

ANNUAL GENERAL MEETING

Minutes of the 29th Annual General Meeting of the Haywards Heath and District U3A
held at Clair Hall, Perrymount Road, Haywards Heath on Wednesday 10th April 2019 at 2.00pm

Present:	Wendy Gundry	Chairman
	Mary Armour	Secretary
	Eric Bassett	Treasurer
	Mike Gardiner	Groups' Co-ordinator
	Paul Roberts	Venues, Equipment & Special Events Officer
	Susanne Roberts	Refreshments Organiser
	Peter Caddy	Webmaster
	Pam Wheeler	Speakers Secretary
	Michelle Burdis	Membership Secretary
	Mike Misler	Publicity Officer
	Chris Roe	Committee Member
	Alex Sansom	Gift Aid Officer
	Diana Cawdery	SUN Representative ex officio

Plus 100 members.

1. Welcome and Introduction:

The Chairman welcomed Members to the meeting, especially those attending for the first time and introduced the current committee members present.

2. Apologies:

Apologies had been received from **Mike and Lesley Bright, Sue Walder, Erica Scott, Christine Williams, Eleanor Bairdon, Louise Taylor, Tony Howard, and Linda and Malcolm Grace.**

3. Tributes:

The Chairman asked for a minute's silence to remember the following members who had died during the year – **Brian High, Dorothy Logan, Jeanne O'Keefe, Doreen Schofield, Mary Bowell, Brian Lucas, Ivan Grundon, Hilary Fitzpatrick, Judy Chapman, Helen Gibson, Carol Riley, Stuart Shortland, Colin Simpson, Arthur de Caux, Brian Derham, Flora Snowling.**

Wendy thanked Pauline Parkyns, our Welfare Officer, for all her work and her continued commitment.

3. Approval of the Minutes of the 28th AGM held on 10th April 2018:

We had been advised of one change to the Minutes: Item 3, Tributes **Pam Corbishley** should have been **Ann Corbishley.**

Approval of the Minutes was proposed by **Jill Butler** and seconded by **Graham Stanley.** This was unanimously agreed, and the Minutes were signed by the Chairman as being a correct record, subject to this one correction.

5. Matters Arising:

None.

6. Chairman's Address: Wendy Gundry

Wendy said this was her first report as Chairman and marks the end of her first year in office. She wanted to take this opportunity to give her personal thanks to all Committee Members for their support during this time and say how very much she had enjoyed working alongside them.

We currently have 1,115 members and some 85 groups. The Haywards Heath & District U3A is thriving and continues to grow and provides a vibrant environment for its members offering not only the opportunity to increase knowledge and learn new skills but also to enjoy various social events and make new friends. We fulfil the strapline now being used by U3A nationally of “learn, laugh and live”.

Whilst we are not the largest U3A we are certainly in the upper figures – the average size of U3As across the country is 400 with some having 1,500 to 2,000 members and some as little as 12. The largest is Sheffield with 2,600 members.

Over the last year we have provided our usual variety of coffee mornings, open meetings, concerts, the Betty Murrell day and Silver Sunday. Some of our events raise funds for other local organisations – the Christmas Concert raised £170 for the Phoenix Club, the latest coffee morning raised £66 for Macmillan nurses and the Cuckfield Christmas Tree Festival which started back in 2003, at which we decorated a tree, raised £6,000 altogether for the Kangaroos HH charity. She asked if anyone knew of a local organisation who would benefit from being a beneficiary of one of our retiring collection events, if so, please send details to the Chairman. In addition, we have started to introduce information meetings such as the SCAM talk in November and Peter Leigh’s masterclass on presentations and PowerPoint. Both of which were well received.

Coffee mornings have been discussed in detail within Committee, and comments from our membership were invited through the May 2018 newsletter. In the main they are poorly attended by members outside the hosting group, although there are exceptions such as when we had the Tai Chi demonstration at the end of November. From time to time we hear from local organisations who would like to give short informative talks about what they do which we think may be of interest, such as the recent talk about MacMillan Nurses, and also a number of members from our U3A who would like to give talks about various subjects. We have therefore decided to replace the coffee mornings with social afternoons, on a regular bi-monthly basis – full details will be in the next newsletter/monthly bulletin, but they will be on different days of the week in order to enable as many people as possible to attend. These will not be open to the general public, only Haywards Heath & District members, will be held at Clair Hall and cost free. It is expected that there will be a short talk/presentation of about an hour followed by tea/coffee and biscuits and the opportunity to mingle and talk to other members. It is hoped that these will be well attended and enjoyable.

We will still hold our two new member coffee morning events each year when we will give details about our U3A, the groups, etc., and the Open Meetings already arranged will go ahead as planned.

This year we have two committee members stepping down. Mike Gardiner as Groups Co-ordinator and Michelle Burdis as Membership Secretary. On behalf of the Committee and all our members Wendy thanked them both for their hard work and commitment over their time in office and gave each a small token of appreciation.

As some of you know the Committee has been looking into various software options for a new membership database which we hope will be fit for purpose moving forward with our ever growing membership and will allow the whole process to be streamlined. We have therefore decided to caretake the membership secretary role within Committee until such time as we have this system installed. The membership secretary email should continue to be the main email address and postal communications will currently go to the Chair for dissemination as necessary.

We have been asking for people to join the committee initially as shadows or deputies to the role of Chairman, Secretary and Membership Secretary – we would also welcome new committee members without a specific portfolio at this time. We are desperate for a refreshments organiser as our current organiser will be moving to another role following this AGM.

It is unfortunate but if no-one can be found to take on this really important role there may well be an absence of refreshments at various events in the forthcoming year. There are flyers put out around the hall please think about if you could help or if you know of someone who may be interested – being on the committee is optional, it would be preferable but is not essential.

