

Windsor and District u3a
2024 Annual General Meeting
Wednesday 10th April 2024 at 2pm

19th March 2024

Notice of Annual General Meeting of Windsor & District u3a

The Annual General Meeting of the Windsor & District u3a will take place at **2pm** on **Wednesday 10th April 2024**. 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 2023.

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 10th April, our constitution requires 15% of membership to achieve a quorum, this equates to about 95 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 a talk by Peter Honey, then Refreshments of tea/coffee and cake.

Zoom attendance will not be available for this year's AGM.

Kind regards,

Dave Humphries – Secretary

2024 AGM Agenda

1. **Apologies for absence:** all names received will be recorded in the minutes.
2. **Adoption of Minutes of 2023 AGM**
 - Proposed by Catherine Fison, seconded by Graham Richards
3. **Presentation of the Chairman's report for 2023**
4. **Presentation of the Treasurer's Report for 2023**
including Independent Examiners Report
5. **Adoption of the Accounts for 2023**
to adopt the accounts for 2023 which have been approved by the independent examiner as appointed with authority from the last AGM
 - Proposed by David Oldcorn, seconded by Adele McNally
6. **Election of members to fill Committee vacancies:**
 - a) Elect a new Secretary to the committee
Carol Crago - Proposed by Eunice Stone, seconded by Sandra Foster
 - b) Elect a new Groups Coordinator to the committee
 - Proposer and seconder will be sought at the AGM
 - c) Re-elect Joanna Wattis to the committee for her second 3-year term.
 - Proposed by Ann McGowan, a seconder will be sought at the AGM
7. **Discuss and vote on resolutions:**
 - a) To give the committee authority to set the renewal subscription rate for 2025 by December 2024 latest - Proposed by Malcolm Munroe, seconded by John Wiggins
 - b) To give the committee authority to find and appoint an independent examiner for the 2024 accounts - Proposed by Jane Standley, seconded by Roy Battison
 - c) Any resolutions raised at the meeting
8. **Matters raised at meeting for discussion**
9. **Date of next AGM**

* The full committee consists of:

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

Windsor and District u3a – 2023 AGM Minutes

Minutes of the annual general meeting held on Wednesday April 12, 2023

1) Apologies for absence: Roy Battison, Adele McNally, Roger and Rachel Ellerker, Bridget Ann Day, Joanna Wattis, Ingrid Barnes, Linda Saunders, John Walsh, Christina Sanford, Sameena Ali, Sandra Harris, Penny Dugdale, Margaret Taylor, Sally Morton, Debbie Gowing, Anne Greenshields, Diane Hall, John Turner, Jane Croskerry, Martyn and Diana Gorton, Nick and Gill Dunkley, Jeanette Sperling, Jane Brett, Zara Redhead, Margaret and Teddy Kelly.

2) Adoption of the minutes of the 2022 AGM

Proposed by Sheila Robertson, seconded by Ron Snowball

Motion carried with one abstention.

3) Chairman's annual report for 2022

Chairman Peter Todd said he was pleased to present his third annual report which, happily, did not have to reflect adverse impacts of the Covid-19 pandemic that restricted activities in 2020 and 2021.

Instead he was able to report that some of the worst restrictions imposed to combat the spread of the virus had had a beneficial legacy.

For example, some groups continued to use Zoom – either regularly, as an occasional alternative, or to conduct hybrid meetings. Carol Crago, for one, created a runaway success with her **Bridge (Guided) Online** groups, holding meetings every Tuesday and Thursday.

The committee's trial use of Zoom to stream the monthly speaker's meeting at Gardeners' Hall is now a firm fixture, made possible by the technical expertise of committee members Dave Humphries and Derek Gadd.

This realisation of the role that technology could play in keeping u3a members learning together, and alleviating a sense of isolation, gave rise to the idea of smartphone training for members. Thames Valley Police cadets began acting as "tutors" in evening sessions in Gardeners' Hall. Awareness of the website 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, monthly Newsletter and Newsletter 'Extra' stories and pictures, plus member-to-member contact. The Newsletter, edited by Jackie Wiggins, now comes in a smartphone-friendly format and continues in its pivotal role of keeping members informed and in-touch.

New interest groups that launched during the year included a 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. Peter also thanked Anita Roberts who stepped forward at very short notice to take over as convenor of two groups, **German (Stammtisch)** and **Gardening 2**.

Local coffee mornings became a regular fixture over the last year, organised by Jackie Wiggins and Joanna Wattis. 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 were poignant in the light of the Queen's death in September.

Earlier in the year Windsor and District u3a celebrated 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 also led the visit to Bavaria in Germany to see the Oberammergau Passion Play. The final outing of the year was a long weekend to visit Lincoln, its cathedral and Christmas market.

Peter reported that membership was approaching 650 by the end of the year.

He thanked those mentioned in his report for their hard work, the committee, the volunteers who meet and greet and provide refreshments and all the convenors.

To close he said: "Without our convenors' dedication and the energy and enthusiasm of our members, we would not be the thriving u3a that we are."

4 and 5) Treasurer's report to December 31st 2022 and adoption of the accounts

Treasurer David Treder, expressed thanks to his predecessor Malcolm Munroe for his work over six years in the role.

In presenting the accounts he reported that the upheaval from the Covid pandemic and consequent inflation had yet to work their way through.

For example, two 'big ticket' items that could not take place yielded considerable savings. They were our convenor conference and lunch and funding for two delegates to attend u3a's national conference. Both were back on the agenda for 2023.

He reported a total surplus of £4,323 which encompassed 1) operations, 2) groups working through our bank account, 3) social activities and 4) cash groups.

Members' subscriptions for the coming year had been pegged at 2022's rates.

Lower costs and a 6 per cent rise in membership helped produce an operational surplus of £1,231, increasing reserves to £12,692. However, he warned that inflation was likely to push costs up for the coming year.

Group funds should tend towards zero, but there was a surplus of £460 from those operating through the bank account. The sum represented ring-fenced funds available for 2023.

Social activities also showed a surplus – of £2,603. Most is held on account to pay for forthcoming social trips.

Cash groups showed a £28 surplus, again ring-fenced for 2023.

The closing balance for the year was £16,708, compared with £12,383 the previous year.

From the floor, Frank Tarrant asked if, at future annual general meetings, the accounts could be displayed in the hall on a screen large enough for everyone to read.

Adoption of the accounts was proposed by David Oldcorn, seconded by Ron Snowball and carried unanimously.

6) Committee election

a) Peter Todd was unanimously re-elected chairman.

Motion proposed by Lucy Gardner, seconded by Georgina Blight

b) Jackie Wiggins was re-elected to the committee with one abstention, her husband!

Motion proposed by Adele McNally, seconded by Bali Gill

7) Resolutions

a) The meeting unanimously agreed to give the committee authority to set the renewal subscription renewal rate for 2024 no later than December 2023.

Proposed by Malcolm Munroe, seconded by John Wiggins

b) The meeting unanimously agreed to give the committee authority to appoint an independent examiner of the accounts before the next AGM.

Proposed by Jane Standley, seconded by Roy Battison

c) The meeting agreed that:

This AGM asks the committee to convey the following proposal from Ron Snowball and John Wiggins to the membership...

"For many years the normal contribution to the hosts of groups has been 50pence per person, per meeting. This is to cover wear and tear to the host's home and to help defray cost of tea and

coffee. Ron Snowball proposes this be raised to £1 a head, per meeting. This motion should be advisory only because many groups may have, and wish to continue with, other amounts.”

Carried with one vote against and no abstentions.

To conclude, the date of the 2024 annual general meeting was set for Wednesday, April 10th

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Chairman's 2023 Annual Report

Windsor and District u3a

I am delighted to present the fourth annual report as your chairman, summarising the achievements and developments of our Windsor and District over the past year. The support and enthusiasm from our members have been instrumental in making this another successful year.

Membership Growth: I am pleased to report that we experienced further growth and our membership is now nearing 700 members. This demonstrates the appeal and vibrancy of our community.

Convenor conference and lunch:

After a three-year absence due to the effects of the Covid-19 pandemic, we were once again able to thank our convenors for the work they do with their groups by holding a conference and lunch in the Hospitality and Catering Academy of Langley College in May.

Approaching 50 convenors and committee members took part in a workshop entitled *Learning the u3a Way*, which was conducted by our guest speaker Sally Ingledew. Sally is manager of Hampshire South Central network and a member of the national movement's strategic development committee.

It was followed by a three-course lunch prepared and served by the academy's students and staff.

Interest Groups:

We have launched what I believe is a record number of interest groups over the past year. Our existing convenors came up with ideas for nine new groups at the conference workshop. Six came to fruition and they are: *Play-Reading; Music-Makers; Learning from Experience; Wardrobe Friends; Thinking Inside (the box); National Trust Properties Outings*.

In addition, two new *Creative Writing* groups have begun work, we have a second Rummikub group and a *Flower Arranging* group.

One of the earliest launches in the year was the *Stargazers* group which began life with a healthy 25 members who meet for night-sky events, outings and lectures. A fixed meeting acts as a forum to plan outings and to share knowledge and expertise.

Our long-established *Local History* group has doubled its attendance this year which shows a growing appetite among our members to explore our local heritage.

My thanks to Sue White, our outgoing Groups Coordinator, for taking the initiative on those.

Outings:

Outings in 2023 continued to be successful. In addition to the popular Explore London trips, there was a range of trips to other places. These included:

- 'Midsomer Murders' coach tour around the Chilterns with a Blue Badge guide.
- A five-day holiday based in Harrogate in July, visiting the Royal Yorkshire Agricultural Show and other locations of historical and cultural interest.
- A performance of High Society at The Mill in Sonning in December.

The majority of our events and outings have an educational, as well as a social focus, as that is the purpose of a u3a group, as stated in our constitution and motto, "Learn, Laugh, Live"

Eton Action Fair: The Eton Action Fair proved to be an excellent platform for us. This long-established and highly popular charity fund-raiser allowed us to showcase the diversity of our activities to try to attract new members who share our passion for lifelong learning.

Christmas Tea Party: Our Christmas Tea Party was a festive celebration featuring delightful performances by two groups, Singing for Fun and the Ukulele group. It was heartening to see the camaraderie and talent within our community.

Local Coffee Mornings - CAMEO Groups: Our local coffee mornings, known as CAMEO groups (Come And Meet Each Other), have been exceptionally successful. Hosted in various cafes and venues in Old Windsor, West Windsor, Sunningdale, and Datchet. One of the key benefits is that social interaction at coffee mornings helps foster connections and friendships among our members.

Committee Retirement: I would like to take this opportunity to thank both Dave Humphries and Sue White as key members of the committee. They have provided huge contributions to the ongoing success of our u3a. They are retiring because our constitution does not allow any member to serve for more than two three-year terms on the committee. I'm sure they will enjoy their greater freedom but also be able to continue to provide u3a advice as appropriate to the Committee.

Appreciation: I extend my sincere thanks to all convenors, members of our committee and all volunteers. Your dedication and efforts are the driving force behind our achievements, and your contributions are truly valued. As a charity, we rely on the initiative and support from all involved, and together, we have created a vibrant and thriving community.

In conclusion, I look forward to another successful year with continued learning, and camaraderie within our Windsor and District u3a.

Peter Todd
Chairman, Windsor and District u3a

Treasurer's Report – Year ended 31st December 2023

The total deficit for the year (receipts less payments) was £1,984. This spans all our activities: our operations; groups operating through the bank account; social activities and groups operating in cash. The main reason for the deficit is because money for social activities was accrued in 2022 and paid out in 2023.

Operations

As a result of a drive to improve the gift aid paid to us by HMRC and a small increase of 3% in our membership, we benefited from an operational surplus of £609 this year and so our reserves have increased to £13,411.

The costs of the convenor conference were much higher than expected but balanced by the fact the national conference was cancelled. Both are expected to take place in 2024 but we have chosen to keep subscriptions unchanged in the expectation of a loss in 2024 to be met from reserves.

Groups operating through the bank account

Groups' funds should tend to zero and for 2023 this is largely the case; we recorded a small deficit of £37.

Social activity

Social activity funds should also net to around zero, but the accounts show a deficit of £2,682. This is because we base our accounts on money flowing in and out of our bank account. So the deficit actually balances the amount held on account at the end of 2022 which was paid out in 2023.

Cash groups

Finally, cash groups show a small surplus of £125 for the year; these are ring fenced funds accrued in 2023 for use in 2024.

Year end balances

The balance held by the Local History Group has risen significantly in the last year but is expected to fall back in 2024. Other groups' funds were as expected.

Windsor u3a Receipts and Payments - to 31st December 2023

	Year End 31/12/2023	Year End 31/12/2022
	£	£
Operational Receipts		
HMRC Gift Aid	1,292	924
Membership (689 paid up at 31/12/2023)	9,268	8,980
Miscellaneous	442	100
Total	11,002	10,004
Operational Payments		
Administration	124	145
Beacon levy	591	583
Convener conference	2,147	-
Equipment	98	1,477
Gardeners Hall Events	1,644	360
Membership fee to 3rd Age Trust	2,360	2,332
Miscellaneous outgoings	248	265
National conference expenses	-	-
New Members Meetings	120	278
Newsletter, printing and postage	984	1,516
Paypal and credit card fees	155	131
Speaker fees	920	644
Third Age Matters	1,001	1,040
Total	10,393	8,772
Operating surplus/deficit	609	1,231
Other activity		
Groups Income	3,776	6,007
Groups payments	3,813	5,546
Groups surplus /deficit	-37	460
Cash groups income	6,221	5,324
Cash groups payments	6,096	5,296
Cash groups surplus/deficit	125	28
Social events/outings income	10,974	9,319
Social events/outings	13,656	6,716
Social events/outings surplus/deficit	-2,682	2,603
Total Surplus/Deficit	-1,984	4,323
Opening balance	16,706	12,383
Closing balance	14,723	16,706
Represented by		
Bank balance	13,928	16,038
Paypal balance	-	-
Zettle balance	-	-
Groups cash	795	670
Total	14,723	16,708
Year End balance includes		
Operational Reserves	13,411	12,693
Group Funds - Explorer 2	248	-
Group Funds - Quiz	181	210
Group Funds - Table Tennis	87	473
Cash Funds - Local History	675	302
Cash Funds - Scrabble	40	27
Cash Funds - Singing for Fun	44	90
Cash Funds - Tea & Jazz	11	166
Cash Funds - UKE3a	25	85
Total	14,723	14,046

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

I report on the accounts for the year ended 31st December 2023 which are set out attached.

Respective responsibilities of Trustees and Examiner

As trustees you are responsible for the preparation of the accounts. You, as the 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 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 27th February 2024