

**Windsor and District u3a**  
**2023 Annual General Meeting**  
**Wednesday 12<sup>th</sup> April 2023 at 2pm**

The Annual General Meeting of the Windsor & District u3a will take place at **2pm** on **Wednesday 12<sup>th</sup> April 2023**. This will be held at **Gardeners' Hall, 213 St. Leonards Road, Windsor, SL4 3DR**.

This document is the official notification of the AGM and contains the agenda and relevant documents from operations in 2022.

Voting will return to a 'simple majority' approach, evidenced on a show of hands (for and against), **in Gardeners Hall**, to quickly determine the result of votes on the relevant Agenda items. Unfortunately, we cannot offer a proxy voting option this year.

Your committee\* will be reliant upon sufficient members attending Gardeners' Hall in person on the 12<sup>th</sup> April, our constitution requires 15% of membership to achieve a quorum, this equates to about 100 members being present. Failure to achieve a quorum will result in us having to reorganise the AGM for a later date.

**Please attend if you can**, AGM business will be followed by an Afternoon Tea and a guitar recital by Gary Jordan.

We intend to have a Zoom connection for any members that cannot attend Gardeners' Hall, they may **observe** the AGM (**but not participate or vote**), then enjoy the guitar recital. Zoom details will be e-mailed closer to the meeting.

Kind regards,

Dave Humphries – Secretary

# Agenda

1. **Apologies for absence:** all names received will be read out and recorded in the minutes.
2. **Adoption of Minutes of 2022 AGM**
  - Proposed by Sheila Robertson, seconded by Ron Snowball
3. **Presentation of the Chairman's report for 2022**
4. **Presentation of the Treasurer's Report for 2022**
  - including Independent Examiners Report
5. **Adoption of the Accounts for 2022**
  - Proposed by David Oldcorn, seconded by Ron Snowball
6. **Election of members to fill Committee vacancies:**
  - a) Re-elect our Chairman to the committee  
Peter Todd – Proposed by Lucy Gardner, seconded by Georgina Blight
  - b) Re-elect our Newsletter Editor to the committee  
Jackie Wiggins – Proposed by Adele McNally, seconded by Bali Gill
7. **Discuss and vote on resolutions:**
  - a) To give the committee authority to set the renewal subscription rate for 2024 by December 2023 latest – Proposed by Malcolm Munroe, seconded by John Wiggins
  - b) To give the committee authority to find and appoint an examiner of accounts before the next AGM – Proposed by Jane Standley, seconded by Roy Battison
  - c) For many years the normal contribution to the hosts of groups has been 50 pence, per person per meeting. This to cover wear and tear to the hosts home plus to help defray the cost of tea and coffee. I should like to propose that this be raised to £1 per person per meeting. This motion to be on an Advisory basis only, as many group may have and wish to continue with other amounts.
    - Proposed by Ronald Snowball, seconded by John Wiggins
8. **Matters raised at meeting for discussion**
9. **Date of next AGM**

\* The full committee consists of:

|                        |                |  |
|------------------------|----------------|--|
| Chairman:              | Peter Todd     | <a href="mailto:chairman@windsoru3a.org.uk">chairman@windsoru3a.org.uk</a>       |
| Secretary:             | Dave Humphries | <a href="mailto:secretary@windsoru3a.org.uk">secretary@windsoru3a.org.uk</a>     |
| Treasurer:             | David Treder   | <a href="mailto:treasurer@windsoru3a.org.uk">treasurer@windsoru3a.org.uk</a>     |
| Data Administrator:    | Derek Gadd     | <a href="mailto:dataadmin@windsoru3a.org.uk">dataadmin@windsoru3a.org.uk</a>     |
| Groups' Coordinator:   | Sue White      | <a href="mailto:u3agroups@windsoru3a.org.uk">u3agroups@windsoru3a.org.uk</a>     |
| Website Administrator: | Dave Humphries | <a href="mailto:webeditor@windsoru3a.org.uk">webeditor@windsoru3a.org.uk</a>     |
| Membership Secretary:  | Kate Fagence   | <a href="mailto:membership@windsoru3a.org.uk">membership@windsoru3a.org.uk</a>   |
| Newsletter Editor:     | Jackie Wiggins | <a href="mailto:newsletters@windsoru3a.org.uk">newsletters@windsoru3a.org.uk</a> |
| Speaker Organiser:     | Joanna Wattis  | <a href="mailto:speakers@windsoru3a.org.uk">speakers@windsoru3a.org.uk</a>       |

# Windsor and District u3a – 2022 AGM Minutes

Minutes of the annual general meeting held at 2pm, April 13, 2022

The chairman and committee were able to welcome members in person to Gardeners' Hall in contrast to the previous two annual general meetings. In 2020 and in 2021 the meeting had been restricted to video-conferencing platform Zoom because of the social restrictions associated with the Covid-19 pandemic. This year's meeting was designed as a hybrid gathering to incorporate the use of Zoom for members who preferred to attend that way.

Some 44 members attended at the venue and 30 initially joined the meeting via Zoom. The number of proxy votes received ensured the required quorate was more than achieved to conduct an AGM.

## 1) Apologies for absence:

Diane and Martyn Gorton; Eileen Bell; Diane Hall; John Turner; Mary Sibley; Elizabeth Hattersley; Carole Ford; Anne Montminy; Frank Tarrant; Estlyn Davies; Penny Dugdale; Valerie Hill; Mhairi Hensby; Simon Howison; Karin Oakley; Phillip Macdonald; Barbara Chivers; Diane Bassett.

## 2) Adoption of the minutes of the 2021 AGM

Proposed by Adele McNally, seconded by Rachel Ellerker. Motion carried

## 3) Presentation of the Chairman's Report 2021

Peter Todd, chairman, reported that over the past year Windsor and District u3a membership increased to approach its pre-pandemic levels of 600-plus.

He attributed this in part to the commitment of the committee and to the group convenors who worked hard to stay in touch with their groups, despite the worst of the pandemic's restrictions.

Zoom, email, chat groups and members' gardens were all employed in the effort to keep members learning together and to combat the sense of isolation that lockdown, the Rule of Six and the tier system contributed to, he said.

But while the pandemic threw up obstacles, it also led to new ways of doing things: many groups continue to use Zoom, either regularly, as an occasional alternative, or to conduct hybrid meetings.

Once most of the Covid-19 shackles came off, new ideas for subjects bubbled up from convenors and members alike and they were to be commended.

In September the committee began to trial the use of Zoom to stream monthly speaker's meetings at Gardeners' Hall, to give members the choice of how they attend.

Recruitment stands at a community event in Windsor Yards and outside Tesco's store in Dedworth Road helped to publicise our activities.

A summer picnic for members was held on Queen Anne's Ride, Windsor Great Park, with the blessing of the Crown Commissioners. The occasion was Peter's first opportunity to meet members at large because the pandemic's restrictions came into force as he became chairman!

A Thames boat trip to Sunbury Park and its historic walled garden was oversubscribed and a second trip was needed to meet demand.

The newsletter was a focal point during the pandemic and the many contributions made by members, as well as convenors, were heartwarming and entertaining.

Most interest groups are meeting again and Jackie Wiggins, newsletter editor, has appealed for more news from the groups for the monthly publication.

To continue promotion in the community, we produced a pamphlet to publicise what u3a has to offer, highlighting the benefits membership can bring and listing Windsor and District u3a's 75-plus interest groups.

Looking ahead to the rest of the year, Peter said it was hoped to organise regular coffee mornings for members in locations around the catchment area and explore ways to celebrate the Queen's Platinum Jubilee in June and the u3a movement's 40th anniversary this year.

He closed by thanking committee members for their work, in particular Anne Greenshields, data administrator, and Malcolm Munroe, treasurer, who were both retiring from the committee after serving the maximum term.

