



30th Annual General Meeting

(13th December 2021 Companion booklet)

Information regarding A.G.M

Information for members who do not have access to a
computer.

Instructions for early voting

Nomination forms

Voting Forms

AGM 2021 – MONDAY 13 DECEMBER 2021 at 10:30am

1. This year’s AGM will be held in-person at the Baptist Church, Station Road, Tewkesbury. The AGM will start at 10:30am and will be followed by a talk (Kirsty Bingham of the John Moore Museum on the topic of “A Tudor Christmas”). Attendance of a quorum of one-tenth of the membership will be required (at least 63 members as at end of September) or the AGM, but not the following talk, will have to be adjourned for another time.
2. The AGM Booklet is enclosed. The AGM Agenda and standard motions to be voted upon are contained in the Booklet. There is also a proposed change to our Constitution.
3. As last year, **enclosed are some forms for completion and return if appropriate**. These include additional nominations for Committee members, additional motions, a voting form to allow those members not attending the AGM to register their choice, plus guidance for completion and return of the forms. The voting form should not be completed if you are planning to be at the AGM.
4. Any additional motions or nominations for the Committee will be added to the Agenda on the day and voted upon at the AGM.
5. Please note 28 November is the final date for receipt of all forms and further motions for the AGM, ie at least 15 days before the AGM. The chairperson will **not** accept motions on the day of the AGM.
6. If you have any questions about the procedures, please contact the Minutes Secretary as detailed below.
7. Finally, thank you all for your cooperation and for remaining members of our u3a during the past year. The Committee hope 2022 will be a lot better for everyone.

Duncan Fraser (Minutes Secretary) minsec@tewkesburyu3a.org.uk

01684 325013 - This is our official telephone number and may connect to an answerphone service.

AGM - COMPLETION & RETURN DETAILS FOR FORMS

The relevant Form should be completed and returned to the Minutes Secretary,

Duncan Fraser, by no later than 28 November 2021, either by post to: 7 Park Close, Northway, Tewkesbury,

Glos, GL20 8RB or

by e-mail to: minsec@tewkesburyu3a.org.uk

BY POST

Cut out the relevant form.

Against each of the listed items either write the details requested or make your selection by placing an “X” in the box of your choice.

Ensure you fill in your name and membership number plus any other details requested.

TEWKESBURY & DISTRICT u3a
COMMITTEE NOMINATION FORM

There are nominations to stand for most of our committee posts at the AGM December 2021 for a further year. Details are in the AGM booklet. There are still vacancies for the posts of :-

- VICE CHAIR
- PUBLICITY OFFICER
- SPEAKER SECRETARY

If you would like to nominate an alternative u3a member for any of the committee posts, please complete the details below.

I would like to nominate the following to be a member(s) of the Committee. I have their permission to do so:

| POSITION | NAME |
|--|------|
| Chair | |
| Membership Secretary | |
| Minutes Secretary | |
| Treasurer | |
| Vice Chair | |
| Publicity Officer | |
| Speaker Secretary | |
| Non-Officer | |
| Non-Officer | |
| Proposed by:- Membership No:- Email address:- Date:- Seconded by:- Membership No:- Email address:- Date:- | |

MOTION/RECOMMENDATION FORM

If you wish to propose a motion or recommendation to be considered at the AGM on Monday 13th December 2021 please complete the appropriate space below.

Motion/Recommendation

Forms must be posted or e-mailed to reach the Minutes Secretary by 28 November 2021. Motions/recommendations must be proposed and seconded by current members of Tewkesbury & District u3a.

Proposed by:-

Membership No.

E-Mail Address:-

Date

Seconded by

Membership No.

E-Mail Address:-

Date

VOTING FORM

Only to be completed by those members NOT present at the AGM on 13th December 2021 (Please vote in the boxes below)

1. I being a member of Tewkesbury & District u3a, approve the following.
2. Minutes of Tewkesbury & District AGM 2020 accepted as a true record.

| | | |
|--------|-----------|---------|
| | | |
| AGREED | DISAGREED | ABSTAIN |

3. Chair Report

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|--------|-----------|---------|
| | | |
| AGREED | DISAGREED | ABSTAIN |

4. Membership Secretary Report

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|--------|-----------|---------|
| | | |
| AGREED | DISAGREED | ABSTAIN |

5. **Treasurer’s Annual Report**

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|--------|-----------|---------|
| | | |
| AGREED | DISAGREED | ABSTAIN |

6. **Nomination of Haines-Watts as Independent Examiner/Auditor**

| | | |
|--------|-----------|---------|
| | | |
| AGREED | DISAGREED | ABSTAIN |

7. **Election of Committee Officers**

| Committee Post | Name |
|------------------------|------------------|
| Chair | Ian Barber |
| Treasurer | Sophie Franklin |
| Membership Secretary | Richard Hart |
| Minutes Secretary | Duncan Fraser |
| Groups Liaison Officer | Duncan Fraser |
| TUTA News Editor | Neil Leyden |
| Equipment Officer | Justin Gowthorpe |
| New Members Officer | Sylvia Murdoch |
| Meetings Organiser | George Webb |
| Publicity Officer | Vacant |
| Speaker Secretary | Vacant |
| Vice Chair | Vacant |

| | | |
|--------|-----------|---------|
| | | |
| AGREED | DISAGREED | ABSTAIN |

8. Proposed Constitution Amendment

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|--------|-----------|---------|
| | | |
| AGREED | DISAGREED | ABSTAIN |

Member's Detail (Please complete in capitals)

Name

Membership Number

Date

