

Tewkesbury and District U3A

28th Annual General Meeting
10.30 am Monday 9th December 2019
Baptist Church Hall, Tewkesbury

Mulled wine, mince pies, tea and coffee from 10 am

Agenda

1. Apologies
2. Minutes of 2018 AGM, 10th
December 2018
3. Chairman's Annual Report
4. Membership Secretary's Report
5. Treasurer's Report
6. Nomination of Auditor
7. Election of Officers and Members
of the Committee
8. Any other business

***NB The Chairman will only accept questions for the
AGM in writing if submitted fifteen days in advance,
namely 24th November 2019.***

1. Minutes of the AGM of 10th December 2018

- 1.1. **Apologies:** Peter Jones; Hugh Bennett; Joan Ancell; Kathy Barber; Marion Ralls. Total members present: 118 (quorate).
- 1.2. **Minutes of December 2017 AGM:** had been circulated prior to the meeting and were approved (Proposer: Josh Gilder; Seconder: Barry Minett-Smith). Matters Arising: none
- 1.3. **Chairman's Annual Report:** had been circulated prior to the meeting. Acceptance was proposed by Ian Barber, seconded by Ken Flude. There were no matters arising.
- 1.4. **Membership Secretary's Report:** this had been circulated prior to the meeting. Acceptance of the report was proposed by Andrea Walton, seconded by Chris Willerton.
- 1.5. **Treasurer's Report:** had been circulated prior to the meeting. Acceptance was proposed by Mike Barrett, seconded by Tony Barrett.
- 1.6. **Nomination of Auditor:** that Haines-Watts (formerly CB Accountants) be appointed auditor for the coming year was proposed by Ken Flude, seconded by Sylvia Murdoch.
- 1.7. **Election of Officers and members of the Committee:** the proposed new Committee nominations had been previously circulated as follows:

NOMINEE & ROLE	PROPOSER	SECONDER
Fran Valentine – Chair	Pauline Dickinson	Margaret Carter
Maximum Term of Office – December 2020		
Vacancy – Deputy Chair		
Maximum Term of Office		
Terry Clynes – Treasurer	Margaret Morris	Barry Minett-Smith
Maximum Term of Office – December 2020		
Calvyn Price – Membership Secretary	Steve Fisher	Nicholas George
Maximum Term of Office – December 2020		
Steve Carter – Minutes Secretary	George Day	Andrea Walton
Maximum Term of Office – December 2019		
Shirley Channing – Webmaster	Sylvia Murdoch	Andrea Walton
Maximum Term of Office – December 2021		
Mary Mulrenan – TUTA News Editor	Sylvia Murdoch	Barry Minett-Smith
Maximum Term of Office – December 2021		
Barry Minett-Smith – Purchasing & Equipment Officer	Terry Clynes	Mary Mulrenan
Maximum Term of Office – December 2020		
Vacancy - Business Secretary		
Maximum Term of Office –		
Margaret Carter – Group Liaison	Anne Trott	Andrea Walton
Maximum Term of Office – December 2020		

Pauline Dickinson – Group Liaison	Carol Johnson	Eileen Hicks
Maximum Term of Office - December 2020		
Sylvia Murdoch – New Members’ Officer	Shirley Channing	Mary Mulrenan
Maximum Term of Office – December 2022		
Andrea Walton – Speaker Secretary	Anne Trott	Shirley Channing
Maximum Term of Office – December 2019		
Vacancy – Publicity Officer		
Maximum Term of Office -		
Vacancy – Events Officer		
Maximum Term of Office -		
Hugh Bennett - Role to be determined	Terry Clynes	Andrea Walton
Maximum Term of Office – December 2023		
Lesley Offer – Role to be determined	Steve Carter	Shirley Channing
Maximum Term of Office -		

The Minutes Secretary thanked Anne Trott for her services to the Committee and membership as Business Secretary. Anne’s resignation had been received before the AGM, but after publication of the booklet. Members’ attention was once again drawn to the maximum terms of office of the current Committee and that replacements would be needed from 2019 and on into 2020 and 2021. Specific attention was drawn to the current vacancy for Events Officer, although someone to help with Group Liaison would free one of those officers to focus more on Events. Two new Committee members, (Hugh Bennett and Lesley Offer) for whom completed Nomination Forms had been submitted to the Minutes Secretary after the publication of the AGM booklet, were duly elected to the Committee with immediate effect. Ian Barber will also join the Committee with immediate effect as a co-opted member for the coming year, with a view to election at the 2019 AGM. Some other expressions of interest were also received after the meeting closed. Having been individually proposed and seconded, the whole committee was voted into office en bloc, proposed by Eileen Gilder, seconded by Carol Minter and accepted by unanimous round of applause.

