

Tewkesbury and District U3A
25th Annual General Meeting
To be held at 10:30 am on Monday, 12th December 2016
at the Baptist Church Hall, Tewkesbury

Agenda

1. Apologies
2. Minutes of 2015 AGM
3. President's Address
4. Chairperson's Annual Report
5. Treasurer's Report. Membership Report
6. Nomination of Auditor
- 7 Report of the Trustee
and Members of the Committee
9. Any Other Business

**N.B. The chairman will only accept questions for the AGM in writing
15 days in advance, up to 30th November.**

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1. Apologies

2. Minutes of 2015 AGM MONDAY 14th December 2015

10.30 am: had been circulated prior to the meeting and were formally approved by the meeting (Proposer: Eileen Gilder; Seconder: Ken Dove).
Matters Arising: none

Chairman's Annual Report: had been circulated prior to the meeting. Adoption was proposed by Andrea Walton, seconded by Steve Dawe and approved. There were no matters arising.

Treasurer's Report: had been circulated prior to the meeting. Adoption was proposed by Pam Pearce, seconded by John Griffin and approved. There were no matters arising.

Membership Report: had been circulated prior to the meeting. (*The number of members as at 2th December 2015 stood at 662, rather than the 530 which appeared in the report from 4th October due on-going enrolments/ renewals *Secretary's note). Adoption was proposed by Pam Pearce, seconded by Chris Willerton and approved.

Nomination of Auditor: the proposal that CB Accountants be appointed auditor for the coming year was proposed by Brenda Perkins, seconded by John Hinton and approved.

Election of Officers and members of the Committee: the proposed new Committee is –

President - Anne Scott (P: Steve Carter; S: John Hinton)

Chairman – Fran Valentine (P: Janet Thomson; S: Ken Dove)

Deputy Chairman - Barry Minett-Smith (P: Ken Flude; S:Richard Hart)

Treasurer – Terry Clynes (P: Margaret Morris; S: John Hinton)

Minutes Secretary - Steve Carter (P: George Day; S: Ken Dove)

Membership Secretary - John Hinton (P: Kenneth Webb; S: Bob Walton)

Business Secretary - Anne Trott (P: Michael Trott; S: Andrea Walton)

Newsletter Editor - Andrea Walton (P: Ken Flude; S: Kathleen Alden)

Purchasing & Equipt. Officer Calvyn Price (P: Fran Hannigan;S: Janet Thomson)

Webmaster - John Hinton (absorbed in Membership Sec.Role)

Meeting Organiser - Bill Bush (P: Steve Carter; S: Margaret Carter)

Group Liaison Officers 1 - Margaret Carter (P: Pauline Clamp; S: Brenda Taylor)

2 - Pauline Dickinson (P: Carol Minter; S:Eileen Gilder)

The whole committee was voted into office en bloc by unanimous show of hands, officers being thanked from the floor for their willingness to stand. Fran Valentine took over the chair from Anne Scott.

Proposal to move membership renewal date: this had been circulated before the meeting as part of the AGM booklet. It was being proposed by John Hinton in his role as Membership Secretary and seconded by Kenneth Webb. The reason for proposal was that a significant number of members took holidays in September annually, which restricted the efficiency of the month for renewals. The proposal was to move the annual renewal date to November from 2016, members thus also benefiting from two months free membership. Eileen Gilder raised from the floor the question as to whether this would also mean a change in the April date for payment of the annual U3A levy, to which the answer was no and that the date for the levy, set by U3A nationally, would remain the same. The proposal was adopted by unanimous show of hands.

A letter had been received from member Kathleen Axten and was read out. It raised the issue as to why and when the age of discounted membership fee had been raised from eighty to eighty-two years. Advice from members, including former committee members, had concluded that this change preceded 2013 and had been made to account for the rising average age of TUTA membership. A reply would be made to Kathleen.

The chair raised the issue that 2016 will be TUTA's Silver Jubilee year and that ideas would be welcome from members as to how we might celebrate the land-mark. A sub-committee would be set up to progress this matter.

The meeting ended at 10.55 am.

End of 2015 December AGM Minutes

3. President's Address

2016 has been a good year for our U3A, with the new committee working well under Fran's directions

Being President I liken to being a grandmother, you have the back story but are not responsible for every day direction. I am really enjoying it, along with my 'outings'.

25 years ago Brenda Perkins founded this U3A and set up the original committee. She has watched it grow and other branches formed from its members– the ethos of the U3A movement is alive and well.

As the President, I say thank you to the members for their ongoing support and here's to the next 25 years.

