

# **Tewkesbury and District U3A**

**26th Annual General Meeting**

To be held at 10:30 am on  
Monday, 11th December at  
the Baptist Church Hall, Tewkesbury

***Please bring this booklet to the AGM***

## Agenda

1. Apologies
2. Minutes of 2016 AGM
3. Chairperson's Annual Report
4. Treasurer's Report.
5. Membership Report
6. Nomination of Auditor
7. Election of Officers and Members of the Committee
8. Any Other Business

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

## **2. Minutes of the AGM of 12th December 2016**

**Apologies:** Anne Trott; Brenda Perkins.

**Minutes of December 2015 AGM:** had been circulated prior to the meeting and were unanimously approved by the meeting (Proposer: Ken Flude; Seconder: Steve Dawe). Matters Arising: none

**President's Report:** none was deemed necessary this year.

**Chairman's Annual Report:** had been circulated prior to the meeting. Adoption was proposed by Andrea Walton, seconded by Barry Minett-Smith and unanimously approved. There were no matters arising. The Chairman thanked Bill Bush for his work on the committee and presented him with a gift in recognition of his period of office.

**Treasurer's Report:** had been circulated prior to the meeting. The Treasurer spoke briefly about some minor aspects of his report and answered questions, including about the regulation change relating to Gift Aid. Adoption was proposed by Bob Mackintosh, seconded by Eileen Gilder and unanimously approved.

**Nomination of Auditor:** that CB Accountants be appointed auditor for the coming year was proposed by Pauline Dickinson, seconded by Calvyn Price and unanimously approved.

**Report of the Trustees:** this had been previously circulated.

Adoption was proposed by Ken Flude, seconded by Roy Box and unanimously approved.

**Election of Officers and members of the Committee:** the proposed new Committee nominations had been previously circulated as follows:

President -	Anne Scott (Honorary)
Chairman –	Fran Valentine (P: Andrea Walton; S: Mary Mulrenan)
Deputy Chairman -	Barry Minett-Smith (P: Tony Barrett; S: Mary Mulrenan)

Treasurer –	Terry Clynes (P: Margaret Morris; S: Shirley Channing)
Minutes Secretary -	Steve Carter (P: Janet Thomson; S: Shona Brown)
Membership Secretaries	1 - Calvyn Price* (P: Fran Valentine; S: Anne Scott)
	2- Mary Mulrenan* (P: Andrea Walton; S: Barry Minett-Smith)
Business Secretary -	Anne Trott (P: Andrea Walton; S: Fran Valentine)
TUTA News Editor -	Andrea Walton (P: Fran Valentine; S: B Meadows)
Purchasing & Equipt. Officer -	Post to be shared by Barry Minett Smith and Ken Flude (ex-officio)
Webmaster -	Shirley Channing (P: Margaret Morris; S: Terry Clynes)
Group Liaison Officers	1 - Margaret Carter (P: Carol Minter; S: Veronica Silber)
	2 - Pauline Dickinson (P: Carol Minter; S: Veronica Silber)

\*The arrangement for the shared role of Membership Secretary had been finalised after publication of the Agenda. Proposers and seconders are as shown above.

Having been individually proposed and seconded, the whole committee was voted into office en bloc by unanimous show of hands. Bill Bush has resigned from the committee, but will continue his valued role as Meetings Organiser.

**Any Other Business:** there was none, the Minutes Secretary reporting that no questions had been received by the deadline of 28<sup>th</sup> November 2016.

The meeting ended at 10.50 am. 97 members attended.

### **3. Chairperson's Annual Report**

Firstly, I would like to give thanks, to all the group and committee officers, who undertake the hard work that ensures all our members can have lots of pleasure in their 'Third Age'.

Sadly a number of people have decided to step down from their roles. The committee has lost Bill Bush, who stepped down earlier this year. Bill was a very active, knowledgeable member of the committee and is missed. Thankfully he is still setting up the hall for our Monday Meetings and doing the safety announcements.

Barry Minett-Smith has decided he will not stand, as deputy chairman, in the coming year. As you know he has ably stepped 'into the breach' on a number of occasions and we should all be very grateful for his help and support. He, along with Ken Flude, are looking after our Purchasing and Equipment. This includes the very important PAT Testing, as Group Leaders are aware.

A number of Group Leaders have passed the role to others, or are now sharing the role. It is not always easy to find people to take on the running of a group and all that entails. I know that all U3A members are grateful for all the work of the Group Leaders.

The committee has managed to attract two new members. Shirley Channing is our Webmaster. You will be aware of the great job she is doing if you are a regular visitor to the website. Mary Mulrenan joined us as the Assistant Editor of TUTA News.