The committee for 2019 was presented to members at the front of the hall.

1.8. Proposal for minor alteration in the wording of the Constitution: this was to change of wording of Charitable Objects Clause, as per advice from U3A National Office and as printed in the booklet circulated before the meeting:-

From:-

The charitable purposes of the U3A are: i. to advance education and in particular the education of people not in full time gainful employment who are in their Third Age (being

the period of time after the first age of childhood dependence and the second age of full time employment and/or parental responsibility) residing in Tewkesbury and its surrounding locality. ii. the provision of facilities for leisure time and recreational activities with the object of improving the conditions of life for the above persons in the interests of their social welfare. In this constitution 'people in their Third Age' has the meaning set out above.

To :-

The charitable purposes of the U3A are: The advancement of education and, in particular, the education of older people and those who are retired from full time work by all means, including associated activities conducive to learning and personal development

Acceptance of this change was proposed by Calvyn Price and seconded by Shirley Channing.

1.9. Any Other Business: the Minutes Secretary reporting that no questions had been received by the deadline of 25th November 2018.

The meeting ended at 10.43 am. 118 members attended.

2. Chairman's Annual Report 2019:

My thanks to everyone who supports our U3A. Groups like ours thrive on the commitment and goodwill of the members. Your committee has been strengthened by the arrival of four new members: Ian Barber, Stuart Bengé (Business Secretary), Hugh Bennett (Equipment Support), Lesley Offer (Publicity Officer). The committee has also moved the meeting venue. We are now hiring a room above the Abbey Tea Rooms. Hopefully, it will be warm, in the winter months. Committee meetings were quite difficult, writing with gloves on and a rug over your legs is not ideal!

Sadly, we will be losing some very hardworking and valued committee members, who have served their full term, or just decided that it was time to step down. Stephen Carter has been a foundation of the current committee, accurately taking our minutes, despite three people talking at once, on occasions. He has certainly given me valuable support and advice, for which I am very grateful. Andrea Walton, like Stephen has been a stalwart member of the committee, giving support and advice, as well as editing our superb TUTA News. In recent months, she has been busy booking speakers for the monthly meetings. Margaret Carter and Pauline Dickinson are stepping down from the committee. They have organized and co-ordinated Group Leader meetings and the dissemination of information. They have also organized trips and Quiz Nights, a lot of work for which we all should be very grateful.

In the course of the year, our small sub-committee looking at Accessibility and Disabilities organized a talk on Dementia, in May, by Rachel Peake. They have also completed a survey of groups. As a result, Group Leaders have received some general points to try to ensure accessibility to all appropriate activities and venues. They have also been supplied with a copy of 'U3A Plus - a U3A Guide to Accessibility and Inclusion'. The U3A also had a stand at a 'Carers' event held at the Devereux Centre. Thanks to all who stepped in to cover the stand. It was interesting to realize that the staff who spoke to us had very little knowledge of the activities of the U3A. This corresponded to a speaker at the recent conference stating that the U3A is a very well-kept secret society. Margaret and Pauline organized a Quiz Night in March, a trip to the Everyman in Cheltenham and a visit to Wisley RHS in June.

New members have had the opportunity to meet other new members over tea and cake thanks to Sylvia Murdoch. These meetings are attended by a number of Group Leaders and committee members. All are trying to ensure that all new members feel welcome and informed.

The committee decided that our monthly meetings will be free on production of your membership card. This includes a drink and a biscuit! We have had some issues with the sound system at the meetings. However, the system has been updated, so we are hoping that all will be able to hear clearly. For those unable to get to the meetings and hear the wonderfully informative talks, a brief synopsis will appear in TUTA News.

A number of policies (which can be found on the website) have been updated in line with the National Office requirements. Two committee members attended the National Conference, in Nottingham. The U3A Trustees have decided to rebrand the name **U3A**, dropping the words. It was likened to BMW, BR, BBC. The new 'strap' line is '**Learn, live, laugh**'. All U3A groups have been asked to celebrate a 'U3A Day', each year, to encourage 3rd Agers to join the U3A.

It looks as though 2019-20 will be an exciting time for the whole U3A and I sincerely hope that Tewkesbury U3A will continue to learn, live and laugh.

Fran Valentine

3. Membership Secretary's Annual Report 2018:

At time of writing (End Sept 2019), we have 626 members, compared with 651 around this time last year. So, unfortunately, we have not grown yet again this year. As always the committee welcomes suggestions for new groups, the enhancement of existing groups and for events, trips, talks. Any suggestions welcome to ensure we attract and retain members.

