

Minutes

Tiptree u3a AGM



Date: 15 October 2020

Time: 2.30 pm – 3.18 pm

Venue: Virtual – Zoom

Present: Jacquie Stevens, Elizabeth Metcalf, Richard Metcalf, Silvan Ledwell, Debbie Ledwell, Gareth Williams, Margaret Williams, Sue Fox, Mike Pattenden, 15 members

Apologies: Audrey Rowe, Jean and Michael Hockley, Ginny Hall

No	Item	
		Meeting was opened by the Chair (Jacquie Stevens). Members were informed that the meeting was to be recorded for minute taking purposes, to be deleted by Saturday 17 October. We required a total of 86 (20%) of our members to vote to achieve a quorum. With our members voting on-line, by post and at the AGM, a quorum was met (with 155 members voting (36%) being achieved).
1	To approve Minutes of the AGM Meeting 17 October 2019	Motion: To approve the Minutes of the AGM Meeting 17 October 2019 Voting Result: 147 (100%) 'For' - Motion carried. The minutes were approved.
2	Matters Arising	No matters arising
3	To receive the Chair's Report year ending October 2020	<p>The first 4 months was business as usual. The first 'Ideas' meeting was held in November 2019 which produced lots of ideas/suggestions. Committee members have attended workshops provided by the National Office: Finance, Interest Group Matters and Beacon. Chair attended the Essex Association of u3as in November and the NE Essex Cluster of u3a meetings.</p> <p>The Committee was making plans for the National u3a Day in June and the NE Essex Study day in October.</p> <p>Five days later the situation changed completely due to Covid 19. A decision was taken to cancel the monthly meetings until May, followed the next day by suspending the interest groups.</p> <p>The Committee decided that it was important to continue to have regular committee meetings and utilised Zoom to do this. Signed Minutes of our Committee meetings are now on the website. During lockdown one item that required looking into was Beacon (a u3a management system for keeping records). The second item was our Constitution. It is recommended to replace this with the New Model constitution developed by the Third Age Trust.</p> <p>A decision has been made to extend this year's membership to January 2021, when it will be reviewed again.</p> <p>The Chair thanked our Group Organisers, our Volunteers and Roger Lyons, our Newsletter Editor.</p> <p>There have been some changes to the Committee. The Chair thanked: Jean Foster-Brown and Jackie Dinsdale for their support whilst on the committee and further thanked the current Committee members.</p> <p>Lastly the Chair thanked all our members, who are an important part of Tiptree u3a.</p>
4	To receive and approve the Accounts for the year	This is Richard's first year as Treasurer. He thanked: Gareth Williams (his predecessor), Group Organisers and Sheila Gunson (independent

	<p>ending 31 August 2020</p>	<p>examiner).</p> <p>In 2019 it was agreed that membership renewals could start at the beginning of September for 2019-20. The financial year was changed to run from 1 September to 31 August. This year's accounts span eleven months, 1 October 2019 to 31 August 2020.</p> <p>The 2019-20 forecast deficit of £300 resulted in a surplus of nearly £1,200 due to the impact of covid-19, which halted activities from March onwards. This was due, in the main, to the monthly meeting cost savings (hall hire, speakers and refreshments).</p> <p>Highlights of the Accounts:</p> <p>The Main Account achieved a surplus of £1,161.56</p> <p>The Social and Recreational Account balance brought forward was £2,199.92, balance carried forward £1,839.80</p> <p>Balance at Bank end of year was £6,422.06</p> <p>A return is required for the Charities Commission.</p> <p>There is now a Finance Policy (on our website).</p> <p>Barclays electronic payments facility "Dual authorisation" is now being used, allowing financial control.</p> <p>Members can now pay their fees by bank transfer.</p> <p>Motion: to receive and approve the Accounts Voting Result: 147 (100%) 'For' - Motion carried. The Accounts were received and approved.</p>
<p>5</p>	<p>To approve continued appointment of an Examiner for the Accounts</p>	<p>Motion: That Sheila Gunson is appointed to examine the accounts for 2020-21 Voting Result: 148 (100%) 'Agree' - Motion carried. Sheila Gunson will be appointed for 2020-21</p>
<p>6</p>	<p>To receive the Group Coordinator's report for the year ended October 2020</p>	<p>The 2019-20 year started with nearly 40 groups. An Ideas meeting was held in November and in January/February there were 25 suggestions, which led to 12 viable groups.</p> <p>Then Covid 19 and it all stopped. The committee regularly reviewed the situation, and the decision made was that groups were not to meet face to face at this time.</p> <p>A successful Group Coordinator's meeting was held in October 2019. The one planned for April 2020 could not take place.</p> <p>The Committee has been looking at other options ie starting new, time limited groups using zoom, a temporary measure until it is safe meeting face to face again.</p> <p>Jacquie Stevens undertook this role on a temporary basis, so this role is now vacant.</p>

7	<p>To elect Officers and Committee Members</p>	<p>Committee Officer/Member resigned during the year: Jackie Dinsdale, Jean Foster Brown Motions: To re-elect/elect Officers and Committee Members</p> <p>Re-election of Officers: Jacque Stevens, Richard Metcalf Voting Result: 152 (100%) 'In Favour' - Motion carried</p> <p>Re-election of Committee Members: Elizabeth Metcalf, Margaret Williams, Gareth Williams, Sue Fox Voting Result: 152 (100%) 'In Favour' - Motion carried</p> <p>Election of new Officer/Committee Members: Debbie Ledwell (Secretary) Silvan Ledwell, Mike Pattenden Voting Result: 148 (100%) 'In Favour' - Motion carried</p>
8	<p>To consider the motion to adopt the New Model Constitution</p>	<p>Motion: That Tiptree u3a adopt the New Model Constitution Proposer Jacque Stevens Seconder Richard Metcalf Supported by all Tiptree u3a Trustees Rationale: Our constitution, adopted in 2013, is the legal set of rules and principles under which our u3a is run. Sometimes it is difficult to understand as it is not always clear what is meant, or necessary information is missing. The Third Age Trust recognised that this constitution was not fit for purpose and has developed a new model constitution. They ensured that many of the issues raised by u3as over the years have now been clarified in this new constitution. There are explanatory notes by many of the clauses, explaining what it means, especially with regards to the 2011 Charities Act. It is a much more user friendly document. It includes sections we may never need to use e.g. Tiptree u3a being left a property, but it is there in case it is needed. The two main areas where the committee believe the new model constitution will assist Tiptree u3a trustees to carry out their duties are: 1. It is very confusing in the current constitution how long trustees can take on various offices and roles. In the new model constitution it is very clear i.e. maximum 6 years in one role and a total of 9 years as a trustee. 2. In the current constitution it states the “annual subscription as determined by the executive committee and approved by the membership at the Annual General Meeting”. Any change either increase, decrease or no change should be agreed at the AGM. This could mean a delay in excess of 15 months before it could be actioned. This is not a requirement in the new model constitution, which is obviously very relevant in the current covid-19 situation. Richard Metcalf supported these comments, seconding the motion.</p> <p>Required: a minimum of 67% of voting members 'For' the motion. Voting Result: 146 (99.3%) 'For', 1 (0.7%) 'Against' - Motion carried</p>
9	<p>AOB</p>	<p>Members thanked the Committee for all their work. There were no other AOB items from members</p>

Minutes
Tiptree u3a AGM

	Date of 2021 AGM	To be confirmed
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Meeting closed 3.18 pm

Minutes agreed by the Committee on X October 2021

Signed

Chair

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