

# NOTICE OF ANNUAL GENERAL MEETING GREAT GLEN U3A

TUESDAY 9<sup>TH</sup> JUNE 2020

The Annual General Meeting of the Great Glen U3A will take place on Tuesday 9<sup>th</sup> June 2020 at 10.30 a.m. Because of the exceptional circumstances created by Covid-19 your attendance in person is not requested. Instead, all papers (including those listed below as available on the website) will be distributed, and members' views and questions will be canvassed, in advance by email or post. Every effort will be made to deal with members' questions, provided they are submitted on time as requested, prior to the meeting. **Your participation is most important in order to enable Great Glen U3A to continue to operate as a registered charity. The proceedings will not be valid unless sufficient responses have been received to fulfil the quorum for the Annual General Meeting.**

## AGENDA

1. Apologies
2. Minutes of the AGM 2019 (available on our web site)
3. Matters Arising
  
4. Chairman's Report (available on our web site)
  
5. Annual Report (available on our web site)
  
6. Finance and Accounts year ending 31<sup>st</sup> March 2020 (available on our web site)
7. Appointment of Barry Wilford as Financial Examiner of the accounts  
*Barry examined the 2019-20 accounts*
  
8. Election of 9 Committee members 2020/21  
*Retiring members who have indicated they are willing to stand again: Roger Edwards, Janet Fanko, John Johnson, Patricia Mansfield, Robert Mansfield, William Maxted, Rachael Snashall and Lynda Williams.*  
*Stella Orbell is standing down*  
*Elaine Batchelor \* (co-opted member) is proposed by Robert Mansfield and seconded by Lynda Williams*
9. Any Other Business

\* Personal Synopsis for Elaine: I was delighted to join the Great Glen U3A Committee and very much look forward to contributing to its work. I took early retirement (aged 58!) at the end of August last year after working as a teacher, advisor and lecturer. Having spent my childhood in Wigston, Oakham and Stoneygate, I trained to be a secondary school physics and mathematics teacher in Nottingham and taught in Wellingborough, Hinckley and several schools in Leicester City. A change of direction took me into Local Authority and University work but still within science education. I concluded my role in full employment as Head of Initial Teacher Training at the University of Northampton. Working with children, teachers, trainee teachers and support staff has been a real privilege and joy for over 37 years and I hope to bring some of my knowledge and skills to the U3A community to facilitate life-long learning.

# Minutes of the Annual General Meeting of Great Glen U3A 14<sup>th</sup> May 2019

There were 55 members present.

1. **Apologies** were received from Patricia Mansfield, John Lawson, Toni Smith, Ann de Voil and Liz Adams.
2. **The Minutes of the Annual General Meeting of 2018** were agreed as a true record and unanimously accepted.
3. There were no **Matters Arising**.
4. **Chairman's Report.** (attached in the Minutes)

The salient points were:

- Peter Russell said that it had been a privilege to be Chairman for 2 years and that he was now standing down.
  - Thanks were expressed to all who in a multitude of ways help to run the U3A but he particularly focussed on the committee pointing out that there are many regulations with which we now have to comply and that this takes up quite a lot of committee time even though it has little relevance generally to the day to day improvement of our U3A. He thanked the committee members for their efforts, and mentioned a number of members by name.
  - Peter said the best thing about being chairman is that everyone talks to you and you get to know the members well.
  - He urged us all to get involved and to keep our organisation fresh by trying new things and making the most of our membership.
5. **Treasurer's Report, Annual accounts and Annual Report.**
- Roger told us there had been a large increase in group fees - £4,000 a year– but that this had only resulted in a £1,600 surplus. This arose primarily from increases to the rents payable.
  - Speakers had cost us less than last year but this year were expected to double.
  - The income from Gift Aid will increase by £900 in the current year.

The report was accepted. Proposed, Stella Orbell, Seconded Robert Mansfield. All in favour.

6. **The Independent Examiner for 2019/20** was agreed as Barry Wilford.

Proposed Peter Russell, Seconded Christine Smith. All in favour.

7. **Membership Subscriptions.**

There are to be no changes in subscriptions in the year 2020/21.

## **8. Constitution.**

It was proposed by Peter Russell and Seconded by Hazel Stacey that in future the date at which Membership Renewals closes should be the end of April instead of the end of June, the amended paragraph in the constitution to read

‘Section 3.2 The Committee may terminate membership of any member if..[1] there is any money owed to the U3A in respect of membership or other fees after the one(1) month time lapse approved by the Committee.’

All voted in favour.