Anne Scott

4. Chairperson's Report October 2016

I would like to start this report by thanking all the people who contribute to the running of our U3A. There are so many people, who quietly work for the learning and benefit of others, group leaders, contributors to the magazine, those who help with tea and coffee at the monthly meeting and of course, the committee members who put in lots of work on our behalf.

Your Committee

2015-16 has not been quite the traumatic year that we experienced in the previous twelve months. Anne Scott agreed to stay on the committee, as our President. She continues to book some excellent monthly speakers and provide some really wonderful experiences, through the trips she organises. Anne also organised a great post-Christmas lunch at The Old Spot

Anne Trott decided that the role of vice-chair was not for her, but agreed to stay on the committee. Jan Dimond stepped down as Business secretary,

a role she had carried out really well for some time. Anne took on this role, for which the committee was very grateful.

Barry Minnet-Smith joined the committee and took on the vice-chair role.

However, as there are only just enough members on the committee, when someone leaves, we have big spaces to fill. This was the case in September, when John Hinton, our Membership secretary, Webmaster and person responsible for the phone rota, informed us he was moving to Nottingham. He and his wife are moving to support family, who are expecting twins imminently. John has worked hard for the Tewkesbury U3A and he is greatly missed.

The committee is currently plugging three gaps in our provision. Thankfully other committee members have stepped in, to ensure that we can renew membership and that we can keep our systems running. The committee have tried to encourage new volunteers; all members are invited to our meetings. Thus far only one member has attended a meeting. An increase in committee membership means less work for all involved.

Please think about your skills and what you can offer to the U3A in Tewkesbury.

In August 2016 we had 685 members; this was an increase of 130 new members from October 2015 (561). We are having 2/3 new members each month, which is really positive.

Membership

Last year, 2015, 30% of our membership renewed on-line, we are hoping more members will 'try' this method in 2016. However, we are catering for all members, so paper forms with cash or cheques are always acceptable. We will not be issuing membership numbers, but following the outcry, last year, we are providing laminated membership cards for those who want them. If you renew on-line, you may just want to print a paper membership card, a number of people are happy with this method, or collect your card at a general meeting.

Issues

The committee have tried to follow up any complaints, (there have been a few) and issues raised by members and groups. Policies are now on the website. We had a working party that put together a 'Computer/ Laptop/ Tablet Loan and Use Rules'. U3A have contributed to new curtains at Barton Court, and involved in on-going issues with other venues.

Groups

Our two committee members, with responsibility for co-ordinating Group Leadership, have organised regular meetings for Group Leaders. The dates and venues have been varied to try to provide an opportunity for all to attend. Attendance has been good and minutes are taken and circulated to all Group Leaders, in an attempt to ensure good communication and cohesion within the Tewkesbury U3A.

The Local History group ceased to function, following the death of Anne Parker, who was the group leader.

The Sunday Kurling group has ceased, leaving just one group in operation.

19th Century History is now 20th Century History. A new Bridge for Beginners has been established and a Greek Ancient History Group is now running.

A number of groups have taken advantage of an additional £100 to celebrate our Silver Jubilee. This money was designed to encourage a trip or speaker that a group may not have otherwise afforded.

If there is a subject that you are really interested in, have skills in, or would just like to learn more, the committee can provide support and funding to help with a set-up. The aim of U3A is to learn together, so U3A Trust provides resources and experts, where necessary.

To parody a famous quote:

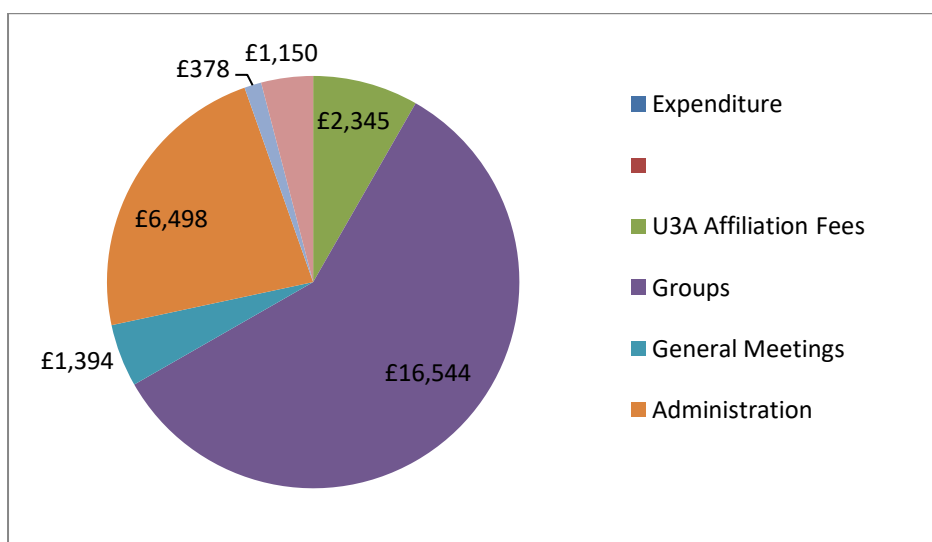
***‘Ask not what your U3A can do for you, ask what you can do for your U3A?’
in 2017.***

