

**Windsor and District u3a**  
**2021 Annual General Meeting**  
**Wednesday 14<sup>th</sup> April 2021 at 2pm**

**AGENDA**

1. Apologies for absence
2. Adoption of Minutes of 2020 AGM  
- *Proposed by Adele McNally, seconded by Rachel Ellerker*
3. Presentation of the Chairman's report for 2020
4. Treasurer's Report and adoption of the accounts for 2020  
- *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 Committee vacancies:
  - a) Elect Committee member  
Joanna Wattis - *proposed by John Wiggins, seconded by Beverley Ward*
  - b) Re-elect the following Committee member  
Sue White - *proposed by Alison Haymonds, seconded by Georgina Blight*
  - c) Re-elect the following Committee member  
Dave Humphries - *proposed by Chris Dufty, seconded by Sally Walpole*
7. Discuss and vote on any resolutions:
  - a) It is proposed to give the committee authority to set the renewal subscription rate for 2022 in December 2021. - *Proposed by Adele McNally, seconded by Kate Rayner*
8. Matters raised for discussion
9. Date of next AGM

# Windsor u3a – 2020 AGM Minutes

## Minutes of the Annual General Meeting held at 2pm on 14<sup>th</sup> October 2020

The meeting was held on video-conferencing platform Zoom because government measures designed to curb the spread of the Covid-19 virus were restricting most public gatherings to six people. The date had been moved from April 8th because of the impact of the pandemic. The meeting was attended by 35 members and the committee received more than 100 proxy voting forms which yielded the required quorum.

New chairman Peter Todd welcomed the attendees and explained that he had been co-opted as chairman when his predecessor, John Wiggins, resigned in April. John had served the maximum six years on the committee and, under normal circumstances, his successor would have been appointed at the scheduled April AGM. Two new committee members had been co-opted at the same time, for the same reason.

1) Apologies for absence were received from:

Elaine Foakes, John Turner, Richard Pillar, Jane Standley, Jennifer Spear, Sue West, Linda Saunders, Barbara Kerrins, Pamela and Anthony Bunn, Anne Emmett and Catherine Clare.

2) The minutes of the 2019 AGM were approved as a correct record.

### 3) **Chairman's Report (2019): John Wiggins**

John reported strong growth in membership during his time in office, with a total of 675 at the close of the 2019. That was matched by a growth in interest groups to more than 80 which include five Bridge groups (now halted from live meetings because of the pandemic), five Reading groups, 13 language groups, several music and 'foodie' groups, discussion and debating. Fitness groups and arts and crafts were also growing.

John thanked the groups' convenors for their dedication and members who open up their homes to host groups.

He said 2019 had been an active year and paid tribute to the Explore London groups' convenors and to members who organise the walks and visits to places of interest.

He paid further tribute to Pat Oldcorn and Jackie Wiggins for organising coach outings to places further afield, including Petworth House and Bucklers Hard. A memorable holiday in Picardy was also organised by Pat Oldcorn.

Thanks too went to Pat and her husband David for hosting the annual summer garden party and to membership secretary Chris Dufty and Bridget Taylor for organising a Christmas dinner and dance.

Sue White and David Humphries were Windsor's representatives at the Third Age Trust's AGM and conference in Nottingham in September 2019. Dave and Sally Walpole designed and launched the new website and Anne Greenshields attended the South-East region autumn meeting.

Sadly, Windsor's sixth Convenors' Conference in March was cancelled because of the pandemic.

John thanked Chris Dufty, membership secretary, and Jane Standley, secretary, for their hard work and support. Both resigned from the committee in April after serving the maximum six years in office.

He also made special mention of Cathy Michaelson, speakers' secretary, Jackie Wiggins, newsletter editor, Peter Furney, audio visual support, and Elaine Tulley and her team who provide refreshments.

#### 4) **Treasurer's Report** (Malcolm Munroe)

Malcolm reported an increase of £1,677 in General Funds, giving a reserve of £4,617.

The Groups Fund and Social Events Fund ended the year at £899 and £450 respectively, Together, they give an overall end-of-year balance of £5,966, which compares to £3,337 in 2018.

Income was up by almost £1,000 on 2018, driven by the continuing rise in membership – 675 paid-up members in 2019 compared with 602 in the previous year.

Expenditure dropped by £1,370, mainly through administration savings, a reduction in charges for Third Age Matters magazine and the absence of any need to replace equipment. Further savings would have been made but for a rise in membership fees to the Third Age Trust (up from £1,862 in 2018 to 2,097) and the per capita levy for Beacon (up from £279 in 2018 to £592).

**Adoption of the report and accounts, proposed by David Oldcorn, seconded by Ron Snowball, was carried unopposed, with 2 abstentions.**

5) George Flett was appointed independent examiner of the accounts, proposed by Anne Montminy, seconded by Frank Tarrant.

6a) Election of Peter Todd as chairman of Windsor and District u3a (backdated to April 8th), proposed by Georgina Blight, seconded by Martin Grover, was carried unopposed.

6b) Election of Sally Walpole, Denise Patrick and Lorraine Walker to the committee (backdated to April 8th) was carried unopposed.

6c) Election of Jackie Wiggins to the committee was carried unopposed.

7) A resolution to allow the committee to decide in December by how much the 2021 subscription for existing members should be reduced was carried, with 1 abstention and 5 objections.

Treasurer Malcolm Munroe had said that following an initial financial review the committee wanted to return some of this year's funds to existing members next year. However, he wanted the most up-to-date information on the financial impact Covid-19 measures are having on Windsor u3a before the fees are set in January.

#### 8) **Matters raised for discussion:**

In the light of convenors' use of Zoom to continue their group meetings under the Covid-19 restrictions, John Wiggins proposed the meeting discuss whether convenors should be allowed to claim the cost of their Zoom subscriptions from funds.

Chairman Peter Todd did not open up the discussion to the floor, pointing out that such a move would set a precedent because Windsor's policy is for groups to be self-funding. He told the meeting that, instead, the committee would consider the proposal.

9) The 2021 annual general meeting has been scheduled for April 14th.

The meeting ended at 3pm.

**SW**

## Windsor u3a – Chairman's Report 2020

I am pleased to be writing the Chairman's Report with a little more optimism than has been possible over recent months. Covid has dictated so much about what we can and can't do and the toll has been very tough on many communities. There have been different types of challenges at a national level as well as at personal levels and our u3a still faces restrictions on normal activities. Who would have thought that Zoom would be able provide a means of keeping in touch? Not least as many, including myself, had never heard of Zoom last March. I thought it referred to an ice lolly shaped like a rocket from the 1970's.

We have been able to run our u3a committee meetings successfully via Zoom. We also managed to run the deferred AGM in late 2019 gaining enough Zoom attendees and proxy votes to pass all motions. Our financial situation remains strong, largely due to events and gatherings such as coffee mornings and Gardeners' Hall meetings needing to be postponed. One benefit has been enabling us to reduce our annual subscription for this year.

We have invested more in our news and communications with our improved monthly newsletters for which we have received positive feedback and participation. Also, our website has undergone a complete revamp to make it easier to navigate with the result that usage and posts have grown considerably. We aim to continue to refine and improve both, and hope that more and more of you, our members, will help us by writing or sending photos for the newsletter and posting on the website.

A more recent challenge has been offering online monthly Talks previously aired at the monthly Gardeners' Hall meeting. To date monthly Talks held in Jan and Feb each had almost one hundred Zoom attendees and received a high percentage of positive feedback.

Looking forward we are planning improved benefits for our membership as well as persuading more to join. It has been encouraging how many members have taken on board new technology despite previous reluctance. Our future "new normal" can mean offering contact via "face to face" gatherings as well as adapting our use of technology to provide online contact and gatherings. Overall a combined approach should mean we can enjoy a wider range of u3a benefits.

