

**NOTICE OF ANNUAL GENERAL MEETING  
and Monthly Meeting  
Wednesday 1st November 2023**

Dear Members,

The **Thirteenth Annual General Meeting and Monthly Meeting of Odiham District u3a** will be held in Cross Barn on Wednesday 1<sup>st</sup> November 2023 at 10.30am.

The Chairmans report and accounts for the year ending 30 June 2023 are included with this mailing.

To enable all members to vote, whether or not they are able to attend the meeting, voting will, as in recent years, be on-line. Voting papers will be sent out electronically on Monday 23<sup>rd</sup> October and must be completed by noon on Monday October 30<sup>th</sup>.

Before that Members are invited:

- to submit motions/questions to the Business Secretary by Email for inclusion on the agenda for the meeting.

- to make nominations for election to the Committee. These must be made by Email on the Nomination form - available from the Business Secretary - with the name of the proposer and seconder and the consent of the nominee.

All motions and nominations must reach the Business Secretary by noon on Friday October 20<sup>th</sup> so that they can be included in the voting papers

**AGENDA**

1. Presentation by Susan Davies from Woodland trust – Standing up for trees.
2. Apologies for absence
3. Approve the minutes of the 2022 AGM (held on 2/11/2022), subject to any matters arising
4. Approve Annual Report and Accounts
5. Consider any proposed motions
6. Consider new nominations for election to the Executive Committee
7. Election of Officers and Committee Members
8. Any other business

Please note that only current paid up members may attend and vote at the AGM.

**Odiham District U3A is a Registered Charity No: 1147920 at The Cross Barn, Palace Gate Farm,  
Odiham RG29 1JX**

**Minutes of the Annual General Meeting held at the Cross Barn**

**Wednesday 2nd November 2022**

**At the Cross Barn and Online via Zoom**

**Voting was completed on line ahead of the AGM**

1. The chair welcomed the 100+ members present and on line to the 12<sup>th</sup> AGM of the Odiham District u3a. Chairman Hugh Thomas welcomed everyone to the meeting. We have now reached our before covid numbers and he thanked group leaders for their work this year and for the amount of money that has been collected. Hugh also thanked John Charlwood for his service to the u3a as he is now stepping down.
2. **Apologies** for absence received from Helen Smith and Jane Osgood.
3. **Minutes of the 2021 AGM held on the 3<sup>rd</sup> November 2021**, which was published on line and was approved 64 votes with 1 abstention, which was an option for the online voting.
4. **Approve Annual Report and Accounts**. Which was posted on line. Approved.  
Seconded by Ian Green
5. **Approve the appointment of John Markham** as an independent examiner of accounts.  
Approved with 64 votes 1 abstention. Previously published on line.  
Seconded by Chris Gotla
6. **Consider amendment's made to our constitution. Approved 63 votes 2 Abstentions**  
Secunder John Charlwood
7. **No new motions were received**. Previously on line.
8. **Consider new nomination** of Ian Green for election to the Executive Committee.  
**Seconded Sandy Thomas**  
Approved 57 votes with 7 abstentions. Previously on line.

**9. Election of the committee is:**

**Chair** Hugh Thomas  
**Vice Chair** Chris Clark  
**Treasurer** Chris Gotla  
**Business Secretary** Viv Needham  
**Membership Secretary** Maggie Brain  
**Beacon & Website** Marion Sharp  
**Groups Coordinator** Gill Harden  
**Community Relations** Jim Osgerby  
**Minutes & Newsletter** Jane Osgood  
Ian Green

**Seconded** Sandy Thomas  
Approved 57 votes with 7 abstentions. Previously on line.

10. AOB nothing received.

## Odiham District U3A Annual Report 2022-2023

Dear Members,

The last year for our u3a has been very positive:

- membership reached its highest level ever;
- 7 new groups were launched by our members;
- and financially we increased our reserves.

All this says so much about the strength of our u3a, the active involvement of so many of our members and above all the vibrancy of our groups - "the beating heart of our u3a".

The core ethos of the u3a is that it is run by members for its members. This means that if we are to remain vital and relevant it is important to be looking toward the next generation of leaders. This not only enables existing leaders to take a well-deserved respite but also it can provide new impetus and ideas.

As part of this process in the spring of 2023 two teams of students from Southampton University undertook a free consultancy exercise looking at us and the sort of issues that we might face in the coming years. Their excellent reports really brought home the fact that the next generation of retirees are far more tech-savvy than most of us. They also suggested simple steps we could take to update both our printed and electronic communications.

Already our printed material has been updated to show a far wider range of age groups & activities as well as incorporating a QR code. This Autumn we are very hopeful that we will be able to implement the same updating process with our website.

