



Notice of Annual General Meeting of Windsor & District u3a

Windsor and District u3a 2025 Annual General Meeting Wednesday 9th April 2025 at 2pm

The Annual General Meeting of the Windsor & District u3a will take place at **2pm** on **Wednesday 9th April 2025**. This will be held at **Gardeners' Hall, 213 St. Leonard's Road, Windsor, SL4 3DR**.

This document is the official notification of the AGM and contains the agenda and relevant documents from operations in 2024.

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 9th April, our constitution requires 15% of membership to achieve a quorum, this equates to about 110 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 entertainment from Elaine Samuels, then Refreshments of tea/coffee and cake.

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

Kind regards,

Carol Crago – Secretary

2025 AGM Agenda

1. **Apologies for absence:** all names received will be recorded in the minutes.
2. **Adoption of Minutes of 2024 AGM**
 - Proposed by Astrid Thompson, seconded by Ornella Mohan
3. **Presentation of the Chairman's and Vice Chairman's report for 2024**
4. **Presentation of the Treasurer's Report for 2024**
 - including Independent Examiners Report
5. **Adoption of the Accounts for 2024**
 - to adopt the accounts for 2024 which have been approved by the independent examiner as appointed with authority from the last AGM
 - Proposed by John Wiggins, seconded by Malcolm Munroe
6. **Election of members to fill Committee vacancies:**
 - a) Elect a new Chair to the committee
Martin Pritchett – Proposed by Malcolm Emmett, seconded by Anne Emmett
 - b) Elect a new Groups Coordinator to the committee
Mo Salter – Proposed by Sheila Allen, seconded by Susan Roberts-Shephard
 - c) Elect a new Data Administrator to the committee
Keith Humphries – Proposed by Pauline Thompson, seconded by Martyn Lloyd
 - d) Re-elect David Treder to the committee for his second 3-year term.
 - Proposed by Sue White, seconded by Roy Battison
 - e) Re-elect Kate Fagence to the committee for her second 3-year term.
 - Proposed by Julie Burman, seconded by Sue Morris
7. **Discuss and vote on resolutions:**
 - a) To give the committee authority to set the renewal subscription rate for 2026 by December 2025 latest – Proposed by Teresa Smyth, seconded by Adele McNally
 - b) To give the committee authority to find and appoint an independent examiner for the 2025 accounts – Proposed by Dave Humphries, seconded by Jane Standley
 - 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
Vice Chair	Martin Pritchett	vicechair@windsoru3a.org.uk
Secretary:	Carol Crago	secretary@windsoru3a.org.uk
Treasurer:	David Treder	treasurer@windsoru3a.org.uk
Membership Secretary:	Kate Fagence	membership@windsoru3a.org.uk
Groups' Coordinator:	Mo Salter	u3agroups@windsoru3a.org.uk
Newsletter Editor:	Jackie Wiggins	newsletters@windsoru3a.org.uk
Data Administrator:	Derek Gadd	dataadmin@windsoru3a.org.uk
Speaker Organiser:	Joanna Wattis	speakers@windsoru3a.org.uk

Windsor and District u3a

Minutes of the Annual General Meeting held on Wednesday, April 10, 2024,
attended by 145 members

1) Apologies for absence: Eileen Bell; Sarah Branquinho; Sanda Connolly; Penny Dugdale; Anne Emmett; John Godwin; Diana Gorton; Diane Hall; Gayford Evan-Hart; Elizabeth Hattersley; Jean Heitzmann; Sharon Pritchard-Jones; Pam Lawther and Ruth Stiven.

2) Adoption of the minutes of the 2023 AGM

Proposed by Catherine Fison, seconded by Graham Richards

Motion carried unanimously.

3) Chairman's annual report for 2023

Peter Todd presented his fourth annual report as chairman.

He was pleased to record an increase in membership approaching 700 and the restoration of the annual Convenors' Conference and Lunch after a three-year gap enforced by the Covid pandemic and its aftermath.

"Once again we were able to thank our convenors for all the work they do with their groups," he told the meeting.

Approaching 50 convenors and committee members attended the May 2023 conference at the Zest Hospitality and Catering Academy of Langley College. Guest speaker was Sally Ingledew, manager of the u3a's Hampshire South Central network and a member of the national Strategic Development Committee.

Sally's workshop, entitled *Learning the u3a Way*, was followed by a reception and three-course lunch prepared and served by the academy's students and staff.