Finally Wendy thanked the Group Leaders and Convenors for their efforts which keep the various groups viable and also to those unsung supporters who help behind the scenes, without whom the smooth running of your U3A would not be quite so smooth – you know who you are and we thank you.

7. Treasurer's Report and Adoption of Accounts: Eric Bassett.

The balances on the accounts at the years end are similar to those recorded in 2017, and to those shown in previous years. It is recommended by Head Office and Charity Commission that resources held should be sufficient to allow for the continued trading for at least six months, even if no income is received in that period. Our resources clearly meet that requirement and in the Account Examiner's and my own view our accounts remain in a stable position and present an accurate statement of the current situation.

Accordingly, your committee, having discussed subscription rates and based on the current financial position, has determined there is no need to increase rates and it has been agreed they will remain unchanged at £14 per member.

Normally members receiving copies of accounts, like to compare individual items against those shown last year. With that in mind this year in the "notes to the accounts" we have compared the significant changes between 2017/2018 and given a brief explanation of each. This should be helpful to members and avoid the need for questions.

It is not necessary to go through each of the items listed but it is worth noting just one or two. Gift Aid Income Tax Recovery showed a drop in receipts between the two years. This was because the income for 2018 contained the results of the claim for that year alone. The sum received in 2017 included a retrospective claim covering the previous three years. Gift Aid is very important to our accounts, and it is essential for any taxpayer who has not signed up for Gift Aid to consider doing so. Please speak to the Gift Aid Officer for more information.

There are considerable differences in the amounts shown both for income and expenditure for Social Activities. This is because this heading includes events not held before such as Silver Sunday and Group Leaders Day. In addition, it should be noted that differences in group activity income and expenditure reflects removal of Pilates from our groups.

My thanks are due to the committee and group leaders for assisting me in maintaining the accounts and to the Accounts Examiner, Geoff Martin, in checking the accounts and the advice he has supplied me. You will be asked later in the agenda to approve his appointment in the coming year.

If anyone has any questions, I will try to deal with them, and if not, I will respond in writing. Otherwise I would ask for a proposer and seconder to approve the accounts.

Jill Butler asked if there was any way to find out if you have signed up to Gift Aid? Wendy said that **Alex Sansom** has a list of everyone who has signed up, but this cannot be published because of GDPR. If anyone wants to know they can email Alex.

Adoption of the accounts was proposed by **Alan Gardiner**, seconded by **Paul Black**, and carried unanimously.

8. To approve the appointment of the Independent Examiner of the Accounts for 2018/19:

Eric Bassett recommended that Geoff Martin be appointed Independent Examiner of Accounts for 2018/2019. He has indicated a willingness to continue in office. This was proposed by **Ray Jones**, seconded by **Pam Smitherman** and carried unanimously.

9. Annual Member Subscription:

Wendy said that the Committee's recommendation is that the subscription should remain the same for the next year. This was proposed by **Geoff Nelson**, seconded by **Alistair Porter** and passed unanimously.

10. Election of Chairmen and Committee Members:

Mary Armour said that the Chairman, Treasurer and Secretary are all willing to continue in their posts. **Susanne Roberts** is taking over as Groups Co-ordinator. **Alex Sansom** is remaining as Gift Aid Officer but will be ex-officio this year as he has served on the Committee for 6 years. **Chris Roe** has joined the committee. She asked if they could please be elected en bloc, and this was proposed by **Susan Kingston**, seconded by **Lena Scott** and passed unanimously.

10. National AGM:

Wendy said that the National AGM would be held on 29th August, and will be held in Nottingham. Should anyone wish to attend all reasonable expenses will be covered. Please contact her if you would like more information.

11. Questions or Comments from the floor:

- **Bill Nicholle** asked about the format and structure of Betty Murrell Day as he and several others felt it should be more educational than if had become recently. **Wendy** replied that several differing views had been looked at by the Committee and that this year it was hoped that the morning would be educational, and the afternoon more fun and historical. She said that last year, what had been produced on the day was not what had been asked for. She encouraged members to give this year a try, and that the Committee looked in detail at the Feedback Forms. **Pam Wheeler** said that she always tries to give people what they want, and if anyone has any speakers to suggest, please could they let her know.
- **Jill Butler** asked if there as anyway we could avoid the scrum on Enrolment Day? **Wendy** said that we are hoping to streamline the process this year.
- **Paul Black** asked about payment for speakers at individual groups. **Wendy** replied that the group pays.
- **Bridget Lane** said that the Group Leaders Appreciation Day was much appreciated. It was both informative and fun.
- **Juliet Greves** said that the paper used to print the Minutes today was of a very high quality and a lot had been used in providing these hard copies at the AGM - should we not look at being more environmentally friendly? **Wendy** said that this was the general quality of paper used by our printers. However, she totally agreed that this was a waste of paper, but at last year's AGM it had been commented that copies were not available. Wendy reiterated that the Minutes, Agenda and Financial Statement had been provided via MailChimp and sent with the Newsletter. Committee would consider this again for the next AGM. **Mary Armour** said that the Minutes had been available for people to download and print, so how many had done so? About a dozen members said they had bought their own. **Deirdre O'Brien** said that some people are not online and **Wendy** said all those not on the email list were sent hard copies in the post.
- **Paul Black** said could we please give a special vote of thanks to **Mike Gardiner** for all his hard and efficient work as Groups Co-ordinator. **Wendy** said thank you and she had done this earlier.
- **Mary Richards** said she would like to thank all the committee for their hard work over the last year.

13. Any Other Business:

None

The meeting closed at 2.45pm.

Following refreshments, the members were given an interesting presentation by John Field on the American Magician Chung Ling Soo.

Signed:

Dated: