

**Windsor and District u3a**  
**2022 Annual General Meeting**  
**Wednesday 13<sup>th</sup> April 2022 at 2pm**

**AGENDA**

1. Apologies for absence
2. Adoption of Minutes of 2021 AGM  
- *Proposed by Adele McNally, seconded by Rachel Ellerker*
3. Presentation of the Chairman's report for 2021
4. Treasurer's Report and adoption of the accounts for 2021  
- *Proposed by David Oldcorn, seconded by Ron Snowball*
5. Appointment of independent examiner for the accounts  
- *Proposed by Sue Todd, seconded by Norma Jeffries*
6. Election of members to fill Committee vacancies:
  - a) Elect Committee member  
Kate Fagence - *proposed by Sheila Robertson, seconded by Liz Baker*
  - b) Elect Committee member  
David Treder - *proposed by Jane Standley, seconded by Marion Mackenzie*
  - c) Elect Committee member  
Derek Gadd - *proposed by Anne Farley, seconded by Alan Wheeler*
7. Discuss and vote on any resolutions:
  - a) It is proposed to give the committee authority to set the renewal subscription rate for 2023 by December 2022 latest. - *Proposed by Sheila Robertson, seconded by Penny Dugdale*
8. Matters raised for discussion
9. Date of next AGM

# Windsor u3a – 2021 AGM Minutes

## Minutes of the annual general meeting held at 2pm on April 14, 2021

The meeting was held on video-conferencing platform Zoom for a second year because of the social restrictions associated with the Covid-19 pandemic.

Some 44 members attended. Taking into account the 89 proxy voting forms submitted to the committee, the number of members able to vote at the meeting exceeded the required quorum of 81.

1) Apologies for absence were received, but not presented to the meeting, from: Martyn and Diana Gorton, Averil Skinner, Nigel and Maureen Russell, John Bastow, Yvonne Hurley, Pat Jenner, Christine Palmer, Karin Oakley, Sue Bish, Penny Dugdale, Sue Ashley.

2) The minutes of the 2020 annual general meeting were adopted, with three abstentions. Proposer, Adele McNally. Secunder, Rachel Ellerker.

### 3) **Chairman's Report 2020: Peter Todd**

Peter reported that much of Windsor and District u3a's activity over the past year had been dictated by the pandemic, but he was now looking ahead with more optimism than he had found possible in the preceding few months.

The executive committee had continued to meet monthly on Zoom and Windsor u3a's financial situation remained sufficiently strong to allow a reduction in the annual subscription for the coming year.

With the advent of the pandemic's social restrictions followed by lockdowns, the need for members to keep in touch became paramount and so the monthly newsletter was expanded from a diary of events to a popular forum opened up to all members. The contributions and feedback have been very positive.

A new website was launched early in 2020 which led to an increase in traffic and posts compared with the former site.

Peter expressed the hope that an increasing number of members would contribute to both. A recent innovation to counter the pandemic's restrictions was to resume the monthly meetings on Zoom. January and February's each attracted more than 100 members. In the future, Peter sees the 'new normal' as embracing face-to-face meetings combined with online technology.

About half our interest groups were extremely successful in adopting Zoom or other platforms to meet and study online when they have not been able to meet in person. The pandemic's restrictions also spurred the launch of several new groups which proved popular.

### 4) **Treasurer's Report 2020: Malcolm Munroe**

Windsor u3a received most membership subscriptions by mid-March, before Covid-19 curtailed u3a activities.

Expenditure compared with 2019 dropped because of the social restrictions determined by the government. Savings included the annual convenor conference which was cancelled for 2020, saving £887 on the previous year. The Third Age Trust's AGM and national conference were conducted remotely and attracted no expenditure compared with the previous year of £650 for two delegates.

Speaker fees for the reduced number of monthly meetings dropped to £290 compared with £889 for 2019.