Peter highlighted what he believed was the launch of a record number of interest groups over the past year. Of the ideas for nine new groups that emerged from the convenor conference, six came to fruition: *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, as have a second *Rummikub* group and a *Flower Arranging* group.

One of the earliest launches in the year was the *Stargazers* group, which attracted an initial 25 members who meet for night-sky events, outings and lectures.

"And our long-established *Local History* group has doubled its attendance this year," Peter added. "My thanks goes to Sue White, our outgoing Groups' Coordinator, for taking the initiative on those.

Outings continued to be popular, especially the *Explore London* visits. Others included a Chilterns coach tour led by a Blue Badge guide; a five-day holiday in and around Harrogate and a professional performance of *High Society* in Sonning.

Our u3a set up a stall at Eton Action Fair to showcase activities. A Christmas tea party featured performances by our Singing for Fun and Ukulele groups.

Local coffee mornings have been very successful as social events, Peter said, with venues in Old Windsor, west Windsor, Sunningdale and Datchet.

He closed by thanking group convenors, committee members and other active volunteers for their dedication, which he described as the driving force behind u3a's achievements. "As a charity we rely on your initiative and support and together we have created a vibrant and thriving community", he concluded.

4 & 5) Treasurer's Report to December 31 and adoption of accounts

Treasurer David Treder reported a total deficit of £1,984, spanning all activities. These include operations, groups operating through the bank account, social activities and groups operating in cash.

"The main reason for the deficit is that money for social activities was accrued in 2022 and paid out in 2023," he explained.

Operations: A drive to improve Gift Aid paid to us by HMRC plus a 3 per cent membership increase yielded an operational surplus of £609, lifting reserves to £13,411.

The increased costs of our Convenor Conference were mitigated by the cancellation of the national u3a Conference.

David said both were expected to be held during the coming year and subscriptions will remain the same in anticipation of a loss in 2024 to be met from reserves.

Groups operating through the bank account: A small deficit of £37 was recorded.

Social activity: Funds should net to circa zero but show a £2,682 deficit for reasons given above.

Cash groups: Showing a surplus of £125. These are ring-fenced funds also accrued in 2023 for use this coming year.

Year-end balances: The *Local History* group's balance rose significantly but is expected to fall back in the coming year. Other groups' funds were "as expected".

Adoption of the Accounts was proposed by David Oldcorn, seconded by Adele McNally and carried unanimously.

6) Committee election

a) Carol Crago was unanimously elected to the committee as Secretary.

Motion proposed by Eunice Stone, seconded by Sandra Foster.

b) The motion to elect a new Groups Coordinator was deferred in the absence of any nomination for a candidate.

c) Joanna Wattis was unanimously elected for a second three-year term.

7) Resolutions

a) The meeting unanimously resolved to give the committee authority to set the 2025 renewal subscription rate by December 2024.

Proposed by Malcolm Munroe, seconded by John Wiggins.

b) The meeting unanimously resolved that the committee should seek and appoint an independent examiner for the 2024 accounts.

Proposed by Jane Standley, seconded by Roy Battison

This followed David Treder's announcement that the current independent examiner, George Flett, is retiring.

8) Tributes

Chairman Peter Todd paid tribute to two retiring committee members who served the maximum two three-year terms allowed under the constitution.

Dave Humphries, steps down as Secretary. In addition to that role, Dave is the brains behind the website and took the lion's share of work in taking u3a into the digital world.

"Many may not realise how far we have come since Covid, but Dave deserves thanks and praise from all of us for the giant steps we have been able to take. He was also the driving force to get Zoom working for the committee, for monthly meetings and for groups.

He was assisted by the now retired Peter Furney.

Sue White steps down after 6 years as Groups Coordinator. He thanked her for her hard work and innovative approach which, not withstanding the pandemic, led to the formation of nearly 30 new groups since 2019. The role included taking the lead on organising the convenor conventions.

"Her contribution was huge and she also showed herself concerned that the ethics of u3a were upheld, which we have all benefited from," he said. "She will be missed for her candour and her humour".

Thanks: Before the meeting closed, John Holdstock, a founder member of Windsor and District u3a, expressed his thanks from the floor to the committee and other volunteers for the "impressive service" they provide, not only to members but to the wider community and residents of Windsor.

The date of the 2025 Annual General Meeting was set for Wednesday, April 9th.

