



## **Tewkesbury and District**

30th Annual General Meeting

10:30am Monday 13th December 2021

Baptist Church,

Station Road,

Tewkesbury

*Mulled wine, mince pies, tea or coffee from 10am*



## AGENDA

1. Apologies (2021)
2. Minutes of 2020 AGM, 14th December 2020
3. Chairman's Annual Report
4. Treasurer's Report
5. Membership Secretary's Report
6. Nomination of Independent Examiner/Auditor
7. Election of Officers and Members of the Committee
8. Proposed Constitution Amendment 2021 - Alteration of  
part of the Constitution
9. Any other Business

*NB The Chairman will only accept questions for the AGM in writing and if submitted at least fifteen days in advance, namely by 28th November 2021.*

## 1. Apologies (2021)

## 2. Minutes of last AGM 14<sup>th</sup> December 2020

1. Apologies: John Beech, Lesley Offer, Tony & Jennifer Barrett, Connie Cullingford, Andrew Turner, Barbara Cox, Brian Howgate, Susan Wickstead, Chris & Angela Cole, Beryl Blake, Bob Price, Jan Green.: Total members present: 84 (quorate).
2. Minutes of December 2019 AGM: had been circulated prior to the meeting. (Proposer: Ken Flude; Seconder: Pauline Dickinson). (Matters Arising: none). Motion accepted by majority vote.
3. Chair's Annual Report: had been circulated prior to the meeting. (Proposer: Margaret Morris; Seconder: Justin Gowthorpe). Motion accepted by majority vote.
4. Membership Secretary's Report: this had been circulated prior to the meeting. (Proposer: Steve Carter; Seconder: Barry Minett-Smith). Motion accepted by majority vote.
5. Treasurer's Report: had been circulated prior to the meeting. (Proposer: Fran Valentine; Seconder: Sylvia Murdoch. Motion accepted by majority vote.
6. Nomination of Auditor: that Haines-Watts should again be appointed independent examiner for the coming year. (Proposer: Mary Mulrenan; Seconder: Margaret Carter). Motion accepted by majority vote.
7. Election of Officers and members of the Committee: the proposed new Committee nominations had been circulated as below, but now have three additional names.

<b>NOMINEE &amp; ROLE</b>	<b>MAX TERM</b>	<b>PROPOSER</b>	<b>SECONDER</b>
Ian Barber – Chair	Dec 2024	Duncan Fraser	Sylvia Murdoch
Vacancy – Vice Chair			
Sophie Franklin – Treasurer	Dec 2025	Terry Clynes	Duncan Fraser
Richard Hart – Membership Secretary	Dec 2025	Tony Barrett	Jennifer Barrett
Duncan Fraser – Minutes Secretary	Dec 2024	Yvonne Aston	Cynthia Holder
Shirley Channing – Webmaster	Dec 2021	Barry Minett-Smith	Justin Gowthorpe
Mary Mulrenan – TUTA News Editor	Dec 2021	Bob Walton	Andrea Walton
Justin Gowthorpe - Purchasing & Equipment Officer	Dec 2025	Sophie Franklin	Duncan Fraser
Duncan Fraser – Groups Liaison Officer	Dec 2024	Yvonne Aston	Cynthia Holder
Sylvia Murdoch – New Members’ Officer	Dec 2022	Hugh Bennett	Fran Valentine
Gillian Griffiths – Speaker Secretary	Dec 2024	Junie Arnold	John Lewis
Lesley Offer – Publicity Officer	Dec 2023	Calvyn Price	Duncan Fraser
Hugh Bennett - Without Portfolio	Dec 2024	Sylvia Murdoch	Duncan Fraser
Neil Leyden – Without Portfolio	Dec 2025	Sylvia Murdoch	Duncan Fraser
George Webb – Without Portfolio	Dec 2025	Sylvia Murdoch	Duncan Fraser

### 3. Chairperson's Annual Report 2021

*“Standing still is the fastest way of moving backwards..”*

*Lauren Bacall*

It would have been so easy to stand still during these past 20 months, allowing events to take their natural course. Covid did its best to put a stop to many of our activities. Our confinement to ‘barracks’ for long periods could so easily have dimmed our enthusiasm for following the **u3a** activities we normally participate in throughout the year.

