

Minutes of the Tenth Woodhall Spa U3A AGM



Date & Time: 13th August 2020 11:30pm

Venue: Virtual

1 Attendees

95 members exercised their right to vote, achieving a quorum for the AGM.
No apologies were received.

2 Opening Remarks - Carmel Sefton

Welcome to the 10th AGM of Woodhall Spa U3A which with the safety of our members in mind, your Committee has chosen to present in this "Report and Vote" format. Members will see the usual reports and will have the same opportunity to ask questions and vote as though the AGM had been held in a physical location.

3 Matters Arising from Previous Minutes

There has been no notification of any matters arising from the previous minutes of the last AGM held on 2nd May 2019.

Val Shurben proposed acceptance and Judy Binks seconded the motion. The majority of the votes cast also indicated they were in favour.

4 Chairman's Report - Les Wylde

Our 2019/2020 year turned out to be unexpectedly eventful; I want to thank you all for your patience during the disruption caused by Corona Virus and a particularly big thank you to all those who have worked so hard to keep things going during the resultant lockdown. It was pleasing to note that we achieved a total of 272 members for our 2019/20 year.

Following the AGM in May 2019, we welcomed two new Committee members: Lynn Duggins as Treasurer and Carmel Sefton as Business Secretary. The early part of the year involved planning for our 10th Anniversary celebrations. This was celebrated at our November monthly meeting, where we started with the speaker and then cleared the chairs so the hall could accommodate more members. Groups put on some magnificent displays and superb celebration cakes and wine was provided, everyone had a good opportunity to mingle and socialise. I would like to thank all those who made this a memorable celebration.

National Office have been reviewing and issuing a range of policy documents and role descriptions, so during the winter and spring, these were examined and modified to suit our requirements. This has involved a lot of work and I would like to thank all those involved in this. As the Committee approves the documents they will start to appear on our website and be reviewed at regular intervals in the future.

Our first monthly meeting after Christmas fell on the 2nd January. As this was so close to the Christmas period and people may well have been away visiting their families, the format was changed. The meeting was a social event with bring your own refreshments, a quiz, bingo, and country dancing. The event turned out to be popular and well-received and we will revisit this format again in the future.

In February we were delighted to hear that one of our members, Harry Archer had been awarded the Légion d'honneur. By March we were starting to recognise the Corona virus risks and the March meeting was our last Monthly meeting. By April all meetings were cancelled and the Committee were actively looking at ways to keep our U3A active and in-touch. Issuing the Newsletter twice a month has been a big part of this and I would like to thank Helen Sawyer and Margaret Reed for the big effort they have put in to this and to all those who have contributed.

As you know our AGM this year has, by necessity, had to be a digital meeting and this report is one of several you will have received, prior to voting. Two Committee members are leaving the Committee this year, Lynn Duggins and Ellie Chapman (our Speaker Finder) and I want to thank them both for all the work they have done whilst serving on your Committee. Looking towards the future, it is likely to be some time before we can all meet again in person and I would ask all of you to embrace this fact and consider how our U3A should continue to respond to the Corona Virus.

Malcolm Capps proposed acceptance of the Chairman's report and Carmel Sefton seconded the motion. The majority of the votes cast also indicated acceptance.

5 Acting Treasurer's Report - Wendy Cotton

I have presented the accounts which have been audited and agreed.

The balance at the main bank account as at 31 March 2020 was £7110.33.

You will see from the notes to accounts that all equipment we own is written off in the year it was purchased as it has a negligible resale value. This year we updated speakers and microphones.

The Outings Group – Social Account present separate accounts and their bank balance as at 31 March 2020 was £789.10. Each trip is costed carefully but it is a difficult process and they have done extremely well to finish the year with cash in the bank – almost the same as the previous year. As can be seen from the social group's accounts any profits have been used to cover the cost of room hire and associated expenses. I would like to thank Pauline Plummer for her good work as Treasurer of the Outings Group.

The groups are now responsible for their own finances, paying rentals for accommodation, etc. and reporting their income and expenditure quarterly to the treasurer. I have detailed those groups who hold money as at 31 March 2020. I would like to thank Malcolm Capps for his assistance in managing the group finances.

