

# **MINUTES OF THE 24th ANDOVER U3A AGM**

## **Held at 2pm by Zoom on 17th November 2020**

1. **Apologies for Absence.** There were no Apologies for Absence.
2. **Minutes of the 23<sup>rd</sup> AGM held on 21st May 2019.** The minutes of the previous AGM were accepted unanimously and signed by the Chair.
3. **Matters Arising.** There were no matters arising.
4. **Chair's Report.** Peter Villalard read his Chair's Report:

Good afternoon and welcome to all of you who have joined us on this Zoom AGM. It is a little impersonal, but it does enable the Committee to fulfil the remit of holding an annual AGM albeit with a 6-month delay. Unfortunately, it does not provide the tea and biscuits to go with it.

Bearing in mind this is a meeting set as at May this year some things have naturally moved on. I will not dwell on the national situation but towards the end I will just highlight what we are doing to continue our activities where we can.

As ever our membership remains strong. We hit 550 members in March this year and we continue with 45 separate groups. I have always emphasized that the strength of our U3A is at the group level and we continue to expand. We now have a 'Climate Change Matters' group led by Marie Dyke. And the Theatre Group has been revived only to be severely affected by Covid 19.

The really good news to fall out from the previous AGM, where David Rae announced his retirement from the treasurer's post, is that we now have a new financial team. We waited long enough for a new treasurer and then two came along at once. It is thoroughly good news and we are now in the more than capable hands of Jeanette and Michael Potts. Returning to David; he has been our treasurer for 7 years and has seen through some major changes dictated to us mainly by the Charity Commission. He has sorted out the Gift Aid process and last year we received £705 back from the tax man. He also had to bring in the process of accounting for all group money through the central Andover U3A account. This was a legal requirement as all funds are the responsibility of all committee members who are trustees and guardians of your money. These were two detailed pieces of work and I cannot thank David enough for the hours of work he put in to bring it to fruition. David, enjoy your retirement away from the committee and continue to enjoy your leisure time with the groups you belong to.

At this point I would also like to thank David Benwell, our Auditor, for all his sterling work on our behalf

We have also lost Eleanor Wright from the Committee. Having mentioned earlier that we now have a Treasurer and Assistant Treasurer, our constitution only allows 10 committee members. To ensure that this happened Eleanor kindly agreed to step down from her post a year early. Can I thank her here for the brilliant work she did on running our Christmas events, in conjunction with Caroline, and helping them to run so smoothly.

No matter how simple an event may seem there is always someone there doing some hard work, so Eleanor thank you for that and the routine work you undertook as a committee member.

I have to give thanks as always to the team that kept the monthly meetings on the road. David Gollings who organizes the speakers, Rita Hanna who has kept the teas going for many years now and Dorothy Connor who has continued her task of meeting new members and making them feel comfortable as quickly as possible. Thank you to you all.

Just to keep you in the picture, Ron, who works for the village hall and had been putting out the chairs for us at the meetings unfortunately suffered from a stroke last year and has been unable to do the task for us. Can I therefore also thank those of you who helped in dealing with the tables and chairs for the past few months. That covers up to May.

Looking now to the future. Well to be perfectly honest with you I can't predict what is going to happen. We wait to see what 2nd December brings but I do not expect there to be any great changes back to normality until the effects of the vaccine work their way through the population. We are all in the hands of Covid 19, and the way we live is to follow the Government advice, which is now law, on how best to defeat the virus. The Third Age Trust (TAT) has developed the Government's advice and this has been made available to all group leaders and all members on the TAT website. There is no point in the Committee putting out any other advice as we have nothing to add.

What does it mean to us in November 2020? The situation changes monthly, we are now in lock down 2, when this finish, we have to wait and see what restrictions will remain until the virus has been fully contained.

The monthly meetings and the Theatre Group have suffered the greatest upheaval. The Theatre Group which, because of the nature of their activities, also saw some financial issues. The theatres were initially reluctant to release the money that had been paid to them, but we are now in a clearer situation. Paul Manning had organized 3 theatre trips for this year and their popularity was shown in the uptake of tickets. Following some initial refund issues, we are now in a position to refund all tickets for the first two shows, but the money for Pretty Woman will not be with us until the end of the year. The Treasurer will cover the mechanics of the refunds in his speech. Sadly, Paul has decided to step down from his role as Group Leader after 3 years of hard work. On your behalf and especially for all of you who have attended one of the events he has organized can I thank him for such sterling service. Thank you, Paul.

We have managed to keep some group activities going. The use of zoom has been a major boost and the monthly meetings, thanks to David Gollings, restarted in September. Jan Ward has done an immense amount of work on our website and there can be no excuse for not knowing what is going on. Thank you, Jan. Chris Ward has been, running a virtual news information service on the Grapevine and has continued to publish the Newsletter on time and packed with news and articles. Thank you, Chris. The quiz group is continuing with thanks going to Nigel Knott at the helm and the language groups continue to discuss matters over zoom. And of course, there was the

great Gardening competition. Congratulations to all the winners, the results are in the Newsletter.