The meeting closed at 2.35pm

Chairman's Annual Report to Windsor and District u3a

Annual General Meeting, April 9th, 2025

Owing to personal circumstances the Chairman is not available to produce the Annual report for 2024. The summary report has been produced on his behalf.

Membership Growth: Membership increased from 689 to 718, a growth of 4%

Convenor conference:

- The conference was held in May at Slough & Langley College.
- Attended by 75 convenors and committee members.
- A talk and workshop on "Learning Revisited" was facilitated by Dr Peter Honey.
- College catering and hospitality students gained valuable experience through preparing and serving a three-course lunch to those attending.

Interest Groups and events:

- A number of new groups were created including: Indoor Short Mat Bowls, Having Fun with Puzzles, Thinking Inside the Box and Beginners Ukulele.
- Some groups closed including: Music from a Desert Island and Gardening.
- Throughout the year, an interesting variety of speakers at our monthly meeting gave a series of informative and entertaining talks on such topics as 1940, The Defining Year of WW2, and Secrets, Scandals and Salacious Gossip of the Royal Court 1660-1830.
- More than 20 Explore London trips were held providing opportunities to learn about the history, architecture and industrial heritage of the city.
- At the Christmas event, members exercised their singing and dancing skills at a Tea Dance, which also featured a quiz and was attended by almost 100 members. Feedback indicated that it was well received.
- A number of educational coach trips were run during the year, either directly by Windsor u3a or via third parties: for example to learn about the history, architecture and flora of National Trust properties; to learn about the life and works of Leonardo Da Vinci and the history and architecture of a number of French chateaux.

Publicising Windsor u3a.

- A number of steps have been taken to publicise our organisation and make prospective members aware of the opportunities to meet new people and learn new skills.
 - 12 members volunteered to help publicise Windsor u3a at Eton Action Fair.
 - We now feature in the Windsor Directory.

Local Coffee Mornings Our "Come and Meet Each Other" (CAMEO) Groups – continue to be highly successful. Open to all, providing an opportunity to foster connections and friendships among our members.

Committee Retirement: Peter Todd and Derek Gadd are both retiring from the committee at the AGM in April 2025. The committee would like to thank them for their hard work and commitment during their tenures.

Appreciation: The committee wish to thank convenors and volunteers for their dedication and efforts. Without them there would be no u3a.

Produced on behalf of Peter Todd, Chairman, Windsor and District u3a

Vice Chairman's Report (Martin Pritchett)

I am proposed and seconded for the post of Chairman. To aide any vote perhaps members might find it useful to know a little bit more about me to see if I am suited to the post and capable of fulfilling my duties.

Before a bit about me, Peter has been a fabulous Chairman for the past 4 years but family commitments have rightly taken up a great deal of his time and energies over the past months and I do not intend to summarise as a proxy his past successes and achievements. Suffice to say that Windsor u3a is very grateful for his time and leadership.

If elected, I would readily accept the challenge and responsibilities of being your Chairman for the next 3 years. I bring to your u3a many years experience of Local Government, the GLC, RBWM, and the meetings that such organisations depend upon for the conducting of their business on behalf of their electorate and citizens. I was a Governor at East Berkshire College, now The Windsor Forest College Group, for 12 years and spent much of that time as Chairman. The highlight of which was showing Queen Elizabeth and the Duke of Edinburgh around the newly opened College building on St Leonard's Road. In my working life I managed a National network of Estate and Facilities Managers in the Further Education Sector: organising events, conferences, preparing regular newsletters and advising over 50 Colleges throughout the UK on Estates Management/Development. In short I appear to have spent a large part of my working and volunteering life in meetings and conferences.

Apart from my volunteering work in Further Education, I helped organise accommodation for Crisis at Christmas, play bridge and golf (both not very well) – being on Committees at both The Windsor Bridge Club and help the Vets at Wexham Park Golf Centre. I co-ordinate our local Community Speed Watch and in my spare time work on my allotment – if anyone knows how to erect a polytunnel then please give me a ring – all help much appreciated.

So, what time will I have left to support our u3a. Busy people always have time to do just one more thing. While I can't promise to be at every meeting, talk or event, I will commit my time to reading documents, responding to emails and WhatsApp messages and attending meetings to help you get the best out of your u3a. I intend to look at how other u3a's function to see if we can learn from them. You'll be pleased (relieved) to note that having recently met someone from the Melbourne u3a future communication will be over the web rather than an all expenses paid trip to see at first hand just what they do.