5. Treasurer’s Report

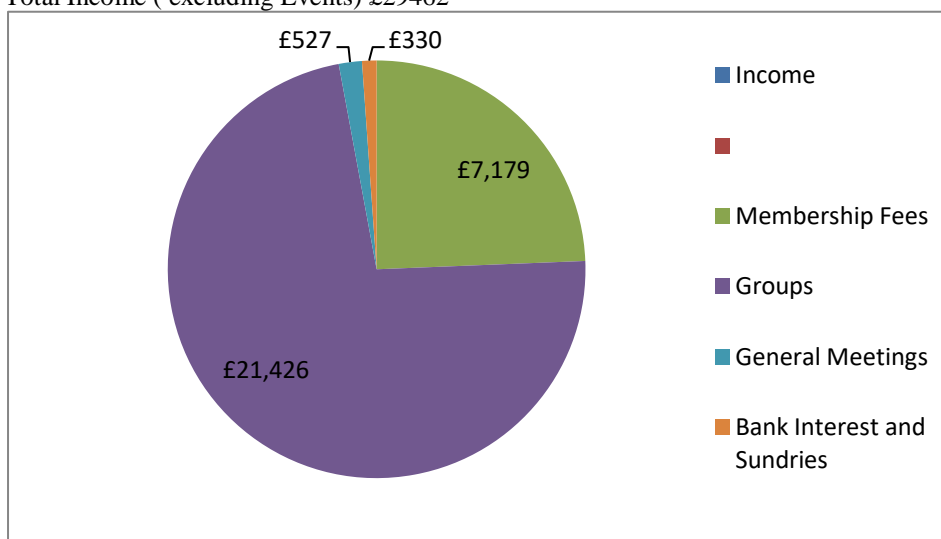
TU3A Treasurer’s Report for the Financial Year Ended 31 August 2016

The financial position of your U3A remains strong with adequate reserves for future commitments. The total income for the year, excluding the Events (outings) was £29,462 (£29,496 in 2015). Total Expenditure, excluding Events but including the net cost of the Puckrup Jubilee Party, was £28,309 (£27,007 in 2015).

Total Expenditure (excluding Events) £28,309



Total Income (excluding Events) £29,462



Our income is derived mostly from the Membership fees (£7,179) and is used to cover Administration costs (£6,498) which include publication and postage of TUTA News (£3,430 - 53%), U3A Capitation Fees (Affiliation fees) at £2,345 and the cost of General Meetings and Group Leaders Meetings, together with attendances on courses etc and governance costs.

Income produced by Groups was up by over £800 this year whereas Group expenditure was down £763.

I am pleased to report that during the year there were in excess of 12,100 attendances at Group and General Meetings, which demonstrates the strength of support for our Charity. The budget for replacement of equipment was not fully utilized and the funds earmarked for the celebration of our Jubilee year have not yet been fully used. The scheme to provide Groups with additional funding of £100 for extra activities in this special year will terminate on 31 March 2017. Whilst take-up has not been as full as anticipated, a number of Groups have already made good use of these funds and others plan to do so in the coming months.

We hold a reserve of £13,787 on deposit as a contingency.

After adjustments for accruals and payments in advance, there was a surplus for the year of £713 which includes a modest surplus on fully-booked Event outings, but because of the shift in the Membership year from 31 August to 31 October this means that printing and postage costs relating to Membership renewal reminders and Membership cards have yet to be incurred.

It has been pleasing to note a good response to use of the new online membership renewal system, which minimises costs in this respect. To date, 197 membership renewals have been made using the online credit or debit card system through Paypal plus many others using Bank Fast Transfer payments through the web site facility. The current Membership number is 690, prior to the 31 October renewal date (for those members not on rolling Membership renewal).

For technical reasons involving the changeover of details by HMRC, our Gift Aid claim (approx . £900) for this year has not yet been paid but we anticipate receiving 2 claims in the current year.

Numbers quoted are draft; the full, independently-checked accounts will be available on our web site by the end of November 2016.

Terence Clynes A.C.I.B.

