

Windsor and District U3A

Annual General Meeting

Wednesday 14th October 2020 at 2pm

AGENDA

1. Apologies for absence
2. Adoption of Minutes of 2019 AGM
- *Proposed by Maureen Russell, seconded by Linda Saunders*
3. Presentation of the Chairman's report for 2019
4. Treasurer's Report and adoption of the accounts for 2019
- *Proposed by David Oldcorn, seconded by Ron Snowball*
5. Appointment of independent examiner for the accounts
- *Proposed by Anne Montminy, seconded by Frank Tarrant*
6. Election of members to fill the following Committee vacancies:
 - a) Chairman (backdated to 8 April 2020)
Peter Todd - *proposed by Georgina Blight, seconded by Martin Grover*
 - b) 3 Committee members (backdated to 8 April 2020)
Sally Walpole - *proposed by Linda Chanan, seconded by Gill Tucker*
Denise Patrick - *proposed by Roseanna Bishop, seconded by Janet Venters*
Lorraine Walker - *proposed by Pauline Faulkner, seconded by Jill Holmes*
 - c) Jackie Wiggins - *proposed by Adele McNally, seconded by Christine Palmer*
7. Discuss and vote on any resolutions:
 - a) It is proposed to reduce the annual subscription for 2021, only for existing members, to reflect the lack of activity this year due to the coronavirus. New members in 2021 will pay the full amount.
The amount of the reduced subscription will be determined by the committee in December in time for the January 2021 renewals.
- *Proposed by Adele McNally, seconded by Kate Rayner*
8. Matters raised for discussion
9. Date of next AGM

Windsor U3A 2019 AGM Minutes

Minutes of the Annual General Meeting held at 2pm on April 10, 2019

The meeting was attended by 101 members, which exceeded the required quorum. The minutes of the 2018 annual meeting, the chairman's report, 2018 accounts and nominations for the committee had been circulated in advance of the meeting.

1) Apologies for absence: Jane Standley, Pat Oldcorn, Sheila Robertson, Roger Ellerker, Johanne and Henry Ledwidge, Richard Stokes, Elizabeth Streeter, Jean McGiffen, Elaine Foakes, Elizabeth Hattersley, Hilary Hopper, Mavis Wing, Mary Sibley, Sheila Allan, Jean Cowan, Barry Winslet, Sheila Rawson, Diane Bassett and Colin and Barbara Carter.

2) The membership adopted the minutes of the 2018 annual meeting.

3) Chairman John Wiggins welcomed the assembly and presented his annual report.

– He paid tribute to Honorary President Michael Tucker who resigned following his move to Bisham. Michael was a founder member of Windsor U3A and its first chairman.

– Windsor U3A membership had increased to 602 by the end of the year and that growth helped the rise in interest groups to 81, for example Bridge and Reading now have 5 groups each, a second Explore London group has been launched, plus a Tea and Jazz group and a Supper club.

– The chairman extended his thanks to Windsor's dedicated convenors and hosts.

– The issue of paid tutors for U3A groups for some specialist activities has been resolved with the co-operation of the instructor who has become a convenor.

– John commended next year's convenor conference to those who were unable to attend the 2019 conference in January.

– A hearing loop acquired for the monthly meeting in Gardener's Hall has been appreciated by those with hearing loss. In addition, John reported that a loop can be used at Windsor Methodist Church where the Local History group meets.

– The U3A has complied with the new General Data Protection regulations in seeking the required permissions from all its members. That was through "outstanding" work by Anne Greenshields, our database administrator.

– One consequence of their introduction was an increase in the demand for paper copies of the newsletter, rather than email delivery. This extra cost was absorbed by a cut in the cost of printing and distribution of the hard copies through changing printers.

– Outings continued throughout the year and the chairman expressed his thanks to the organisers. In conjunction with our two neighbouring U3As, we are opening trips to members from all three organisations.

– A successful summer garden party was held thanks to the kindness of Pat and David Oldcorn who opened their home and garden for the occasion.

– The chairman also paid tribute to the work done by other members of the executive committee over the year and members who have special supporting roles. Work on a new website is being led by Dave Humphries.