The year has not been without its issues, one of which was the automatic membership renewal letters that were issued. The letters have been reworded and changes made to the system, regarding timing. This is just one of a few issues about communication, raised this year. The committee discusses any issue raised and tries to resolve them to the satisfaction of all involved. It is our aim to be a friendly and inclusive U3A.

To that end, we have a small working party looking at disability access to our venues as well as developmental points, such as sensory, mobility and other age related issues. This resulted from the National Conference 2016 and the detailed reports by two committee members who attended the Conference. On the website we now have the U3A Accessibility for Disabled Members statement, with a Complaints Policy. You may also have noticed that we have a 'New Members' Handbook.

Thanks to Anne Trott, a number of our members received an

excellent First Aid Training. Through Anne Scott's hard work many members have had great meals, their brains taxed at a quiz night, and visits to Portsmouth and Clanfield have brightened our lives.

In the next year I am hoping to find committee members to help with New Members' meetings, a new deputy Chairman (or woman) is needed. The committee also needs a Publicity Officer. We do have a planter outside the Abbey and it has been agreed to advertise in a local magazine, for a year but more could be done to encourage more members of Tewkesbury to join the U3A.

The current committee have all produced brief Job Descriptions. We are really going to try to develop succession planning, within the committee and Groups, to ensure that our U3A continues to be energised and involved with the community.

Fran Valentine

#### **4. Membership Secretary Report 2017**

At time of writing (Sep 2017), we have 655 members, compared with 690 this time last year.

Of the Payments received:-

Standing Orders	6%
PayPal	26%
Bank Transfer	8%
Cheques	63% (represents 170 Cheques)

(Yes, I know that adds up to 99%)

As previously good to see that the online system is being used and successfully.

While we offer a standing order arrangement, can I make an appeal to consider its applicability in this instance? The bank or the membership system does not notify me when a standing order arrives. There is thus a possibility that membership may not be renewed when it should have been. It also does not allow any flexibility and places the onus on the member to contact the bank to stop or amend payments.

Can I also take this opportunity to clarify that we have no sight or record of any card details when payments are made using the on line system. Our system keeps no banking details. We make no requests to the banks for payments except by the paying in of cheques.

Given we now have a rolling enrolment, it is important that members without emails registered on the system make note of their renewal date. The rolling enrolment gives advantages that new members can join at any time and get full years membership however; each member needs to be aware of their renewal date.

Please if you have an email provide one on enrolment, the system will then remind you each renewal date. You will not be inundated.

This has been my first full year as membership secretary; there has been much to learn.

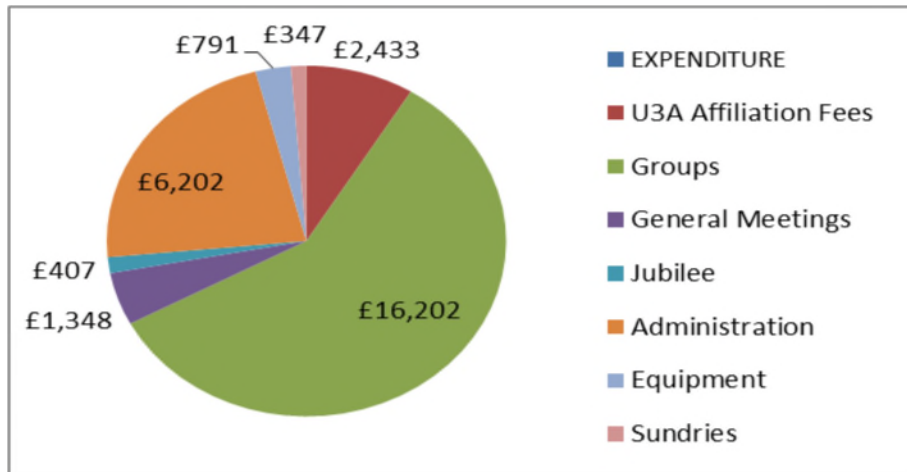
As with all committee roles, this is a maximum tenure of five terms , so as always I am on the lookout for someone to help/shadow me so that succession can be seamless next time.

Calvyn Price

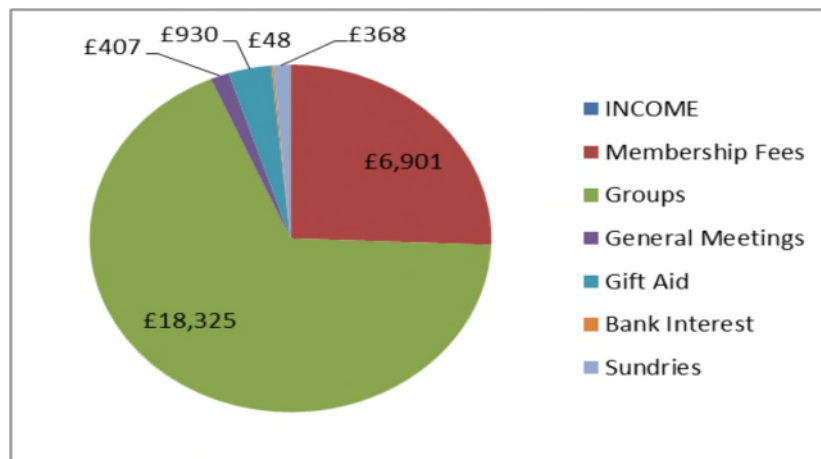
**5. TU3A Treasurer's Report for the Financial Year Ended 31 August 2017**

I am 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) and an adjustment for late Gift Aid last year, was £26978 (£29462 in 2016). Total Expenditure, excluding Events (but including the final expenses of £408 for the Puckrup Jubilee Party), was £27729 (£28309 in 2016).

Total Expenditure (excluding Events) £27729



Total Income (excluding Events) £26,978





Our income is derived mostly from the Membership fees (£6901) and is used to cover Administration costs (£6202) which include publication and postage of TUTA News (£3226 -52%), U3A Capitation Fees (Affiliation fees) at £2433 and the cost of General Meetings and Group Leaders' Meetings, together with attendances on courses etc. and governance costs.

Income produced by Groups was down by just over £3000 on 2016 whereas Group expenditure was slightly down by £200 which was reflected by total attendances at Group and General Meetings being down by 1000 on the previous year. However, the statistics reveal that there were still over 11,000 attendances during the financial year.

The scheme to provide Groups with additional funding of £100 for extra activities during our Jubilee year terminated on 31 March 2017 but I am pleased to report that 18 Groups have taken advantage of this, costing well within the figure for which we budgeted. We hold a reserve of £13,833 on deposit as a contingency and liquid assets total £24,427.

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 slight adjustments to the Groups figures, and take into account the fact that we received two Gift Aid payments, for 2016 and 2017, during this financial period (as reported last year). After these adjustments, I expect the final overall position to reveal a small deficit of £708 being an excess of Expenditure over Income. Due to effective budgetary control by your committee this figure is well below the amount estimated in our budgets at the beginning of the financial period as a result of which I am pleased to report that we see no need for any increase of Membership fees in the near future.

Numbers quoted are draft; the full, independently-checked accounts will be available to view on our web site by the end of November 2017.

Terence Clynes A.C.I.B. September 2017

## **6. Nomination of Auditor:**

The Trustees propose that CB Accountants continue as auditors for the forthcoming year.

## **7. Election of Officers and Members of the Committee**

<b>NOMINEE &amp; ROLE</b>	<b>PROPOSER</b>	<b>SECONDER</b>
<b>Fran Valentine (Chair)</b>	K. Flude	R. Hogan
Maximum Term of Office – <b><i>December 2020</i></b>		
<b>Vacancy (Deputy Chair)</b>		
Maximum Term of Office		
<b>Terry Clynes (Treasurer)</b>	K. Flude	E. Mealand
Maximum Term of Office – <b><i>December 2021</i></b>		
<b>Calvyn Price (Membership Secretary)</b>	M. Fleming	F. Hannigan
Maximum Term of Office – <b><i>December 2020</i></b>		
<b>Steve Carter (Minutes Secretary)</b>	W. Bush	R. Walton
Maximum Term of Office – <b><i>December 2019</i></b>		
<b>Shirley Channing (Webmaster)</b>	S. Murdoch	S. Fisher
Maximum Term of Office – <b><i>December 2021</i></b>		
<b>Andrea Walton (TUTA News Editor)</b>	S. Jackson	J. Thomson
Maximum Term of Office – <b><i>December 2020</i></b>		
<b>Mary Mulrenan (Deputy TN Editor)</b>	R. Walton	A. Walton
Maximum Term of Office – <b><i>December 2021</i></b>		
<b>Barry Minett-Smith (Purchasing &amp; Equipment Officer)</b>	B. Cox	N. George
Maximum Term of Office – <b><i>December 2020</i></b>		

<b>Anne Trott (Business Secretary)</b>	A. Walton	R. Walton
Maximum Term of Office – <b>December 2020</b>		
<b>Margaret Carter (Group Liaison)</b>	M. Morris	K. Flude
Maximum Term of Office – <b>December 2020</b>		
<b>Pauline Dickinson (Group Liaison)</b>	C. Minter	M. Castle
Maximum Term of Office – <b>December 2020</b>		
<b>Sylvia Murdoch (New Members)</b>	F. Valentine	S. Channing
Maximum Term of Office – <b>December 2022</b>		
<b>Anne Scott (President &amp; Events Offr)</b>	Honorary	Honorary
Honorary President by title – on-going – and Events Officer		
<b>Vacancy (Publicity Officer)</b>		

8. Any other business