Lastly, I am very pleased to have new committee team members and would like to thank Chris Duffy, John Wiggins and Jane Standley who retired after providing long and active service. We are also actively seeking additional replacements and would welcome member interest.

This year Windsor u3a has been extremely successful under the circumstances. Approximately half the Interest Groups are still running meetings, online during lockdowns, and members are communicating individually and making new contacts via WhatsApp and Facebook. New Interest Groups have formed in such as the weekly 'Email Quiz' and 'Music for a Desert Island' with over 180 participants.

Wishing everyone a much more successful year with hopefully a good summer as our lives become less restricted due to the extraordinary vaccine progress.

Peter Todd  
Windsor u3a Chairman

## **Windsor u3a – Treasurer’s report for 2020**

In 2020, as usual, we received most of the membership subscription income for the year by mid-March, that is before the coronavirus impacted on u3a activities.

The effect of coronavirus on expenditure was that outgoings were considerably lower than they otherwise would have been. For example, from mid-March onwards there was no convenor conference, no attendance at the national conference and no monthly meetings expenses or speakers.

The result was a surplus on general funds of £3,866 compared to the budgeted amount of £1,004.

In line with the resolution made at last year’s AGM to determine a reduced subscription for 2021 to reflect the lack of activity in 2020, the committee decided to reduce the renewal subscription from £14 to £10 for one year. Effectively returning some £2,000 of the above surplus to members in 2021.

There is a surplus of £767 on groups’ funds, which is ring-fenced for the relevant groups.

In summary, end of year reserves on general funds are £8,484 with groups’ funds and social funds at £1,666 and £450 respectively giving a total of £10,599.

## Windsor u3a – Statement of Accounts 2020

	Year end 31/12/20	Year end 31/12/19
<b>Receipts</b>	£	£
Gift aid	1,310	1,250
Membership (665 paid up at 31/12/20)	9,274	9,066
Miscellaneous	10	47
Sub-total	10,593	10,363
Groups	2,734	8,094
Social events/outings	0	6,278
Total receipts	13,327	24,735
 <b>Payments</b>		
Administration expenses	397	707
Beacon levy	655	592
Convenor conference	0	887
Equipment purchase	0	0
Gardeners' Hall hire	240	520
Membership fee to Third Age Trust	2,363	2,097
Miscellaneous	507	527
National conference expenses	0	650
Newsletter expenses	1,194	976
PayPal fees	103	93
Refreshments	21	143
Speaker fees	290	889
Third Age Matters	957	605
Sub-total	6,727	8,686
Groups	1,967	7,363
Social events/outings	0	6,057
Total payments	8,694	22,106
 <b>Surplus/deficit</b>	4,633	2,629
Opening balance	5,966	3,337
<b>Closing balance</b>	10,599	5,966
 <b>Represented by</b>		
General fund	8,484	4,617
Groups fund	1,666	899
Social events/outings fund	450	450
Totals	10,599	5,966



## **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 31<sup>st</sup> December 2020 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 matters set out in the statement below.

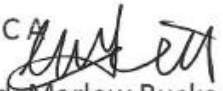
### **Independent Examiner's Statement**

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  27<sup>th</sup> February 2021

# Windsor & District u3a – 2021 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 14<sup>th</sup> April
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 = 81 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](mailto: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 14<sup>th</sup> April 2021 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 2020 AGM Minutes:

Yes No Abstain

4) Adopt Statement of Accounts for 2020:

Yes No Abstain

5) Appoint George Flett as Independent Examiner of Windsor U3A accounts for 2021:

Yes No Abstain

6a) Elect Joanna Wattis as a Committee Member of Windsor U3A:

Yes No Abstain

6b) Re-elect Sue White as a Committee Member of Windsor U3A:

Yes No Abstain

6c) Re-elect Dave Humphries as a Committee Member of Windsor U3A:

Yes No Abstain

7a) I support the resolution to give the committee authority to set the renewal subscription rate for 2022 in December 2021:

Yes No Abstain