As a result general funds had a bigger than normal surplus of £3,866 compared with the forecast £1,004 and the committee has been able to return some £2,000 of that surplus to members by reducing the renewal subscription.

Last year's AGM gave the committee the authority to set a lower subscription to reflect the u3a's lack of activity, and so renewal for 2021 was set at £10 compared with £14 in 2020.

Groups' funds show a surplus of £767 which is ring-fenced for the relevant groups. The closing balance for the year ending December 31, 2020 was £10,599, comprising the general fund of £8,484 with groups fund and social fund at £1,666 and £450 respectively. **Adoption of the Treasurer's report and accounts, proposed by David Oldcorn, seconded by Ron Snowball, was carried with one abstention.**

**5) Appointment of an independent examiner for Windsor u3a's 2021 accounts**

The appointment of George C Flett, proposed by Anne Montminy, seconded by Frank Tarrant, was approved, with one abstention.

**6) Committee Elections**

a) Joanna Wattis was unanimously elected to the executive committee. Proposer John Wiggins, seconder Beverley Ward

b) Sue White was re-elected to the committee for a second term, with two abstentions. Proposer Alison Haymonds, seconder Georgina Blight

c) Dave Humphries was re-elected to the committee for a second term, with one abstention. Proposer Chris Dufty, seconder, Sally Walpole.

7) The proposal to give the committee authority to set the renewal subscription rate for 2022 in December this year was proposed by Adele McNally, seconded by Kate Rayner. It was carried, with one objection and one abstention.

8) **Matters raised for discussion:** None.

9) The date of the next AGM is **April 13th 2022.**

**The meeting ended at 2.22pm**

**SW**

## Windsor u3a – Chairman's Report 2021

It is my pleasure to present a second annual report as your chairman.

Sadly, all my tenure has taken place during the Covid-19 pandemic which presented me, the committee and, I am sure all of you, with some testing challenges.

But I am happy to report that Windsor and District u3a has bucked the predicted national long-term reduction in membership and we are now back to our pre-pandemic levels of more than 600.

This is due in part to the commitment of your committee and to our group convenors who worked hard to stay in touch with their groups, even during the worst of the pandemic's restrictions. Zoom, email, chat groups and making use of members' gardens were all employed in the effort to keep us learning together and to combat the sense of isolation that lockdown had caused.

While the pandemic threw obstacles in our path, it also opened our eyes to different ways of doing things: many of our groups continue to use Zoom, either regularly, as an occasional alternative, or to conduct hybrid meetings. And once most of the Covid-19 shackles came off this year, new ideas for subjects bubbled up from convenors and members alike and I would like to commend their efforts and innovative spirit.

In September the committee began to trial the use of Zoom to stream our monthly speaker's meeting at Gardeners' Hall. Members now have the choice of attending in person or joining the meeting in the comfort of their own home. We hope this offers tangible benefits to our members who find it difficult to get to Gardeners' Hall and convenience if the weather is so bad you don't want to venture outside.

We also took advantage of opportunities to promote our u3a in the community by setting up recruitment stands at a community event in Windsor Yards and outside the Tesco store in Dedworth Road (west Windsor). My thanks go to the committee and u3a members who gave up their time for those events. The public gave us some positive feedback on what we had to offer, and a few joined up on-the-spot!

We also held a summer picnic, organised by our membership secretary, Kate Fagence. On a perfect summer's day, we gathered on Queen Anne's Ride, Windsor Great Park, with the blessing of the Crown Commissioners. It was good to meet all of you who came... it was my first opportunity to meet members at large because the pandemic's restrictions came into force as I became chairman!

Our newsletter editor, Jackie Wiggins, organised another outdoor event in the shape of a popular River Thames boat trip to Sunbury Park and its historic walled garden. It was oversubscribed and a second trip was needed to meet demand. The newsletter proved to be a focal point for all of us during the pandemic and contributions made by members, as well as group convenors, were heartwarming and entertaining. Now that nearly all our interest groups are meeting again Jackie has appealed for more news from the groups. Contributions are welcome: either of advance notice of activities or reports and photographs after the event.

