

# MINUTES OF THE 28th ANDOVER U3A AGM

## Held at The Fairground Hall, Weyhill at 2pm on 21st May 2024

1. **Apologies for Absence.** There were 11 Apologies for Absence. The secretary counted the attendees and confirmed that there significantly more than the required minimum number (44) to constitute a quorum (10% of our membership of 437: as at 31-March-2024).
2. **Minutes of the 27<sup>th</sup> AGM held on 16<sup>th</sup> May 2023.** The minutes of the previous AGM were accepted unanimously and signed by the Chair. **Minutes of a Special General Meeting (SGM) held on 21<sup>st</sup> November 2023** were also accepted unanimously and signed by the Chair.
3. **Matters Arising.** There were no matters arising from the AGM. At the SGM the proposal to increase the Annual Membership Fee to £15.00 was unanimously defeated. It was, however, agreed that the Committee would need to formulate a policy on the level of financial reserves that should be maintained, which would become policy. The committee has now addressed this issue and decided that we will aim to keep our reserves within 75% of our annual expenditure. The Trustees will carefully monitor and review our budget to ensure that we maintain this target. Should our future expenditure result in a substantial reduction in the reserves below 75%, we may have to recommend a future increase in annual membership fees. **The proposal to maintain reserves at 75% of expenditure was put to a vote and unanimously accepted.**
4. **Chair's Report.** David Gollings read his Chairman's Report:

Good afternoon, ladies and gentlemen and a warm welcome to our 28th AGM, and my first annual report as the Chair of Andover u3a. Your u3a continues to flourish with a membership of some 420 members and over 40 interest groups, as we continue our recovery from the COVID pandemic.

I must express my sincere appreciation to my fellow committee members, all of whom apart from Su McNamara and Jan Ward are standing for re-election this afternoon. I thank you Su for your dedication and hard work. Mention must also be given to Jan Ward who has had to stand down due to continued ill health. My personal appreciation to her in her previous role of Webmaster, and her legendary reports, graphs, and visual aids to the Committee! Jan you will be missed. Grateful thanks to Chris Ward our Newsletter Editor who has stepped up admirably to cover the Membership Secretary post.

We therefore still have vacancies on the Committee for a Vice Chair and a Membership Secretary. If any member is interested in volunteering for these posts, please either speak to me or a member of the committee, and we will advise you of the duties involved.

Last November we held a Special General Meeting of the membership, to review the annual membership fees, and a motion to increase subscriptions from £11 to £15 was decisively rejected.

This year I am pleased to report that we have broken even on our expenditure and our outgoings. The treasurer will expand on this in her report. We have also been fortunate to recruit a replacement for Su; his name is Paul Hardy, our Treasurer Elect. Paul was co-opted onto the committee in April and is formally standing for election to the committee today and I hope you will vote him into office. Paul has produced a short statement that I will read out after Su McNamara's outgoing Treasurer's report.

I do hope that you have enjoyed our monthly talks. I have tried to arrange a varied programme that appeals to all tastes. The monthly talks are the most expensive outlay in our budget, and it is therefore important that we get value for money and keep within a reasonable outlay.

Do try to get involved with your u3a. Join an interest group, and if that group is oversubscribed, why not set up a group yourself. Our Groups Coordinator Melanie McKay is always on hand to offer support through this process. As a Group Leader you will act as liaison for the membership. You are certainly not expected to organise all the events yourself. It is a team effort to ensure that the workload is distributed between the participants.

Similarly, if you see a new member; please say, "Hello". It has probably taken a great deal of courage to enter a room full of people that they have not met before; let us promote our image as a friendly u3a.

Finally, we have one motion on our agenda this afternoon, which the committee urges you to support. The motion relates solely to those members who have elected to receive the Third Age Trust (TAT) Magazine by post. Currently this magazine is distributed at a cost of £4.00 per household.

**Motion.** Delegate to the Membership Secretary authority to collect any additional costs relating to postal charges that are passed on to us by the TAT. We ask you to support this motion as without this resolution, the majority of the membership will be subsidising those households who have elected to receive the TAT magazine by post.

**The motion was unanimously agreed.**

As I approach my second year in office, it is a privilege to serve you and hope that you will re-elect me as your Chair. We now move on to the next item on the agenda. Su, The Treasurer, will now give her report.