#### **4) Treasurer's report and adoption of the accounts for 2021**

Although the renewal subscription for 2021 was reduced from £14 to £10, the retiring treasurer Malcolm Munroe reported a "heathy" surplus of £1,279 in general funds for the year ending December 2021.

The cut was designed to reflect the lack of activities that members were able to undertake because of the social restrictions imposed in the previous year because of the Covid-19 pandemic.

The interest groups fund and social events/outings fund - broadly cost neutral - together ended the year with a surplus of £506.

The closing balance for the year was £12,384, up from £10,599 the previous year.

**The Treasurer's report and adoption of the accounts was proposed by David Oldcorn, seconded by Ron Snowball and carried unanimously.**

#### **5) Appointment of an independent examiner for the accounts**

The appointment of George C Flett, proposed by Sue Todd and seconded by Norma Jeffries, was approved.

#### **6) Elected to the committee**

**Kate Fagence:** proposed by Sheila Robertson, seconded by Liz Baker

**David Treder:** proposed by Jane Standley, seconded by Marion Mackenzie

**Derek Gadd:** proposed by Anne Farley, seconded by Alan Wheeler

**7)** The meeting resolved to give the committee the authority to set the renewal subscription rate for 2023 by December 2022 at the latest. Motion proposed by Sheila Robertson and seconded by Penny Dugdale.

#### **8) Matters for discussion**

From the floor Liz Streeter asked if there was a list of convenor homes indicating how accessible they were for disabled people. Sue White, Groups Coordinator, replied that one had been completed a few months before the pandemic. It now needed updating and when that had been done it could probably be put on the website.

#### **9) The date of the 2023 annual general meeting was set for Wednesday, April 12th, at 2pm**

**10)** The meeting closed with an apology by the chairman for the technical problems that had prompted many of the Zoom attendees to leave the meeting and hindered hearing within the venue (Gardeners' Hall), especially for the hard-of-hearing. He assured the participants that the source would be investigated and improvements made.

After the business agenda was completed, former chairman John Wiggins conducted a general knowledge quiz for Zoom and hall attendees. John acted as quizmaster from his home after contracting Covid-19 and his efforts were much appreciated.

## Chairman's 2022 Annual Report

### Windsor and District u3a

It is my pleasure to present a third annual report as your chairman and one which, happily, does not have to reflect adverse impacts of the Covid-19 pandemic that restricted our group and social activities during 2020 and 2021.

In fact, we can reflect that some of the worst restrictions imposed to combat the spread of the virus have had a beneficial legacy.

Some of our groups continue to use Zoom – either regularly, as an occasional alternative, or to conduct hybrid meetings.

In addition, the committee's trial use of Zoom to stream our monthly speaker's meeting at Gardeners' Hall is now a firm fixture, giving members a choice of attending in person or from the comfort of their own home.

This was made possible by the technical expertise (and persistence) employed by committee members Dave Humphries and Derek Gadd who took on the task of providing our audio-visual facilities when Peter Furney 'retired' after 10 years in the role. The addition has helped to boost numbers listening to our monthly speakers.

Any such hybrid occasion offers tangible benefits to those who find it difficult to travel, and for convenience if the weather is a deterrent. And, in the wake of the pandemic, this realisation of the role that technology can play in keeping us learning together, and in alleviating a sense of isolation, gave rise to the idea of introducing smartphone training for members.

The initial response from the membership was enthusiastic and Thames Valley Police cadets began acting as our "tutors" this year in evening sessions in Gardeners' Hall Rose Bar.

Carol Crago has used technology to create a runaway success with her **Bridge (Guided) Online** group. She holds meetings every Tuesday and Thursday and, more often than not, in both the morning and afternoon.

Awareness of our website – administered by Dave Humphries – is growing and traffic is increasing. As well as being a super-sized filing cabinet that houses all our u3a has to offer, it allows easy access to convenors, the committee, our monthly Newsletter and Newsletter 'Extra' stories and pictures, plus member-to-member contact.