Subscriptions are not always paid in the year they apply, some are paid early, some on time but many late! The final note to the accounts explains how this is accounted for. There were 272 members last year giving a total income of £4080.

As you will see gift aid is a substantial sum (£641.25) and is a helpful source of income. I would ask that all of you who are tax payers to consider gift aiding your membership subscriptions. I wish to point out that this is at no extra cost for yourselves.

You will also see that I have included a budget for the coming year, I am aware however how this can change especially due to the Covid 19 pandemic and any long term affect this may have on the operation of our U3A. I have allowed extra for printing and stationery as we are printing newsletters for those unable to access via a computer link and less for AGM, Committee expenses and group leaders' 'do' as we expect to save on these by using a change of venues.

I would like to thank Lynn Duggins for her work over the last year as treasurer.

Helen Sawyer proposed acceptance of the Treasurer's Report and Margaret Reed seconded the motion. The majority of the votes cast also indicated acceptance.

Peter Ellis proposed acceptance of and Ced Shurben seconded the proposal to appoint Charles Hickman to the role of Auditor for next year's accounts. The majority of the votes cast also indicated acceptance.

6 Appointment of Executive Committee and Officers for 2020/21

The following Committee members have agreed to serve for a further year:

Les Wylde	Chairman
Pauline Plummer	Outing's Group Co-ordinator
Malcolm Capps	Group Co-ordinator/ Vice Chair
Helen Sawyer	Newsletter Editor
Margaret Reed	Website/Minutes Secretary
Carmel Sefton	Secretary

Val Shurben proposed acceptance of the Committee and Judy Binks seconded the motion. The majority of the votes cast also indicated acceptance.

Jean Ellis proposed acceptance of and Sid Plummer seconded the proposal to appoint Wendy Cotton as Treasurer/Membership Secretary. The majority of the votes cast also indicated acceptance.

Ced Shurben proposed acceptance of and Glenis Capps seconded the proposal to appoint Paul Membrey as Asset Manager/ Programme Secretary/ Vice-Chair. The majority of the votes cast also indicated acceptance.

Finally, Mike Derwent proposed acceptance of and Steve Parry seconded the proposal to appoint David Leech as Committee Member. The majority of the votes cast also indicated acceptance.

7 Group Co-ordinator's Report - Malcolm Capps

Meetings of the interest groups have been severely curtailed by Covid 19. There have been attempts to carry on groups at a distance and on video with varying success. For some groups this has been impossible due to the nature of the activities of the groups.

There are 37 interest groups. There are embryonic Current Affairs, a second Scrabble and a third Short Walks groups, but the current situation has delayed their formation. During the year the Spanish and a Luncheon Club have folded and the Movie group and a Reading Group are leaderless at the present time. Most groups are successful and thriving. Suggestions for new groups have been advertised. We are particularly lacking in sporting and musical groups. Groups with a set time frame and a more focussed interest would be welcomed.

Waiting lists are a problem, popular groups often have a limited size and a waiting list which only grows until it reaches the size for a new group. I would like all groups to decide the size of the group, which would be published. Another innovation is the introduction of attendance registers to all groups so that members who do not attend the group either regularly or have ceased to attend the group can be identified.

Group leaders play an important part in the running and success of the group. I thank them all for their efforts. I would like to see the groups becoming more autonomous with members playing a greater part in their running. This reduces the work of the group leader and makes

Minutes of the Tenth Woodhall Spa U3A AGM



Date & Time: 13th August 2020 11:30pm

Venue: Virtual

the group more resilient.

During the year we have attempted to revise the Group Leaders' Handbook to reflect new revised financial, safeguarding, accessibility and other policies. We are advised that risk assessments for insurance purposes will gradually have to be introduced but we shall try to reduce the administrative burden on groups to the absolute minimum.

If the current situation has taught us anything it is that we enjoy being part of the groups and their activities have been greatly missed.

8 Any Other Notified Business

Arthur Platt wanted to express his gratitude to Jean Ellis who promptly and seamlessly acted as Treasurer when Arthur was incapacitated due to ill-health in 2019.

There had been no other notified business.