Another aspect of looking to the future is ensuring that your Committee is also refreshed. Last year Ian Green joined the Committee and during this year we have been delighted to welcome Helen New, Mike Shaw and Sue Mitchell. Helen led the UoS project, Mike is leading the new website and Sue will gradually take over the Membership role.

Sadly, however in November we will lose both Jim Osgerby and Chris Clark. Jim was a member of the founding u3a committee and more recently has strengthened our links with the local community and Chris comes to the end of his 6 years on the Committee. Most recently Chris has been Vice Chairman and throughout his time on the Committee he has been both a wise head and an innovator – a brilliant combination. On behalf of us all I would like to say "Thank You" to both of them for all they have done, over many years, for our u3a.

Looking ahead, a key challenge in the coming year will be to continue the evolution of the Committee. As the next step we are proposing that in November '23, Ian Green becomes Vice Chairman and we are delighted he has agreed to do that. In addition, we will continue to look for new skills and members, as in November 2024 rather a lot of us will be obliged to step down under the rules of our constitution, which are specifically intended to ensure none of us overstays our welcome.

So, if you think you can help or know someone who could, but is too shy to put themselves forward, we'd love to hear from you. After all, your u3a needs you!

## Treasurer's Report 2022-2023

We have had a strong financial year thanks to a number of unexpected, but encouraging, factors. Our membership numbers have returned to, or even surpassed, pre-Covid levels and as such membership income has risen to over £13,000, boosted of course by the increase in subscriptions to £20. This has also led to a rise in our Gift Aid received. Once again, the benefits of on-line joining, and payment through Paypal, have been significant and we thank members for embracing this change which makes all our lives easier and is the envy of most other U3As! The cost is small, less than £300.

Group Activity has clearly flourished this year. Over £47,000 has gone through the Group's finances, up from just under £30,000 in the previous year. Four Groups now have their own bank accounts. Costs have risen, specifically hiring of halls and rooms, and this trend is likely to continue. Expenditure on communication is up, partly due to our investment in better promotional material and also the rise in cost of the Third Age Magazine. Our National Capitation Fee remains at risk of further increases, as are other central costs such as our Beacon and Website licences. Broadly however our central cost base is now stable, and relatively predictable.

As such we have achieved an operating surplus of £6,333 for the year. We are always looking at ways to invest any surplus for enhanced member benefits or experiences. Seed funding is available to assist those wishing, or willing, to start new groups and we will support requests for new equipment or group licences as required. The Group Leaders Conference and Members Day are now more ambitious and, hopefully, enjoyable affairs and this year we also added a Members picnic which we plan to be an annual event.

We finish the year with a healthy balance sheet showing net assets of £17,756 of which some £3,000 still belongs to individual groups.

Hugh Thomas – Chair



13/9/23

Chris Gotla – Treasurer



13/9/23

**ODIHAM and DISTRICT U3A**  
(Registered Charity 1147920)

**Statement of Financial Activities for the year ended 30th June, 2023**

**Income and expenditure account**

	<b>2023</b>	<b>2022</b>
<b>Income</b>		
Membership		
Membership subscriptions	13,475	9,141
Collected by groups	47,505	29,820
Gift Aid receivable	2,450	1,575
Miscellaneous income	281	69
<b>Total income</b>	<b>63,711</b>	<b>40,605</b>
<b>Expenditure</b>		
Charitable expenditure		
Third Age Trust Capitation	2,708	2,380
Cost of Groups' activities	46,318	29,183
Cost of monthly meetings	1,822	1,650
Cost of group coordination	1,614	1,592
Cost to set up groups	745	165
	<b>53,207</b>	<b>34,970</b>
Support costs		
Communication, stationery and postage	2,142	1,555
Software, finance and other costs	2,029	2,298
Equipment depreciation	0	139
	<b>4,171</b>	<b>3,992</b>
<b>Total expenditure</b>	<b>57,378</b>	<b>38,962</b>
<b>Net surplus for the year</b>	<b>£6,333</b>	<b>£1,643</b>

**ODIHAM and DISTRICT U3A**  
(Registered Charity Number 1147920)

**Balance Sheet at 30th June, 2023**

	Notes	2023	2022
Fixed Assets	3	-	-
Current Assets			
Cash at Bank		17,338	11,383
Cash in hand	4	1,729	1,293
		<u>19,067</u>	<u>12,676</u>
Less: Current Liabilities			
Creditors	5	1,311	1,253
Net Assets		<u>£17,756</u>	<u>£11,423</u>

Represented by:

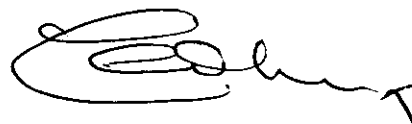
Funds at the beginning of the year	11,423	9,780
Net surplus for the year	6,333	1,643
Funds at the end of the year	<u>£17,756</u>	<u>£11,423</u>

Approved by the Trustees on 13 September 2023

Signed: Hugh Thomas - Chair



Signed: Chris Gotla - Treasurer



**ODIHAM and DISTRICT U3A**  
(Registered Charity Number 1147920)

**NOTES ON THE ACCOUNTS FOR THE YEAR ENDED 30th JUNE, 2023**

**1. ACCOUNTING POLICIES**

**1.1 Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable UK accounting standards, the Charities SORP (FRS102) and the Charities Act 2011.

**1.2 Fixed Assets and Depreciation**

Fixed assets are fully depreciated in the year of purchase.

**1.3 Going concern**

The accounts are prepared on a going concern basis.

**1.4 Gift Aid**

Gift Aid receivable is included in the SOFA when there is a valid declaration from the donor. Any Gift Aid recovered on a donation is attributed to be part of gift.

**2. MEMBERSHIP**

Membership subscriptions are due in July and there were no outstanding subscriptions at the end of theyear.

**3. FIXED ASSETS**

At cost	
At the beginning of the year	4,265
Additions	<u>0</u>
At the end of the year	<u>4,265</u>
Depreciation	
At the beginning of the year	4,265
Charge for the year	<u>0</u>
At the end of the year	<u>4,265</u>
Net book value at the end of the year	<u>£ -</u>

**ODIHAM and DISTRICT U3A**  
(Registered Charity Number 1147920)

**NOTES ON THE ACCOUNTS FOR THE YEAR ENDED 30th JUNE, 2023**  
(Continued)

**4 CASH IN HAND**

This is made up of Treasurer's Main Petty Cash together with balances held by most of the large individual groups. There are 4 groups with their own bank accounts and their balances (totalling £1,771) are included in Cash in Bank.

A few small groups, with insignificant amounts involved, are not included.

**5 CREDITORS**

Money held in Main Bank Account on behalf of Groups and their members.

**6 TRUSTEES REMUNERATION AND EXPENSES**

No remuneration directly or indirectly was paid or payable for the year to any trustee or to any person or persons connected with any of them.

No amounts have been paid to any of the trustees for expenses they may have had to meet personally in order to carry out their duties.



**Independent Examiner's Report to the  
Trustees of Odiham and District U3A  
Charity Number 1147920**

I report to the trustees on my examination of the accounts, set out on pages 1 to 4, of Odiham and District U3A for the year ended 30<sup>th</sup> June, 2023.

**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 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.

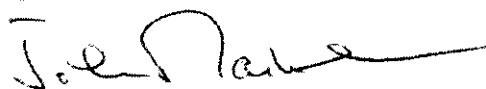
**Independent examiner's statement**

I 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 do not accord with the accounting records; or
- the accounts do 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:



John Markham FCA - Retired

Clevedge House, Hook Road, North Warnborough, Hampshire RG29 1ER

Date: 13<sup>th</sup> September, 2023

Viv Needham, Business Secretary to Odiham District u3A

(secretary@odihamu3a.org.uk)

13/09/2023



*Note: The current Committee consists of not less than 5 and no more than 14 members who are elected to serve a fixed term of 3 years in office and who may be re-elected for one further consecutive 3 year term.*

*On being elected to the Committee the Member automatically becomes a Trustee of Odiham District u3A.*

**The current committee:**

Chair	Hugh Thomas
Vice Chair	Chris Clark
Treasurer	Chris Gotla
Business Secretary	Viv Needham
Membership Secretary	Maggie Brain
Groups Coordinator	Gill Harden
Minutes Secretary	Jane Osgood
Technology & Website	Marion Sharp
Community Relations	Jim Osgerby
Speaker Secretary	Ian Green

**Officers and Members continuing in current role:**

Chair	Hugh Thomas
Vice Chair	
Treasurer	Chris Gotla
Business Secretary	Viv Needham
Membership Secretary	Maggie Brain
Groups Coordinator	Gill Harden
Minutes Secretary	Jane Osgood
Technology & Website	Marion Sharp
Speaker Secretary	Ian Green

**Officers and Members continuing in different role:**

Ian Green Vice Chair

**Candidates for election to the Committee:**

Proposed and seconded nominations are held on behalf of the following:

Helen New	Nominated Jane Osgood	Seconded Viv Needham
Mike Shaw Technology and Web site	Nominated Marion Sharp	Seconded Chris Clark
Susan Mitchell	Nominated Hugh Thomas	Seconded Maggie Brain

**Vacancy on Committee:**

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