As previously, it is good to see that the online system is being used and successfully. It may not be the flashiest of systems, but it does what is required at low cost and has been reliable. As I have mentioned previously, standing orders are the non-preferred option. Since I am not informed when payments arrive, this places the onus on the member to keep track of payments and cope with any changes. Unless I hear differently, I shall remove standing order as one of the option payment methods - bank transfer facility will of course remain.

Next year will be my last year as membership secretary as I will have served my five-year sentence, sorry tenure, with no reduction for good behaviour.

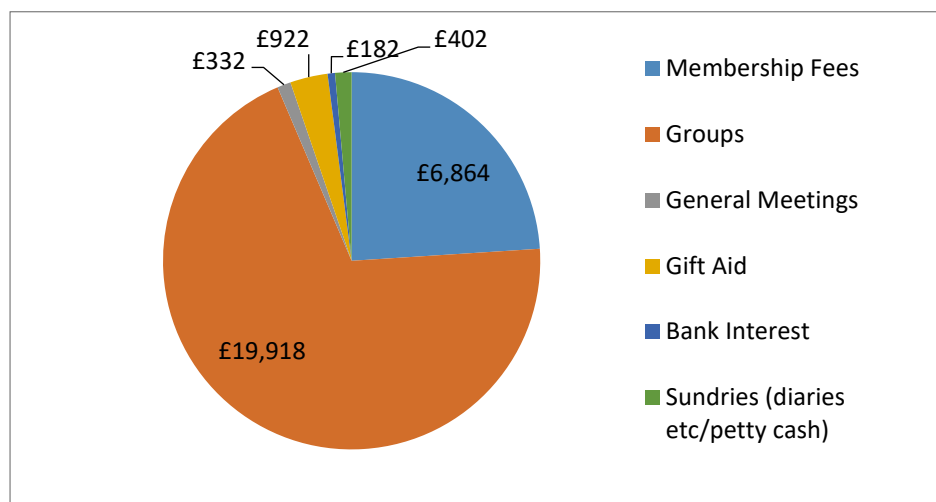
C. Price

5. Treasurer's Annual Report 2019:

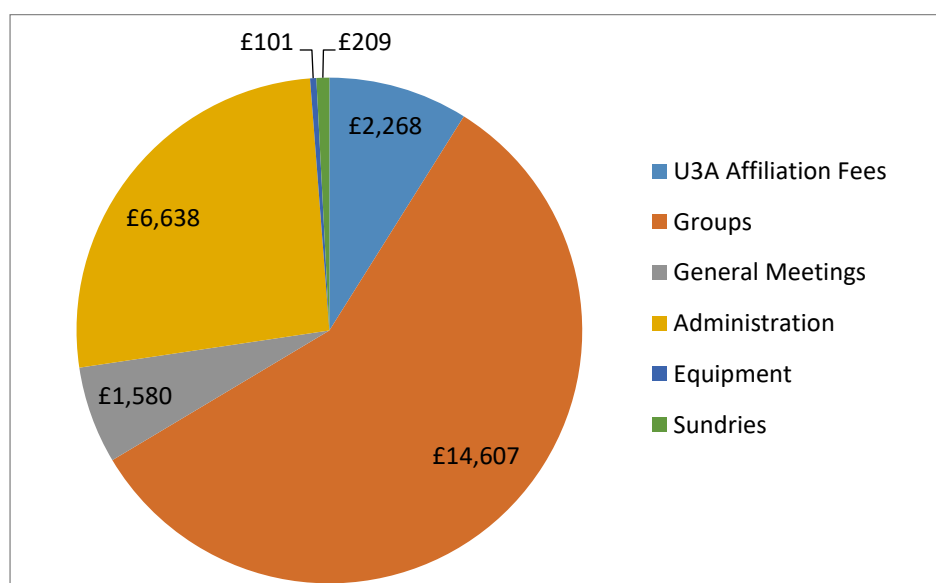
TU3A Treasurer's Report for the Financial Year Ended 31 August 2019

I am again pleased to report that the financial position of your U3A remains strong with sufficient reserves for future commitments. On a Receipts and Income basis, the total income for the year, excluding the Events (outings etc.) was £ 28,620 (£27,323 in 2018). Total Expenditure, excluding Events, was £25,404 (£24,803 in 2018).