Looking ahead to the rest of the year, we hope to organise regular coffee mornings for members in locations around our catchment area. We are also looking for ways to celebrate both the Queen's Platinum Jubilee in June and the u3a movement's 40th anniversary this year.

We are also determined to continue promoting ourselves in the community. We have produced a full-colour recruitment pamphlet that turns the spotlight on what Windsor u3a has to offer... highlighting the benefits membership can bring and listing our 75-plus interest groups.

We hope to have copies in Gardeners' Hall for the AGM that you can collect to give to friends and neighbours or to any venue or organisation where you think people might be interested.

Lastly, I would like to thank the committee who have worked tirelessly this year to support our usual business and initiatives.

Sadly, two are retiring from the committee after serving the maximum term. They are data administrator Anne Greenshields and treasurer Malcolm Munroe, and I would like to pass on my grateful thanks to both. Their clear-thinking and conscientious attention to detail have been huge assets to the committee.

Peter Todd  
Windsor u3a Chairman

## **Windsor u3a – Treasurer’s report on the 2021 accounts**

Despite the continuing pandemic, membership numbers were up to near pre-pandemic levels at 621. Although the subscription for 2021 was reduced from £14 to £10 to reflect the lack of activities in the previous year we still ended 2021 with a healthy surplus of £1,279 in general funds.

Interest group funds and social events/outings funds, which should broadly be cost neutral, ended the year with a surplus of £506.

Total funds are up from £10,599 in the previous year to £12,384 at the end of 2021.

## Windsor u3a – Statement of Accounts 2021

	Year end 31/12/21	Year end 31/12/20
<b>Receipts</b>	£	£
Gift aid	1,362	1,310
Membership (621 paid up at 31/12/21)	6,184	9,274
Miscellaneous	63	10
Sub-total	7,609	10,593
Groups	1,538	2,734
Social events/outings	5,191	0
Total receipts	14,338	13,327
 <b>Payments</b>		
Administration expenses	329	397
Beacon levy	542	655
Convenor conference	0	0
Equipment purchase	0	0
Gardeners' Hall & The Hub hire	310	240
Membership fee to Third Age Trust	1,890	2,363
Miscellaneous	655	507
National conference expenses	0	0
Newsletter expenses	1,045	1,194
Paypal fees	89	103
Refreshments	0	21
Speaker fees	711	290
Third Age Matters	760	957
Sub-total	6,330	6,727
Groups	1,141	1,967
Social events/outings	5,082	0
Total payments	12,553	8,694
 <b>Surplus/deficit</b>	1,785	4,633
Opening balance	10,599	5,966
<b>Closing balance</b>	12,384	10,599
 <b>Represented by</b>		
Bank balance	11,104	
Groups cash	641	
Paypal balance	640	
Totals	12,384	

## **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 2021 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 16<sup>th</sup> March 2022





# Windsor & District u3a – 2022 AGM Proxy Voting Form

Please use a Proxy Voting Form if:

1. you cannot attend Gardeners' Hall at 2pm on Weds 13<sup>th</sup> April 2022
2. you are unable to join the Zoom video conference at 2pm on Weds 13<sup>th</sup> April 2022
3. 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 and GH attendees = 90 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 13<sup>th</sup> April 2022 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 2021 AGM Minutes:

Yes No Abstain

4) Adopt Statement of Accounts for 2021:

Yes No Abstain

5) Appoint George Flett as Independent Examiner of Windsor U3A accounts for 2022:

Yes No Abstain

6a) Elect Kate Fagence as a Committee Member of Windsor U3A:

Yes No Abstain

6b) Elect David Treder as a Committee Member of Windsor U3A:

Yes No Abstain

6c) Elect Derek Gadd 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 2023 by December 2022 latest:

Yes No Abstain