if members could give us their email address if they have one and haven't given it to us previously.

### **Membership Secretary's Report**

There has been an increase of 16 members to 283 (267 last year). Jen asked members to let her know if they are signed up to receive the Third Age Matters magazine and are not receiving it.

### **Group Co-ordinator's Report**

Nothing to report in Julie's absence.

### **Social Secretary's Report**

Carol reported that the monthly meetings have had good attendance and we have had good speakers throughout the year. All speakers have been booked for next year.

The Christmas Party has been organised at a different venue following feedback after our last social event. This should be better and bigger.

### **Treasurer's Report**

The 2022 accounts have been emailed to members and a copy is available to those without email. They have been examined by Martin Rivett and the examiner's report can be found with the accounts. [*Secretary: The 2022 accounts and the examiner's report were sent by post, along with the other AGM documents, to members without email addresses.*]

Lowestoft u3a is in good financial health and we can continue to meet our commitments, whilst having funds to invest in new groups and support existing ones.

There is no need to increase the membership fee, or attendance fee, this year, apart from the monthly meeting, which we would like to raise by 50p to be in line with other groups. This is to cover the higher cost of next year's hall charges.

### **Independent Examiner's Report and Approval of the Accounts**

The report and the 2022 accounts were in the package sent out to members with the minutes of the last AGM. The accounts had been independently examined by Martin Rivett.

The accounts were approved by the membership. Proposed by Peter Mason and seconded by Muriel Knowles. Remaining votes were all for acceptance.

### **Appointment of an Independent Examiner for the 2023 Accounts**

Martin Rivett has kindly agreed to continue in this role. His appointment was proposed by Ray Willett and seconded by Verity Seago. Remaining votes were all for acceptance.

### **Resolution 1**

The proposal is to increase the monthly meeting charge from £2 to £2.50. Ray Willett proposed and Jen Roberts seconded and it was agreed by the majority.

### **Any Other Business**

Irene Sergent commented that Beccles are doing a trip to Thursford this year. If enough people want to go from Lowestoft they will do a pick up here.

Irene also mentioned that the Committee had agreed to fund the production of another booklet. This will consist of work by the Writers group and illustrations from the Art for All group. Booklets will cost £3 and will be published in the spring for members to purchase. 100 copies will be printed.

There will be a change of venue and a new leader for the Quiz group. It will re-start at Colville House on January 18<sup>th</sup> and will continue on the 2<sup>nd</sup> Thursday of the month thereafter.

**Close of Meeting at 10.48 a.m.**