The Newsletter, edited by Jackie Wiggins, now also comes in a smartphone-friendly format, again the result of Dave Humphries' diligence, and continues in its pivotal role of keeping members informed and in-touch. These also attract new members, who can now see far more of what we get up to, while keeping members' personal data restricted to logged-in members only.

Reports and photos of your meetings, your outings, your activities and your views are always welcomed. Please keep sending them.

New interest groups that launched during the year included our second **Crafts** group (convenor, Jane Croskerry) and two more walking groups – **Shorter Walks** (Pat Oldcorn); **u3a Amblers** (Eve Brand).

**Make your Own Clothes** is convened by Jan Kennedy; John Wiggins began a second group for **Bridge Improvers**, Joy Smith had designs on hosting a second **Art** group while Kate Fagence, our membership secretary, started **MOTO 3**, our third lunch group for members on their own.

Another special mention should go to Anita Roberts who stepped forward at very short notice to take over as convenor of two groups, **German (Stammtisch)** and **Gardening 2**.

Plans to launch a **Lawn Bowls** group in Windsor Great Park village in September, proposed by Mary Sibley, had to be put on hold when the village closed following the death of Queen Elizabeth II. We hope to revive the plans in April when the season begins.

If any member feels they could lead an **Italian Beginners** Conversation group, Sue White, our Groups Coordinator, would like to hear from you.

Local coffee mornings became a regular fixture in our u3a calendar over the last year, organised by Jackie Wiggins and Joanna Wattis.

The venues are in Old Windsor (first Wednesday), West Windsor (Third Wednesday), and Datchet (fourth Wednesday). Details in the newsletter.

Moving further afield, tulips from Amsterdam greeted the u3a group that Pat and David Oldcorn took to the Floriade Festival and Keukenhof Gardens in the Netherlands in April.

At home, outings included visits to the Cotswolds Wildlife Park and Gardens in Burford in May and to the Sandringham estate in Norfolk, then owned by The Queen. Memories of the latter are particularly poignant in the light of the Queen's death in September, soon after the visit.

On a happier note, earlier in the year we celebrated both the Queen's Platinum Jubilee and u3a's 40th anniversary with a boat trip and tea on the Thames, with musical accompaniment by Adele McNally's UKE3A and Singing for Fun members.

Those trips were organised by John and Jackie Wiggins who in June also led the visit to Bavaria in Germany to see the Oberammergau Passion Play, postponed from 2020.

The final outing of the year was a long weekend to visit Lincoln, its cathedral and Christmas market.

At the end of the year our membership numbers were approaching 650... after a steady stream of 118 new members.

To close, I would like to thank those mentioned above for their hard work, the committee, our volunteers who meet and greet and provide refreshments and last, but not least, all our convenors. Without our convenors' dedication and energy and the enthusiasm of our members, we would not be the thriving u3a that we are.

*Peter Todd*

*Chairman, Windsor and District u3a*

## **Treasurer's Report – Year ended 31<sup>st</sup> December 2022**

April 2022 saw the appointment of a new Treasurer (David Treder) as Malcolm Munroe reached the constitutional limit of six years at the helm. Many thanks to Malcolm for his sterling efforts over such a long period.

Whilst the names have changed, it is very much business as usual and the finances are being run in much the same way. However, the huge upheaval of COVID and ensuing inflation have yet to work their way through our accounts.

For example, two of the big-ticket items in our costs (the Windsor u3a convenors conference and to participate in the national conference) did not take place in person this year and so our finances received a boost. However, both are back on the agenda for 2023.

The total surplus for the year (receipts less payments) was £4,323. This spans all our activities: our operations; groups operating through the bank account; social activities and groups operating in cash.

### **Operations**

As a result of reduced costs and an increase of 6% in our membership, we benefited from an operational surplus of £1,231 this year and so our reserves have increased to £12,692.

Meanwhile, inflation has rocketed and so the conference expenses are likely to be higher this year than we have previously known and so we are yet to see any equilibrium in the accounts: costs were lower than expected last year but this year, are likely to be higher than expected.