3a) From the floor: Gary Allden commended Chris Dufty and committee members for raising £500 for Thames Hospice by a raffle and collection at the garden party.

4) Treasurer Malcolm Munroe presented his report and the accounts for 2018 which showed an end-of-year balance of £3,337. For the year end December 2018, the main accounts showed £2,940, groups funds £168 and social events £229.

He highlighted:

– Receipts: Gift aid and membership income rose in line with membership...602 in 2018 compared with 532 the previous year. More outings boosted receipts from social events.

– Payments:

a) Administration expenses rose through non-recurring items such as the outgoing printers and the new printers invoicing for renewals in the same year; postage for GDPR compliance; mailbox rental until 2020.

b) Equipment bought included a hearing loop, items for bridge, and a connecting cable for the jazz group's sound system.

c) Fees for guest speakers were generally higher

d) Savings of about £250pa will be made by the switch to new printers who print and distribute hard copies of the newsletter and other communications, such as membership renewals.

e) The overall deficit of £1,018 for the year is more than accounted for by the non-recurring administrative costs and the new hearing loop.

– From the floor: Malcolm invited questions, none required any further action.

The adoption of the accounts, proposed by Garry Alden and seconded by Anne Montminy. was carried unopposed.

5) Appointments and elections: George Flett's re-appointment as the accounts examiner was carried unopposed, proposed by Anne Montminy and seconded by Linda Saunders.

– Malcolm Munroe and Anne Greenshields were returned unopposed as Treasurer and Database Administrator respectively

– Deborah Larsen was elected unopposed to the committee.

6) The date of the next annual general meeting is April 8th, 2020.

The formal business concluded at 2.40pm and was followed by a talk on personal security from Thames Valley Police officer, Jeffrey Pick, who runs the Neighbourhood Alert scheme. Jeffrey is the Police Community Engagement and Resilience Officer for Windsor and Maidenhead.

Windsor U3A 2019 Chairman's Report

This AGM sees the end of my term of office as Chairman. I have held the position for the last six years and in line with the Constitution I am now stepping down. During my tenure Windsor and District U3A has grown considerably. At the end of the year 2019 we had 675 members. For various reasons, several people have not renewed their membership for 2020. Their reasons do not reflect badly on Windsor U3A being mostly to do with ill health, family commitments or moving house to live nearer to their families, and a few past members have returned to work.

The growth in our membership has been accompanied by an increase in the number of Interest Groups available to members. At year end, there were over 80 Interest Groups. Some groups have closed and others have opened. We now have 5 Bridge groups catering for players of different levels and 5 Reading groups. There are numerous language groups, several music groups and a variety of foodie groups, discussion and debating groups. The number of fitness groups and art/ craft groups is also growing. There really is now something for everyone. I thank all of the convenors who organise our Interest Groups, for their hard work and dedication, and the members who open their homes to host Interest Groups. Without our convenors and hosts, we would not have such a successful U3A.

Looking back, 2019 has been a very busy and active year. The Explore London groups have become very popular and thanks go not only to the convenors of these groups, but also to individual members who come forward to organise walks and visits to places of interest in London.

Several coach outings to places further afield were organised by Pat Oldcorn and Jackie Wiggins. These included trips to Leeds Castle, Petworth House, Arundel Town and Castle, Exbury Gardens and Bucklers Hard and Winchester Cathedral and its Christmas Market. I thank Pat and Jackie for their hard work in researching and organising these trips.

In June, Pat Oldcorn also organised a memorable holiday in Picardy which I was fortunate to be able to join. Beautiful gardens and fairy-tale castles in the vicinity featured heavily in the itinerary. The hotel in Senlis that was our base for the week, provided some very innovative cuisine which was much enjoyed by the tour party. Senlis is a very interesting town with three museums.

The Summer Garden Party in July, hosted by Pat and David Oldcorn, was again a great success and I thank David and Pat for opening their lovely riverside garden for members to enjoy. The weather was kind and we were able to sit and enjoy the sun. This year we held photography and writing competitions, too. Anne Greenshields stole the limelight by winning both!