Total Income £28,620 excluding Events (£4,542)



Total Expenditure £25,404 (excluding Events £4,885)



Our income is derived mostly from the Membership fees (£6,864) and is used to cover Administration costs (£6,638) which include publication and postage of TUTA News (£3,148), U3A Capitation or Affiliation fees (now called Third Age Trust Membership fees) at £2,268 and the cost of General Meetings and Group Leaders' Meetings, together with attendances on courses etc. and governance costs.

Income produced by Groups at £19,917 was up approx. £1300 on the previous year, whereas Group expenditure at £14,607 was up by less than £500, mainly due to very light use of our budget for equipment replacement. Attendances at Group and General Meetings totalled over 12,800, up by 300 on the previous year, which demonstrates that members continue to make regular use of their U3A.

We hold a reserve of £13,947 on deposit as a contingency and liquid cash assets total £30,589. This is again somewhat more than we expect, or need to retain, with a benchmark guideline of 50% of annual turnover. However, the committee keeps financial matters under constant review and discussions are currently taking place as to how to address this issue. Removal of the fee to attend General Meetings with free refreshments for members was put in place a few months ago. In addition, funds have been earmarked for possible future expenditure on a new sound system and projector.

In an attempt to combat falling membership numbers we have increased expenditure on advertising. Expenditure on Events exceeded income this year as 2 events were subsidized: the post-Christmas lunch and the trip to the Everyman. Subscription fees will be reviewed in the coming months, but there will not be any increase in the near future. Group Leaders are reminded that they are entitled to reclaim out-of-pocket expenses and that, additionally, the committee now has a Computer Loans Policy (available on the Group Leaders' password protected webpage), so, if personally-owned computers are used extensively for U3A work, then the committee will be pleased to consider applications.

At the time of preparing this report, the books are with our Accountants, who will carry out an independent check and then produce the Accounts on an Accruals basis for submission to the Charities Commissioners after approval at our AGM. These figures will take account of income and expenditure received/paid after the financial year-end, but which relate to the year being reported, for better comparison with previous years. This will involve minor adjustments to the Groups, Interest and Events figures. Numbers quoted are draft; the full, independently-checked accounts will be available to view on our web site by the end of November 2019.

Terence Clynes A.C.I.B. September 2019

6. Nomination of Auditor:

Consideration of the proposal that Haines-Watts (formerly CB Accountants) be appointed auditor for the coming year.

7. Election of Officers and Members of the Committee 2020

NOMINEE & ROLE	PROPOSER	SECONDER
Fran Valentine – Chair	Sylvia Murdoch	Mary Mulrenan
Maximum Term of Office – December 2020		
Vacancy – Deputy Chair		
Maximum Term of Office		
Terry Clynes – Treasurer	Margaret Morris	Bob Walton
Maximum Term of Office – December 2020		
Calvyn Price – Membership Secretary	Stephen Fisher	Lesley Offer
Maximum Term of Office – December 2020		
Duncan Fraser – Minutes Secretary	Jan Natrass	Shirley Channing
Maximum Term of Office – December 2024		
Shirley Channing – Webmaster	Duncan Fraser	Jan Natrass
Maximum Term of Office – December 2021		
Mary Mulrenan – TUTA News Editor	Andrea Walton	Hugh Bennett
Maximum Term of Office – December 2021		
Hugh Bennett – Purchasing & Equipment Officer	Sylvia Murdoch	Barry Minett-Smith
Maximum Term of Office – December 2023		
Stuart Benge – Business Secretary	Sylvia Murdoch	Iain Murdoch
Maximum Term of Office – December 2023		
Vacancy – Group Liaison Officer		
Maximum Term of Office – December 2024		
Barry Minett-Smith - Without portfolio	Lesley Offer	Shirley Channing
Maximum Term of Office - December 2020		
Sylvia Murdoch – New Members’ Officer	Barry Minett-Smith	Lesley Offer
Maximum Term of Office – December 2022		
Gillian Griffiths – Speaker Secretary	Andrea Walton	Junie Arnold
Maximum Term of Office – 2024		
Lesley Offer – Publicity Officer	Mary Tanner	Barry Minett-Smith
Maximum Term of Office - 2023		
Vacancy – Events Officer		
Maximum Term of Office -		
Ian Barber – Without Portfolio	Stephen Carter	Margaret Mitchell
Maximum Term of Office - 2024		

Members' attention is drawn to the 'Maximum Term of Office' dates and the need to find new incumbents from December 2020. Of crucial importance will be the roles of Chair, Membership Secretary and Treasurer. Would members also please note the roles currently listed as vacancies.

8. Any other business:

including any items submitted before the deadline of 24th November 2019