We chose to keep subscriptions at the same level for 2023 whilst we see the effects of inflation and restarting events.

### **Groups operating through the bank account**

Groups' funds should tend to zero, but the accounts show a surplus of £460 which are ring fenced funds accrued in 2022 available for use in 2023.

### **Social activity**

Social activity funds should also net to around zero, but the accounts show a surplus of £2,603. This is because we base our accounts on money flowing in and out of our bank account. So most of the surplus is actually held on account to be paid out in 2023 for upcoming social trips (to the Swan Theatre in High Wycombe and Sonning Mill).

### **Cash groups**

Finally, cash groups show a surplus of £28 for the year. Again, these are ring fenced funds accrued in 2022 for use in 2023.

# Windsor u3a Statement of Accounts - to 31st December 2022

|  | Year End<br>31/12/2022<br>£ | Year End<br>31/12/2021<br>£ |
|--|-----------------------------|-----------------------------|
| <b>Receipts</b>                        |                             |                             |
| Gift Aid                               | 924                         | 1,362                       |
| Membership (662 paid up at 31/12/2022) | 8,980                       | 6,184                       |
| Miscellaneous                          | 100                         | 63                          |
| Sub Total                              | 10,004                      | 7,609                       |
| Groups                                 | 6,007                       | 1,538                       |
| Social events/outings                  | 9,319                       | 5,191                       |
| Cash Groups                            | 5,324                       |                             |
| Total receipts                         | 30,654                      | 14,338                      |
| <b>Payments</b>                        |                             |                             |
| Administration                         | 145                         | 329                         |
| Beacon levy                            | 583                         | 542                         |
| Convener conference                    | -                           | -                           |
| Equipment                              | 1,477                       | -                           |
| Gardeners Hall Hire                    | 360                         | 310                         |
| Membership fee to 3rd Age Trust        | 2,332                       | 1,890                       |
| Miscellaneous outgoings                | 265                         | 655                         |
| National conference expenses           | -                           | -                           |
| New Members Meetings                   | 278                         | -                           |
| Newsletter, printing and postage       | 1,516                       | 1,045                       |
| Paypal and credit card fees            | 131                         | 89                          |
| Speaker fees                           | 644                         | 711                         |
| Third Age Matters                      | 1,040                       | 760                         |
| Sub Total                              | 8,772                       | 6,331                       |
| Groups                                 | 5,546                       | 1,141                       |
| Social events/outings                  | 6,716                       | 5,082                       |
| Cash Groups                            | 5,296                       |                             |
| Total payments                         | 26,331                      | 12,554                      |
| <b>Surplus/Deficit</b>                 | 4,323                       | 1,784                       |
| Opening balance                        | 12,383                      | 10,599                      |
| Closing balance                        | 16,706                      | 12,383                      |
| <b>Represented by</b>                  |                             |                             |
| Bank balance                           | 16,038                      | 11,104                      |
| Paypal balance                         | -                           | 640                         |
| Zettle balance                         | -                           | -                           |
| Groups cash                            | 670                         | 639                         |
| Total                                  | 16,708                      | 12,383                      |

## Year End balance includes

|                              |                   |
|------------------------------|-------------------|
| Operational Funds            | £12,692.71        |
| Group Funds - Quiz           | £210.49           |
| Group Funds - Table Tennis   | £473.41           |
| Social Funds - Sonning Mill  | £202.50           |
| Social Funds - Swan Theatre  | £2,528.00         |
| Social Funds - Xmas Social   | -£68.95           |
| Cash Funds - Local History   | £301.53           |
| Cash Funds - Scrabble        | £26.81            |
| Cash Funds - Singing for Fun | £89.62            |
| Cash Funds - Tea & Jazz      | £166.17           |
| Cash Funds - UKE3a           | £85.36            |
| <b>Total</b>                 | <b>£16,707.65</b> |



# **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 2022 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

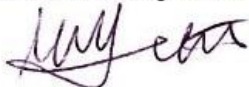
## **Basis of Independent Examiner's Report**

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 23rd February 2023