We celebrated Christmas well this year. In addition to the annual Christmas Tea Party at Gardeners' Hall, a Windsor U3A Christmas Dinner Dance was held at the Christopher Wren Hotel. I thank Chris Dufty and Bridgit Taylor for organising this and hope they will do so again this year.

Behind the scenes, the committee have been working to keep Windsor U3A up to date. Sue White and David Humphries attended the Annual Third Age Trust Conference and AGM at the East Midlands Conference Centre. A national U3A Day is planned and new artwork for U3A promotional material is to be released to coincide with this. No doubt you will see some of this appearing on documents and stationery soon. Dave Humphries with the help of Debs Larson and Sally Walpole is leading work on a new, more vibrant and user - friendly website for Windsor U3A. We hope to roll this out later in 2020, when it has been sufficiently tested and developed to meet our needs and purposes.

Anne Greenshields attended the South East Region Autumn Gathering at Alton in Hampshire and came back with ideas for this year's Convenors' Conference. The core ethos of the U3A is that of mutual learning. "The teachers shall learn, and the learners shall teach," is a key tenet of the U3A movement and implies *sharing* skills and expertise on a voluntary basis, rather the traditional concepts of teaching and learning. No one in any U3A is paid. This does present difficulties for some specialist activities, but we have been able to resolve this issue due to the understanding, flexibility and co-operation of instructors who have taken on the role of convenor.

In March 2020, we will hold our sixth Convenors Conference and this year the focus will be on learning the U3A way. These conferences offer very good networking opportunities which enable convenors to share ideas, discuss how to solve difficulties and to adopt strategies that facilitate the running of interest groups. If you are a convenor, I would strongly recommend you attend.

Two other committee members joined the committee at the same time as me in 2014 and they too have now come to the end of their term of office. They are Jane Standley, our Secretary and Chris Duffy our Membership Secretary. I would like to thank them for their help, support and hard work over the last six years. I also pay tribute to the other members of the committee, Malcolm Munroe our Treasurer, Dave Humphries our Webmaster, Anne Greenshields our Database Administrator, Sue White our Groups Co-ordinator, Debs Larson and Sally Walpole, who have all taken their responsibilities seriously and have dedicated time to discharge them efficiently. Without an efficient committee, Windsor U3A would and could not operate. Sadly, Debs Larson has stepped down due to work and family commitments.

Three committee members have been co-opted recently: Peter Todd, Denise Patrick and Lorraine Walker. Peter is standing for election as Chairman at the AGM. Denise and Lorraine are also standing for election to share the responsibilities of Membership Secretary.

I take this opportunity to thank four other people, who are not on the committee, but who play a very important part in Windsor U3A. They are Cathy Michaelson, our Speakers' Secretary, Jackie Wiggins, our Newsletter Editor and Peter Furney, our Technical Expert, who looks after the amplification sound system at meetings and other functions. Cathy and Jackie are both standing down and their roles will need to be filled when a committee is elected at the AGM. I also thank Elaine Tully and her team, who provide refreshments at monthly meetings and the STARS (**S**pecial **T**askforce **A**s **R**equired). They work behind the scenes helping to make Windsor U3A the success it is.

At this time of concern over the spread of Covid 19, I wish you all a healthy 2020 and continued enjoyment of the U3A movement and especially in Windsor and District U3A.

John Wiggins

Chairman

Windsor U3A – Treasurer’s report for 2019

Overall, 2019 was a good year financially with general funds up on the previous year by £1,677 to give a reserve on general funds of £4,617. Group funds and social events/outings end the year at £899 and £450 respectively to give an overall end of year balance of £5,966.

As a rule of thumb, we aim to have general reserves equivalent to half the annual expenditure, i.e. £4,343 in 2019. The actual reserves are in line with that criteria, being exceeded by 6% or £274.

With regards to income, that is up by almost £1,000 on the previous year. This is accounted for by the continuing increase in membership – 602 paid up members in the previous year to 675 in 2019.