Minutes Approved:

Les Wylde

Minutes of the Tenth Woodhall Spa U3A AGM



Date & Time: 13th August 2020 11:30pm

Venue: Virtual

Attachment 1



Income & Expenditure Account For year ended 31 March 2020

Income	Current Year 2019-2020	Previous Year 2018-2019	Budget for 2020-2021
Subscriptions Current Year	1425.00	3540.00	3750.00
Subscriptions 2020/21	2285.00		
Gift Aid	641.25	423.75	560.00
Diaries	0.00	135.00	
Calendars	0.00	349.44	
Donations	0.00	175.00	
Room Hire - Groups	135.00	1528.90	
Total Income	4468.25	6152.09	4310.00
Expenditure			
Per Capita	882.00	812.00	900.00
Direct Mail – TAM	570.50	439.32	580.00
AGM	243.20	290.00	100.00
Monthly Meetings	406.94	438.92	400.00
Committee Expenses	155.85	191.97	150.00
Monthly Speakers	485.00	857.00	1000.00
Fixed Assets (Speakers & Mics)	97.27	0.00	
Newsletter Printed	37.00	291.80	100.00
Web Site (Net Nerd)	68.38	0.00	60.00
Group Leaders "Do"	270.00	238.00	200.00
Printing & Stationery	114.45	401.62	400.00
Diaries & Calendars	0.00	468.00	
Group Grants	98.06	0.00	200.00
10 th Anniversary 'Do' (373.33-126.00 (refund))	247.33	0.00	200.00
Group Expenses incl Room Hire	214.30	1448.80	
Bank Charges	0.00	15.00	
Other	55.44	299.24	
Total Expenditure	3945.72	6187.27	4290.00
Excess/(Deficit)	520.53	-35.18	20.00
Balance brought forward 01/04/19	6589.80		
Total Balance as at 31/03/20	7110.33		



Notes to Accounts For year to 31 March 2020

Assets
The only asset held is the bank balance: **7110.33**

Bank Reconciliation
Balance as per Bank Statement 31/03/20 7131.15
Less unrepresented Cheques 20.82 Chq No 619
Balance as per Cash Book 31/03/20 **7110.33**

Equipment
All other assets eg speaker equipment, computers, etc are written off in the year purchased

Outings
Balance held **789.10**
For details please see separate sheet

Groups
Balances held by groups – only those groups with a cash holding are listed

Ballroom	19.30
Bridge	105.55
Country Dancing	177.50
Garden	8.06
Military History	104.61
Painting & Drawing	399.61
Total	814.63

Subscriptions
Brought forward from 2018-19 2,655.00
Plus Received 2019-20 **3,690.00**
6,345.00
Less Paid in Advance for 2020-21 2,285.00
Total for Current Year 2019-20 **4080.00**
@ £15 per member = total members 272



The Woodhall Spa U3A 2019-20 Annual Accounts prepared by:
Wendy Cotton – Acting Treasurer
Signed: *Wendy Cotton* Date: 16/06/20

The Woodhall Spa U3A 2019-20 Annual Accounts Agreed by:
Les Wylde – Chairman
Signed: *Les Wylde* Date: 16/06/20

I have examined the Woodhall Spa U3A 2019-20 Annual Accounts and in my opinion they are in agreement with the bank account, and give a true and fair record of the Group's affairs as at 31 March 2020

Name: *A.C.J. Hickman*
Signed: *A.C.J. Hickman* Date: 24/5/20

Minutes of the Tenth Woodhall Spa U3A AGM



Date & Time: 13th August 2020 11:30pm

Venue: Virtual

Outings Group Income/Expense Summary					
Outing	Date	Income	Cost	Expenditure	
				Profit	Loss
Float carried over from 2018/19		396.00			
Wroxham Broads	15-05-19	770.00	800.00		-30.00
Hemingford Abbots	29-06-19	882.00	818.00	64.00	
Tolethorpe	15-08-19	924.00	899.00	25.00	
Sewerby Hall	19-09-19	621.00	704.30		-83.30
Norwich	01-11-19	580.00	520.00	60.00	
Hull: Glenn Miller	04-01-20	1158.00	1162.00		-4.00
Peterborough: Greyhound	25-03-20	1008.00	558.60	449.40	
Expenses: Rent			88.00		-88.00
Total		5943.00	5549.90	393.10	
Balance as at 31st March	£789.10				