## **9. Election of Committee for 2019/20**

- Peter and Sue Russell are to stand down.
- The rest of the committee including the 2 co-opted members were re-elected en bloc and now are:
- Robert and Patricia Mansfield, Roger Edwards, Stella Orbell, William Maxted, John Johnson, Rachael Snashall, Janet Fanko and Lynda Williams. Offices to be confirmed at the first committee meeting.

Proposed David Scott, Seconded Graham Fanko. All in favour.

There was no further business and the meeting was closed. It was followed by presentations which took place to both Sue and Peter Russell recognising their huge contribution to the development of Great Glen U3A.

# ANNUAL REPORT AND ACCOUNTS 2019/20

## of the Great Glen Interests Group U3A

Registered Charity Number 1099411

### 1. Overview of Charity

The Great Glen Interests Group U3A was established in November 2001; it is affiliated to the Leicestershire Network of U3As and nationally to the Third Age Trust. About 40% of current members live in Great Glen and 20% in Oadby, with the remainder generally from other locations within five miles of Great Glen.

The Objects are:

- a. to advance the education of the public and in particular the education of middle-aged and older people who are not in full time gainful employment in Great Glen and its surrounding locality, and
- b. to provide facilities for leisure time and recreational activities with the object of improving the conditions of life for the above persons in the interests of their social welfare.

Great Glen U3A is one of 1,050 U3As in the UK and one of 30 in Leicestershire & Rutland. It is a self-help organisation.

### 2. Committee Structure and Members, and in-year Changes

The Committee of Trustees meets on the first Tuesday in each month. The members at the year-end are Chairman: Robert Mansfield, Vice Chairman and Group Co-ordinator: John Johnson, Speakers Secretary: Patricia Mansfield, Secretary: Stella Orbell, Treasurer: Roger Edwards, Membership Secretary: Janet Fanko, New Members: Rachael Snashall, Newsletter Editor: Lynda Williams and Gift Aid: Bill Maxted.

The Committee is supported by two non-Committee posts: Peter Russell our web master and Lynn Francis who was appointed our Disability and Welfare Officer in February. Also in February we adopted an Accessibility and Welfare policy, Members Code of Conduct and a Disciplinary procedure to be used in the event of evidence of failure to follow the code of conduct.

### 3. Overview of Year

Membership returned to its previous peak of over 400 at the end of March. To enable more people to benefit from our group activities, we continued to set a reduced subscription for 45 members of other U3As.

Our group programme continued to evolve during the year. We closed the newly formed Astronomy Group. The Writing for Pleasure Group started to meet regularly in 2020, after a fragile start. Several one-off short courses, including a session on smartphones, were provided in the autumn/winter. Our Ukulele Group performed at several U3A events and continued with concerts at nearby residential homes. The Group is so popular that it moved into the larger School Room.

In August we held our traditional Open Morning to promote our U3A. Static displays were set up to interest and inform current and prospective members. The format of our Christmas production was changed to include more individual contributions and a seasonal buffet.

Several groups increased their average attendances. English Country Dancing (ECD) peaked at 29 members and History had 27 for several months. The other groups attracting large numbers are Swimming with 25 and Mini-Bridge peaking with 33. ECD also shared a session with the Kibworth Brass Band.

We continued our revised format for welcoming New Members with a single smaller meeting and just a few Committee members in attendance. This has proved helpful in identifying new members willing to take on governance roles.

Attendances at our monthly meetings dropped to a level not seen for many years. We undertook a survey of all members to determine what actions were needed to bring a turnaround. Steps were taken to improve the temperature of the Village Hall by switching on earlier and more careful use of the entrances to the Hall.

As from early March group meetings were suspended as a result of Covid-19. Considerable and increasing efforts were made to acquire and use communications technology, including email, telephone, *Zoom* teleconferencing and *You Tube* videos to sustain contact and engagement and to develop new formats for activity, where practical.

#### **4. Overview of Finance**

The U3A received total annual subscriptions from members of £5.2K plus sessional contributions from those attending meetings. The U3A pays for the provision of lifeguards at the weekly term-time swimming sessions at Leicester Grammar School and swimmers pay a fee to cover these costs. A few educational trips were organised with members paying the full costs of these prior to the trip. Trips were arranged to Easton Walled Gardens and Kenilworth Castle.

Reserves at the 2020 year-end were in excess of the target of three months turnover. The redevelopment of the Village Hall and Youth Centre looms on the horizon and this will present us with challenges of providing accommodation for five of our groups and our monthly meeting. We have investigated alternatives.

#### **5. Governance**

The Committee members are Trustees and meet every month; most Trustees attended every meeting. The Trustees reviewed the risk register in January and concluded that adequate arrangements for risk management were in place.

All members were requested in February to validate the data we hold for them as part of the process for renewal of membership.