Fortunately, many of our members refused to be beaten by the pandemic and have worked tirelessly to keep so much of our organisation moving forward and ready to reopen, when conditions allowed.

As your Chairperson I thank all who have striven to keep in touch with our members, and those who have, where possible, been able to maintain their **u3a** activities on a regular basis. To use a well-worn political phrase, the **u3a** is a broad church, attracting people with a wide range of skills and interests. This past 20 months has seen some of these skills developed in ways none of us could have imagined pre-Covid. The imaginative use of technology is high up on that list, as the discovery of Zoom has enabled members to maintain links with each other. Our various Committees have been able to meet on a regular basis, the Monthly Meetings that have brought us speakers from far and wide with topics ranging from the

investigation of unsolved crimes to marvelling at the baffling skills of a magician as he revealed a card chosen by one of our members, and, for some of our groups, the opportunity to continue their regular activity. Again, I thank all those who have contributed, in whatever capacity, to make these work.

As well as the formal side of the **u3a** a big thank you goes to the individual members who have, over time, created friendships and used that social contact to help bring a little light into our lives during periods of gloom.

As activities start to resume, I would like to offer a special thanks to our Group Leaders. They have had to make preparations so that you can return to face-to-face meetings in a Covid safe environment. For some, this has not been an easy task, especially when past venues are either no longer available or are no longer suitable.

12 months ago, I, like many of you, thought Covid would soon be a thing of the past and life would return back to normal. If I have learnt anything during that time, it is that from now on there is going to be a 'new' normal. Covid appears to be here to stay and, like lots of things that offer us a threat, we must use our collective common sense and learn to live safely around this virus. In doing so, there is no reason why we cannot resume our activities and restart enjoying the benefits of moving forward whilst we **Learn, Laugh and Live** as a member of **Tewkesbury and District u3a**.

**Ian C Barber**

**Chairperson, Tewkesbury and District u3a.**

## **4. Treasurer's report for financial year ending**

**31<sup>st</sup> August 2021**

When Terry wrote his report in September 2020, 5 months within the Covid 19 lockdown and restrictions, little did he know that the pandemic would continue for another several months. As I write this in September 2021, we are just about coming out of it, with most but not all activities starting again.

As I took over in December 2020, I made the most of this quiet time to re-organise the accounts to a style that would suit me better, and I have transferred the accounts to a database. The categories/groups/events are all the same, but the database enables me to work with them in a simplified manner, avoiding several spreadsheets that interact. One difference I made was to take the newsletter, TUTA News, out of Administration, because it was such a big part of it.

So we finish the year with £21,983 (£30,288 in 2020). Total income was £1,567 (£23,217 in 2020), greatly reduced because our income comes in greatest part from members' subscription and groups activities. We had suspended membership subscriptions and will not start again until November 2021; and groups have not been able to meet, or very little.

Unfortunately, expenditure remains steady for administration purposes (telephone, internet, website, etc.) coming up to £1924, the TUTA News £2353, and our contribution to the Third Age Trust £2379. We have also continued with monthly meetings, on Zoom, but therefore paying the speakers, £1192.

However, we held strong reserves last year, and although they are smaller this year, we are still in a very positive financial situation of £21,983 (£30,603 in 2020). At the time of writing this report, we therefore show a reduction of funds, and the draft accounts, on a receipts and expenditure basis have been sent to the Accountants who will prepare accounts on an accrual basis.

**Sophie Franklin - Treasurer**



## **5. Membership Secretary's Report 2021**

Since taking over this role a year ago I have been learning how to use the Membership database and all the tasks associated with it 'at distance', thanks to Covid. I am grateful to Calvyn for dealing with all my panic emails and phone calls to him when I didn't know what to do. Hopefully I am now up to speed.

At the time of writing (end of September) we have 628 members (622 last year) and 15 of these have joined in the past few months. Memberships were extended at no extra cost until 31<sup>st</sup> October 2021 because of the Covid lock down and it is not possible to say at this stage how many people will renew their memberships in November . Hopefully most will. Fees have remained the same although there has been a 60p increase for those who take the Third Age Matters magazine.