Expenditure is down by £1,370 on the previous year. There was no expenditure on equipment compared to 2018, there were savings on administration and a reduction in the amount paid for Third Age Matters magazine. These savings were partially offset by increases in fees paid to the Third Age Trust for membership and the Beacon management system licence fee.

Note that groups’ funds of £899 are ring-fenced for the relevant groups, typically for venue hire charges. The social events and outings funds have a surplus of £450.

Windsor U3A - Statement of Accounts 2019

	Year end 31/12/19	Year end 31/12/18
Receipts	£	£
Gift aid	1,250	1,141
Membership (675 paid up at 31/12/19)	9,066	8,038
Miscellaneous	47	218
Sub-total	10,363	9,397
Groups	8,094	1,502
Social events/outings	6,278	6,862
Total receipts	24,735	17,762
 Payments		
Administration expenses	707	1,093
Beacon levy	592	279
Convenor conference	887	710
Equipment purchase	0	1,448
Gardeners' Hall hire	520	440
Membership fee to Third Age Trust	2,097	1,862
Miscellaneous	527	288
National conference expenses	650	650
Newsletter expenses	976	963
PayPal commission	93	69
Refreshments	143	101
Speaker fees	889	1,018
Third Age Matters	605	1,135
Sub-total	8,686	10,056
Groups	7,363	1,692
Social events/outings	6,057	7,032
Total payments	22,106	18,780
 Surplus/deficit	 2,629	 -1,018
Opening balance	3,337	4,355
Closing balance	5,966	3,337
 Represented by		
General fund	4,617	2,940
Groups fund	899	168
Social events/outings fund	450	229
Totals	5,966	3,337

Report of the Independent Examiner to the Trustees of the Windsor and District U3A

I report on the accounts of the Trust for the year ended 31st December 2019 which are set out attached.

Respective responsibilities of Trustees and Examiner

As the charity's trustees you are responsible for the preparation of the accounts. You, as the Charity's Trustees, consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 but that an independent examination is needed under that 2011 Act.

It is my responsibility:

- 1) To examine the accounts under section 145 of the 2011 Act;
- 2) To follow the procedures laid down in the general directions of the Charity Commissioners under section 145 (5) of the 2011 Act and
- 3) To state whether particular matters have come to my attention

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the Trustees concerning any such matters. The procedures undertaken do not provide all evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matter set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - (a) to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - (b) to prepare accounts in accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

George G Flett C A


28 Holland Road, Marlow Bucks SL7 1LJ

SIGNED and DATED 2nd March 2020

Windsor & District U3A 2020 AGM Proxy Voting Form

Please use a Proxy Voting Form if:

1. you are unable to join the Zoom video conference at 2pm on Weds 14th October
2. you are one of a pair of joint members who will join via Zoom together

It is imperative, to avoid having to reconvene a second AGM, that we are quorate on the AGM date (sum of Proxy votes received + Zoom attendees = 99 or more).

If at all possible, please use the [Proxy Voting Form](#) available on our website, which makes the submission process quick & simple for pre-registered website members. Registration, to gain login details, is easy for anyone not yet registered.

Otherwise, please edit and return this form by e-mail to secretary@windsoru3a.org.uk

Your full name (required)

I wish to appoint the chairman to vote on my behalf at the Windsor U3A AGM being held on 14th October 2020 and any adjournment thereof, as shown below.

Please indicate your choice for each vote, otherwise the chairman will vote as he sees fit.

2) Adopt the 2019 AGM Minutes:

Yes No Abstain

4) Adopt Statement of Accounts for 2019:

Yes No Abstain

5) Appoint George Flett as Independent Examiner of Windsor U3A accounts for 2020:

Yes No Abstain

6a) Elect Peter Todd as Chairman of Windsor U3A (backdated to 8 April 2020):

Yes No Abstain

6b) Elect Sally Walpole, Denise Patrick and Lorraine Walker as Committee Members of Windsor U3A (backdated to 8 April):

Yes No Abstain

6c) Elect Jackie Wiggins as a Committee Member of Windsor U3A:

Yes No Abstain

7a) I support the resolution to give the committee authority to set the reduced renewal subscription rates for 2021 in December 2020:

Yes No Abstain