I will consult with you to find out what your hopes and aspirations are for the future of our u3a Group – find out what you think of the current arrangements to see what we are doing right and what we might be able to do better.

I will try and get to attend a meeting of each of the various interest groups over the coming months/years and participate where and when I can: I need to learn more about playing bridge, playing the guitar, water colour painting, how to get my telescope to work and much more.

I look forward to meeting as many of you as possible over my time in Post (if elected) and thank your very active and experienced Committee in advance for their continued commitment to making the Windsor u3a the success it already is.

Treasurer's Report – Year ended 31st December 2024

The total surplus for the year (receipts less payments) was £1,741. This spans all our activities: our operations; groups operating through the bank account; social activities and groups operating in cash.

Operations

In our budget for the year, we planned to make a small loss of £268.

Whilst the surplus from our operational activity was only £157, we added a total of £446 to our operational reserves because our educational trips were extremely popular and generated an additional surplus of £289 which also passed to our reserves.

Once again, we saw an overall increase in membership, rising to 718 at the end of December compared to 689 for 2023 (+4%)

Groups operating through the bank account

Groups' funds should tend to zero but for 2024, we saw a surplus of £1,058.

This is because we base our accounts statement on money flowing in and out of our bank account and during the year, we received money for groups' activities but have not yet received (or paid) the corresponding group invoices; over £1,000 is yet to be paid out.

Social activity

Social activity funds should also net to around zero, but this year we show a surplus of £475. This is because the mystery tour proved incredibly popular! The Committee has decided to ring fence this amount in our overall reserves to provide flexibility in organising future social events.

Cash groups

Finally, cash groups show a small surplus of £51 for the year; these are ring fenced funds accrued in 2024 for use in 2025.

Looking forward to 2025

In 2025, we aim to make a sizeable loss to reduce our operational reserves.

Windsor u3a Receipts and Payments – to 31st December 2024

	Year End 31/12/2023	Year End 31/12/2024
	£	£
Operational Receipts		
HMRC Gift Aid	1,468	1,292
Membership (718 paid up at 31/12/2024)	9,650	9,268
Miscellaneous	849	442
Total	11,967	11,002
Operational Payments		
Administration	394	124
Beacon levy	618	591
Convener conference	2,785	2,147
Equipment	245	98
Gardeners Hall Events	1,276	1,644
Membership fee to 3rd Age Trust	2,480	2,360
Miscellaneous outgoings	421	248
National conference expenses	-	-
New Members Meetings	312	120
Newsletter, printing and postage	1,261	984
Paypal and credit card fees	148	155
Speaker fees	900	920
Third Age Matters	969	1,001
Total	11,810	10,393
Operating surplus/deficit	157	609
Other activity		
Groups Income	11,071	3,776
Groups payments	10,014	3,813
Groups surplus /deficit	1,058	-37
Cash groups income	7,951	6,221
Cash groups payments	7,900	6,096
Cash groups surplus/deficit	51	125
Social events/outings income	1,375	10,974
Social events/outings payments	900	13,656
Social events/outings surplus/deficit	475	-2,682
Total Surplus/Deficit	1,741	-1,984
Opening balance	14,723	16,706
Closing balance	16,464	14,723
Represented by		
Bank balance	15,618	13,928

Paypal balance	-	-
Zettle balance	-	-
Groups cash	846	795
Total	16,464	14,723

Year End balance includes

Operational Reserves	13,857	13,411
Group Funds – Explorer 2	57	248
Group Funds – Flower	15	
Arranging	-	
Group Funds – Insight	220	
Lecture	-	
Group Funds – Old Bailey	120	
Lecture	-	
Group Funds – Quiz	81	181
Group Funds – Short Mat	576	
Bowls	-	
Group Funds – Standen	17	
House	-	
Group Funds – Table Tennis	201	87
Cash Funds – Local History	670	675
Cash Funds – Scrabble	106	40
Cash Funds – Singing for	102	44
Fun		
Cash Funds – Tea & Jazz	-115	11
Cash Funds – UKE3a	42	25
Cash Funds – 60s & 70s	41	
	-	
Social events/outing fund	475	
	-	
Total	16,464	14,723

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

I report on the accounts for the year ended 31st December 2024 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 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 accordance 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.

SIGNED



Eunice Stone, 10 Fairlight Avenue, Windsor SL4 3AL

DATED 27th January 2025