Over 80% of members now have internet access but for the past few years, 50% of members have chosen to pay their membership fees by cheque, either through the post or at a General Meeting. It would make things a lot easier for the Treasurer and the Membership Secretary if those who could, paid via the internet, either by Bank Fast Transfer or by PayPal.

**Richard Hart – Membership Secretary**

## **6. Nomination of Independent Examiner/Auditor**

Consideration of the proposal that Haines-Watts be appointed independent examiner/auditor for the coming year.

## 7. Election of Officers and Members of the Committee 2021/22

<b>NOMINEE &amp; ROLE</b>	<b>MAX TERM</b>	<b>PROPOSER</b>	<b>SECONDER</b>
Ian Barber – Chair	Dec 2024	Richard Hart	Duncan Fraser
Vacancy – Vice Chair			
Sophie Franklin – Treasurer	Dec 2025	Justin Gowthorpe	Fran Valentine
Richard Hart – Membership Secretary	Dec 2025	Tony Barrett	Eileen Hart
Duncan Fraser – Minutes Secretary	Dec 2024	Yvonne Aston	Cynthia Holder
Neil Leyden – TUTA News Editor	Dec 2025	Sophie Franklin	Duncan Fraser
Justin Gowthorpe – Purchasing & Equipment Officer	Dec 2025	Fran Valentine	Sophie Franklin
Duncan Fraser – Groups Liaison Officer	Dec 2024	Cynthia Holder	Yvonne Aston
Sylvia Murdoch – New Members’ Officer	Dec 2022	Andrea Walton	Shirley Channing
George Webb – Meetings Organiser	Dec 2025	Sylvia Murdoch	Duncan Fraser
Vacancy – Publicity Officer			
Vacancy – Speaker Secretary			

There are vacancies for Speaker Secretary and Publicity Officer. At present there is no need to fill Vice Chair role.

## **8 Proposed Constitution Amendment**

Proposal for alteration in the wording of the Constitution. To change the wording as per advice from national u3a to add clauses for Method of Holding Meetings and Voting. (See separate details).

## **9 Any Other Business:**

Including any items submitted before the deadline of 28<sup>th</sup> November 2021

## **PROPOSED CONSTITUTIONAL AMENDMENTS 2021**

Amend clause 14.v. Change “clause 17” to be “clause 19”.

Delete clause 16.vii. This is now part of new clause 17 with slight word change.

Clause 16.vii was “If there is a tied vote the Chairman of the meeting has a single casting vote.”

Renumber previous clauses 16 - 18 as 18 - 20

### **Proposed New Clauses 16 & 17**

**Method of Holding Meetings.** The trustees may decide to hold meetings of the Executive Committee or General Meetings, including Annual and Special meetings, in person, by suitable electronic means, or a hybrid of in person and electronic means in which each participant may communicate with all the other participants. The chosen method shall be set out in the notice of the meeting sent to members, together with details of how a member may participate in such a meeting. If the meeting is to be held by electronic means only, the notice shall explain what the exceptional circumstances are which require the meeting to be held by electronic means only and why it is impossible to hold an effective meeting by other means. Those present by whatever agreed means will count towards the quorum for the relevant meeting. Proceedings at a meeting will not be invalidated due to technical issues which prohibit members from joining such a meeting, so long as a sufficient number of members are able to join the meeting successfully to form a quorum.

**Voting.** In accordance with clause 5.ii. each member shall have one vote but, if there is an equality of votes, the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have. The trustees will decide on the method of voting appropriate for the meeting to ensure that all valid members may cast a vote. This may include voting in person; appointment of a proxy to attend a meeting; electronic balloting where a meeting is to be held by electronic means; or pre-meeting votes by agreed electronic and postal method by a given date. The chosen method or methods shall be set out in the notice of the meeting sent to members, together with details of how a member may participate in such voting. Proxies may only be validly appointed by notice in writing (a Proxy Notice) delivered to the charity as requested, which states the name and address of the member appointing the proxy, identifies the person appointed to be that member's proxy, the meeting in relation to which that person is appointed, is signed by the member appointing the proxy or authenticated in such manner as the trustees may determine.

Add new 18.vii, viii & ix.

A member who does not register an address with the charity or who registers only a postal address that is not within the United Kingdom, the Isle of Man or the Channel Islands shall not be entitled to receive any notice from the charity.

A member present at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.