The Committee will follow all Government advice and we will be aware, as much as you are, how this affects next year's activities. The next Committee meeting is scheduled for January 2021 and we should have a clearer idea by then of what we may have to face in the coming year. Let us therefore continue on a positive note and assume that life will return to as close to normal as it can be as soon as possible.

Finally, in the Autumn we became members of the International Association of Universities of the Third Age (AIUTA). Our representative is Marie-Elisabeth Deroche-Miles. Thank you.

I now turn to Michael Potts, the Treasurer, who has the difficult juggling act of taking you through the finances as at 31st March this year and doing the financial planning for the next 12 months. Michael, over to you.

## 5. Treasurer's Report.

Michael Potts read his Treasurer's Report:

Jeanette and I took over the role of Treasurer during August 2020 and we thank David Rae for his assistance in the handover.

**Accounts to March 2020.** As Peter has said this AGM is primarily to discuss the position at the end of the last financial year which ended on 31 March 2020. Copies of the accounts prepared by David Rae were circulated via email before this meeting. The main U3A accounts show a small surplus for the year of £108 with reserves of £3018. This was a 'normal' year for activities and the results were in line with the committee's expectations.

The Events Account, used by Quester and Theatre groups among others, shows an accumulated fund of £5694 at the end of March; a significant proportion of this amount was earmarked for various costs for the trips being planned at that time.

Handover, when we took over, we conducted a review to establish our understanding of all the accounts. This proceeded very smoothly for the main U3A accounts but there were several queries on the Events Account, which were concluded in early November.

**Current Financial Position.** We are now more than 7 months into this financial year, and it may be useful to give a brief update. Membership numbers are down from 550 at the previous year's end and now stand at 481, with a corresponding reduction in income. The Covid restrictions meant that monthly meetings were not held between April and August but started again using Zoom in September and as a result meeting costs have reduced. A surplus of around £700 is forecast for the year to March 2021 and we are working on projections for the next financial year.

The membership secretary suggested being able to pay subscriptions by bank transfer would be useful. This will be piloted soon and should be available as an additional

option for next year's subscriptions. All information on this will be in the membership pack in the new year.

We have made an interim claim for Gift Aid which is an important source of income and a further claim will be made in January 2021. I would encourage any members who are able to claim gift aid on their subscription to ensure that they do so. Each claim represents £2.50 extra income for the U3A and every little helps.

**The Events Account.** Our initial review of The Events Account was to establish what trips were planned and had been placed on hold due to the Covid situation. Quester 2 has three trips currently on hold and all figures have been verified. For trips to Bletchley Park and Longford Castle all money collected remains in the Events Account. Tickets were purchased for Shepton Mallet prison and a refund of the coach fare has recently been received. All trips will be reviewed with the group before the end of March 2021. We would like to thank Quester 2 for the very quick verification of the figures.

The Theatre Group had 3 shows planned; "9 to 5" and "The Watsons" have been cancelled and ticket costs refunded to the Event Account. Queries were only recently concluded and refunds for the two shows are being done as soon as members let Jeanette know how they would like to be paid. "Pretty Woman" was scheduled for December 2020 and has only just been cancelled by the theatre. A refund of tickets has been requested but this will take some time to be processed and is not expected to be received in the Events Account until late December at the very earliest. Jeanette will then make refunds as soon as possible. I had hoped that refunds would have been made by now but resolving queries has taken far longer than anyone anticipated. Jeanette started contacting members last Thursday to ask how they wish to receive their refunds for all three shows. Some 21 payments were due for "9 to 5" and 8 are outstanding, 14 payments were due for "The Watsons" and 2 remain to be paid.

**The Future.** Looking to the future, it seems that Covid 19 restrictions could be with us for some time yet, despite the recent positive news about vaccines and this may affect our future activities and costs. With current spending plans, reserves are anticipated to be in the region of £3700 at the end of this financial year, giving a reasonable amount with which to start the next year.

## 6. **Election of Committee Members:**

Treasurer: Michael Potts  
Assistant Treasurer: Jeanette Potts

Proposed by: Peter Villalard. Seconded by: Richard Selley.

## 7. **Re-election of Committee Members:**

Chair: Peter Villalard  
Vice-Chair: David Gollings.  
Secretary: Richard Selley  
Groups Coordinator: Gary Adams  
Membership Secretary: Jean McLeod  
Webmaster: Jan Ward

Newsletter Editor: Chris Ward  
Member: Caroline Mills

Proposed by: Melenie McKay. Seconded by: Elizabeth Selley.

**8. Re-Election of Auditor:**

David Benwell.  
Proposed by: Peter Villalard. Seconded by: Chris Ward

**9. Any Other business:**

There was no other business.

**10. Date of Next (25<sup>th</sup>) AGM.** The next (25<sup>th</sup>) AGM will be held on Tuesday 18<sup>th</sup> May 2021, either in the Fairground Hall, Weyhill or by Zoom. This will depend on Government guidelines or restrictions applicable at the time.

The AGM ended at 1425hrs.

Signed: *Original Signed*

Dated: 18<sup>th</sup> May 2021