We invited prospective Trustees to attend a Committee meeting before seeking nominations for election. We held a Group Leaders' meeting in April 2019 to brief the leaders and their deputies (or prospective deputies) on issues affecting the U3A.

We joined The Third Age Trust's membership, group administration and finance system for U3As (known as BEACON) in January 2020. We have used it to reduce the effort needed to send out subscription reminders. Other features are to be used in the next year.

We are seeking more members to enable more to benefit from groups which are below capacity, and we continue encouraging those with the ideas and the energy to set up new groups.

The voting at our May AGM had to be delayed briefly until the meeting was quorate. Our Constitution was amended at the May AGM to ensure the date for paying the annual subscription was before the AGM rather than afterwards.

## 6. Accounts for the year ending 31<sup>st</sup> March 2020

The Balance Sheet shows £11.9k in the bank including £3.6k prepaid subscriptions.

	2019-20	2018-19		2019-20	2018-19
<b>INCOME</b>	(£000)	(£000)	<b>EXPENDITURE</b>	(£000)	(£000)
Membership	5.2	5.1	Rent	13.6	12.9
Income from Groups	11.7	11.6	Third Age Trust Membership & Magazine	2.1	1.9
Gift Aid	3.1	2.3	Running costs	3.3	2.5
Trips & Swimming	2.5	3.2	Trips and Lifeguard Charge	2.6	3.2
TOTAL	22.5	22.3	TOTAL	21.6	20.5
<b>Surplus</b>	£984	£1662			

We reviewed our financial controls in January and concluded that these were appropriate for our U3A.

Robert Mansfield  
Chairman

Roger Edwards  
Treasurer

10 April 2020

## GREAT GLEN U3A

### Chairman's Perspective 2020

2019/2020 has been from my perspective in many respects a good year, with membership remaining strong and our finances in line with our current needs. This is attributable in particular to the efforts and qualities of those who provide the leadership and administrative support to sustain us as a self-help organisation. I should like therefore to begin by thanking in particular all our Group Leaders, my fellow members of the Trustee Committee, our Webmaster and our recently appointed Accessibility and Welfare Officer.

Group activities have continued to follow the normal pattern of birth, growth, maturity and decline. I was sad to see the demise of the Astronomy Group after an enthusiastic start, but pleased that we have now established the Writing for Pleasure Group. I hope that the Garden Visits Group will, perhaps with a changed focus, manage to continue into 2020/2021 and beyond. Some of our most stalwart Group Leaders have had to step down: John Lawson for health reasons, Linda Hobart because of increasing difficulty in finding new, suitable local gardens to visit, Stella Orbell (from one of her roles) for health reasons. They have made huge contributions.

Monthly meetings have presented a conundrum. A sharp decline in attendances has occurred at a time when the quality of the presentations given by our speakers has latterly been exceptional. A survey of members led to action to try to improve the heating, and in turn to some improvement in attendance. We may hope for more when the Village Hall has eventually been refurbished.

The Committee has had a busy year. Our decision to adopt the Beacon membership system, now used by many other U3As, seems to have been timely and will bring increasing benefits as the system is enhanced and we extend our use of it. Janet Fanko, Roger Edwards, Bill Maxted and Peter Russell have all played significant roles in moving us forward. We have also strengthened our governance framework, by adopting new policies and standards.

My review of the year must conclude with reference to Covid-19 and the subsequent curtailment of our activities. This has forced upon all of us the need to learn how to cope with social distancing and isolation. Being the folk we are, it has been heartening to see so many of us using real ingenuity to maintain contact and activity for our members. I should like to conclude by thanking everyone who is rising to the challenge of living, learning and laughing together remotely.

Robert Mansfield  
Chairman

## Treasurer's Report

The financial position for last financial year is fairly similar to that for the previous year. I said at the 2019 AGM that speaker fees would be considerably higher and this has been borne out in the accounts. As the number of members has increased our payments for the subscriptions to the Third Age Trust (TAT) and the magazine have risen. However, adjustments to the number of magazine subscribers are made a year in arrears and there should be a slight fall in payments in 2020-21.

Gift aid was up by nearly 50%, most of this change arising from the impact of the increase in meeting fees we made in 2018. Rent payments were higher than last year mainly owing to differences between the two years in the timing of payments.

Our budget for 2020-21 was agreed in January. Although the Covid-19 pandemic had virtually no effect on the 2019/2020 accounts, it is likely to affect the 2020-21 accounts significantly, though at present time the net impact is very difficult to predict.

I wish to thank Barry Wilford for undertaking once again the role of Financial Examiner, a role made more difficult this year as we came to understand how the new Beacon system affected our financial processes and the production of the final accounts.

Roger Edwards

Treasurer

16 April 2020