11 October 2016

6. Nomination of Auditors: CB Accounting.

7. Tewkesbury and District U3A

Report of the Trustees for the Year Ended 31 August 2016

The Trustees present their report with the financial statements of the charity for the year ended 31 August 2016. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

The Trustees have had due regard to the guidance published by the Charities Commission on public benefit.

REFERENCE AND ADMINISTRATIVE DETAILS Registered Charity

Name and Number

Tewkesbury and District University of the Third Age
(Tewkesbury and District U3A) 1029447

Principle Office Address 4 RopeWalk, Tewkesbury.

Gloucestershire GL20 5DS

Trustees

Mrs Frances Valentine (appointed June 2015)

MrsMelanie Kisby (Resigned 30 November 2015)

John Hinton (appointed June 2015 - Resigned 31 August 2016)

Mrs Anne Scott (resigned March 2015 - re-appointed 7 December 2015)

Terence Clynes

Anne Trott

Stephen Carter

Pauline Dickinson

Margaret Carter

William Bush

Calvyn Price

AndreaWalton

BarryMinnett-Smith

All appointed 7 December 2015

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is unincorporated by standard registration and registered as a charity on 30 November 1993. The Charity was registered under a constitution adopted on 9 February 1993 and amended on 14 October 2002.

Recruitment and Appointment of new trustees

The Trustees assume their duties on election to the Committee and are voted by the members at the Annual General Meeting each year. They are appointed by majority vote on the basis that at least 10% of the members are present.

OBJECTIVES AND ACTIVITIES

The organisation provides educational and recreational services for those who are no longer in full time employment. This is done mainly through small self-help groups.

Objectives are:

To advance the education of the public and in particular the education of older people no longer in full time gainful employment in Tewkesbury and its surrounding locality.

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 interest of their social welfare.

Public Benefit:

The Trustees have due regard to the guidance on the public benefit published by the Charity Commission and believe the objectives meet this guidance and that the activities support the objectives.

ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

The Charity delivers what we aim to do i.e. bring education and social contact and activities to those who are no longer in work through 35-40 regular interest groups.

We are run by members, for members and with members.

Current membership is 680, and it has been recognised by health professionals that those of the 60 + demographic group who are gainfully occupied live longer and remain fitter.

FINANCIAL REVIEW

The Trustees continue with the view that the total reserves should strive to be close to 6 months operating costs plus any likely major equipment replacements.

An additional margin has been retained this year since, in order to spread the workload at a time when holidays are often taken, the renewal of the membership year has been moved from 31 August to 31 October. Additional working capital was therefore retained to cover this period.

As this is our Silver Jubilee Year the Trustees have agreed to set aside a sum of £4000 to enable the members to both enjoy a celebration day and also to make more funds available to our groups which would like to celebrate by undertaking additional extra-mural activities.

The trustees now have formal budgets in place against which they are recording monies spent.

Improvements have been made to the accounting systems with regular checks and balances in place.

An automated membership system to enable members to both join and renew online has been purchased and set up during the year and is now available through our web site.

Overall, the trustees consider the current financial state of affairs to be satisfactory given the current economic climate but are conscious of the need to keep all funding options and all service provision under review.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

The trustees are required to prepare financial statements that give a true and fair view of the state of affairs of the charity and of the income and expenditure during the period. In preparing those financial statements the trustees are required to:

select suitable accounting policies and then apply them consistently;

observe the methods and principles in the Charity SORP;

make judgements and estimates that are reasonable and prudent;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charity Act.

They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On Behalf of the Board of Trustees

at 4 RopeWalk, Tewkesbury. GL20 5DS

Date: October 2016

8. Election of Officers and Members of the Committee:

President Anne Scott

Chair Fran Valentine

Vice Chair Barry Minett Smith

Treasurer Terry Clynes

Membership Secretary Calvyn Price

Minutes Secretary Steve Carter

Business Secretary Anne Trott

Equipment Officer

Editor TUTA News Andrea Walton

Webmaster Shirley Channing

Group Liaison 1 Margaret Carter

Group Liaison 2 Pauline Dickinson

Meetings Organiser Bill Bush

Proposer A Walton Seconder M Mulrenan

Proposer T Barrett Seconder M Mulrenan

Proposer M Morris Seconder S Channing

Proposer Seconder

Proposer J Thomson Seconder S Brown

Proposer A. Walton Seconder F Valentine

Proposer Seconder

Proposer F Valentine Seconder B Meadows

Proposer M Morris Seconder T Clynes

Proposer C Minter Seconder V Silber

Proposer C Minter Seconder V Silber

Proposer Seconder

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9. AOB