## 5. Treasurer's Report.

Good afternoon, ladies, and gentlemen. As you may be aware this is my last report as treasurer. We have a new treasurer-elect, Paul Hardy, who can't be here today, as he is on holiday. I am sure you will make him welcome. If you need to contact him his email is [treasurer@andoveru3a.co.uk](mailto:treasurer@andoveru3a.co.uk)

The first piece of good news I have is that the account was audited on 23rd April and a copy is on the noticeboard at the back of the room; it has also been on the Andover u3a website since 30th April. I will just highlight some of the more important points. For clarity, I will round the figures up to the nearest whole number.

Our income from subscriptions and gift aid was £5538. This is up on last year by £1025, mainly due to members gift aiding (increase of £374), plus the increase in fees (£4) for those deciding to have a postal copy of the TAT magazine. Please do remember, if you are a taxpayer, to complete the gift aid form with your membership renewal. Gift aid needs to be completed every year, as your circumstances may have changed. I am sure Chris will have gift aid forms with him if you need one.

The Jean Owens memorial fund started at £906 and this year we have spent £218 on first aid kits, hi-vis jackets, storage boxes and the new "in case of emergency" cards for all members, plus a few incidentals; this leaves a balance of £688. If there is a group who would like a grant towards equipment, please apply to the committee stating the cost and what it is for.

Our other major expenses were:

Monthly meetings including hall hire	- £1696.
Third Age Trust capitation fee	- £1728.

Third Age Trust mail - £492  
Our newsletter and all postage - £572

Therefore, the overall account shows that we had a deficit of income over expenditure of £1.50 (one pound and fifty pence). As the Chair may have already said the Jean Owen's fund is now ring fenced for capital items only.

Some group leaders may wonder from time to time why we direct them to put all their financial activities through the u3a events account. Apart from it being a directive from the Charity Commission, when you realise that last year the events account saw an income of £30,832 and an expenditure of £30,281, you can see why we must keep a close eye on it.

This brings us to the future. We will face the following increases:

Capitation to head office £1748 this is £4 per member as at :31st March 2024.  
Second class postage increasing to 85p from 1st April 2024.  
Speaker travelling costs have gone up due to increased fuel prices.  
Employment of person to put out and put away the chairs at monthly meetings £25 a month.  
The cost of the Hall is increasing by over 12% a month from £40 to £45, due to increased utility prices.

Unless you have any general points to raise on the account I will hand back to the Chair. Thank you.

#### **6. Treasurer Elect's Statement.**

Firstly, I would like to apologise for not being at today's meeting. A booked holiday before I took on this role has taken me away to a warmer climate, but rest assured I still have good internet access and am able to deal with any matters arising.

I would like to thank Sue, David, Chris and the other members of the committee in welcoming me into the organisation and the assistance they have given, in getting me up to speed.

I would like to move towards more internet banking. I'll work closely with organisers, with a goal of hopefully taking some of the workload off them. However, I appreciate that not everyone can make bank transfers and cheques will still remain as an option.

If you do need to contact me via the treasurer's email address, I would be grateful if you could please include any group you are affiliated to in your email, just for clarification.

I look forward to meeting and working with you in the future, if not in my role as Treasurer, but with one of my other hats on, as I volunteer at, "The Lights" and with Unity Transport.

#### **7. Election of New Committee Members:**

Vice Chair:	No Nomination
Membership Secretary:	No Nomination
Treasurer:	Paul Hardy
Proposed by:	David Gollings. Seconded by: Richard Selley

#### **8. Re-election of Committee Members:**

Chair:	David Gollings
Secretary:	Richard Selley
Groups Coordinator	Melenie MacKay

Newsletter Editor: Chris Ward  
Webmaster: John Pickford  
Member: Ruth Gollings  
Member: Dorothy Connor

Proposed by: Maria Neal. Seconded by: George Kirby

9. **Re-election of Auditor:** John Reid.

Proposed by: Richard Selley. Seconded by: David Gollings.

10. **Any Other Business.** There was no other business.

11. **Date of Next (29<sup>th</sup>) AGM.** The 29th AGM will be held on 20th May 2025 at the Fairground Hall, Weyhill at 1400 hours.

The AGM ended at 1420hrs.

Signed: .....

Dated: .....