

MINUTES OF THE 22nd ANDOVER U3A AGM

Held at 2pm at the Fairground Hall on 15th May 2018

1. **Apologies for absence.** Nigel and Vanessa Knott, Sally Weeks and Francis Rae.
2. **Minutes of AGM 16th May 2017.** 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.**

Good afternoon, everyone, and welcome to the twenty second AGM of the Andover U3A. I am Pauline Eaton the present chair and with me here are our Secretary Peter Villalard and our Treasurer David Rae.

This year has seen some significant changes within our U3A. For one thing the Committee has a number of members standing down and new members standing up, as it were, for election. I shall come back to that later. We have also had some changes imposed on us, in how we administer our finances and in how we process and protect the data we hold on our members.

Discussions between the Third Age Trust and the Charity Commission have meant we have had to rethink the oversight and reporting of our finances, to give the Committee a clearer oversight of flows of money in and out of groups, to ensure that group members are protected by the U3A insurance policy and to make sure that those who handle money within groups are themselves protected. David Rae will have a bit more to say about this but I have been so pleased at the co-operative and constructive way our group leaders have approached the problem and have accepted that change is necessary.

Another issue that has created a lot of work and worry is the new General Data Protection Regulation which comes into force on 25 May. I expect many of you will have had approaches from other organisations to which you belong and which hold data on you. You have probably found, as I have, that lots of different approaches are being taken. Guidance on the implementation of the legislation is being put out and amended progressively by both the Information Commissioner's Office and the Third Age Trust and we are reviewing our own policy on an ongoing basis accordingly. But basically we will only hold and manage your data if we have a lawful basis for doing so and we will not release any of your data to third parties without your consent. We'll talk a bit more to group leaders about this after the AGM. It's worth saying now that we won't in future be circulating anything that might be deemed marketing material through group leaders as we have done in the past. Instead, if the content is appropriate, we'll put it on the website. I am enormously grateful to Jan and Chris Ward, who have become acting webmaster (Jan) and newsletter editor (Chris) respectively for the thorough and detailed work they have put in on the GDPR to date. There is a great deal to get to grips with and they volunteered to do it and have approached their task with stamina and enthusiasm.

That thank you is the first of several that I should like to make. As at the end of April we had 535 members and, at the last count, 45 interest groups. That is a substantial organisation and it relies entirely on voluntary effort to make it successful. A big thank you, first, to our group leaders, to Rita Hanna and her refreshment management team, and to Dorothy Connor who is gradually finding ways to make our new members feel more welcome at our monthly meetings. I would also very much like to acknowledge gratefully the contribution of our auditor, Diane Moore, who retires this year.

That brings me on to our retiring Committee members. John Oliver joined the Committee over ten years ago and has served as Chairman and Vice- Chairman as well as, for the last five years, our webmaster. His experience and wisdom have been invaluable in all these roles and I have been very grateful for his support to me in many ways. Geoff Eddy has also served for ten years; for four of those as Vice –Chairman and for six as membership secretary. This is an onerous job, in terms of correspondence, printing, and rigorous maintenance of our membership database – not to mention being a friendly face at the door at the monthly meeting and cooking the Christmas turkey. And Andy Hellyer, our groups co-ordinator comes from the same vintage. I think

you only have to look at the number, variety and health of our groups to see what a success he has made of the role. I have known Anne Hellyer, a member of the Committee since 2010, as the mastermind of the Christmas lunch. She has organised truly superb lunches for up to a hundred people, mobilising the Committee and a selection of amazing cooks from among the membership, and creating a lovely atmosphere within the hall on the day. Sally Weeks, who joined the Committee like Anne in 2010, has been a source of grounded practical advice as well as taking us into new Christmas lunch territory in December 2017 – she found a truly brilliant caterer who enjoyed working for us as much as those of us who went to the lunch enjoyed eating his food. I would like to thank all these people very much indeed and hope you will show your appreciation in the traditional way.

We will be moving on shortly to elect new Committee members, but I should also thank David and Peter for all they do on behalf of all of us. I think we have all enjoyed the speakers this year and David has made sure we could afford to pay them!

Finally, I am very glad that so many of you have turned up today. Participation, as I may have said before, is key to the ethos of U3A, and it's great that you support the AGM as well as the more fun activities.

I'll now hand over to the Treasurer. If there are any questions, I suggest we take those under AOB

5. Treasurer's Report.

Good Afternoon. We have quite a lot to cover in this year's report, so I am not going to go into too much detail regarding income and expenditure for last year. There are copies of the Income and Expenditure and Balance Sheets for both of our accounts around and I have a few spares which can be picked up later. I am of course happy to answer any questions from the floor or at a later point.

In line with the committee's decision to reduce our level of reserves, we again ran a combined Main and Events account deficit on the year of some £1,100. Our reserves are now down to just below the initial target of 12 months expenditure. The reason that this is important is that we claim about £800 each year as Gift Aid from Her Majesty's coffers and in order to keep doing this we need to follow advice from both HMRC and U3A HQ that we should not have excessive reserves. All things being more or less equal, I am forecasting that as at the end of the current year our reserves will be some 70% of our annual expenditure - a level that is more in line with advice from HMRC and U3A HQ, which actually recommends a norm of 50%.

However a large proportion of our expenditure is fixed and without moving some reserve funds into our Main A/c the deficit here would have been some £725 last year. Our income is also fixed - just subscriptions and Gift Aid. So while on the one hand we have been reducing our reserves over the last few years we have also actually been spending more than our income. Your committee has therefore taken the decision that as from next year - FY 2019/20 - subscription will rise to £10 per person. Even at this rate the subscription is one of the lowest memberships around and good value for money.

The funds we claim on Gift Aid are a valuable source of income, however fresh guidance from HMRC has impacted on how we claim Gift Aid. You may have noticed (I hope) that in your membership renewal pack this year we had fresh Gift Aid forms to sign (for joint membership there are 2 forms). These must now be signed by each individual who is prepared to allow us to reclaim gift aid on their U3A subscriptions. And you should only sign the form if you pay tax. Having said that I would ask most seriously that if you are a tax payer please sign the form - Andover U3A currently stands to gain £2 for every form signed.

Moving onto the last major topic from me, Group Leaders have been made aware that we have to move in the current year to a more structured regime regarding group finances and contracting, and there has been various discussions and work done on this. Committee members as trustees of Andover U3A have a responsibility for all financial and contractual arrangements carried out on behalf of members and there are insurance implications. As such the committee needs an oversight of all arrangements and to be involved in those of

more significance. Some groups with little/no financial/contractual arrangement will see little/no change, while others like the Questers Groups where an outing can cost hundred/thousands of pounds will have to involve the committee through me as Andover Treasurer. Following on after this AGM is another Group Leaders meeting where I hope we will gain agreement on the way forward, and in due course I will place the financial procedures on the website

On the home stretch - I would again like to thank all those involved in the collection/spending of monies, who make my life easier by the proficient manner they carry out these tasks. Also this year a thank you to all the members/Group Leaders who have helped through their input to get us to where we are now in the formulation of our new policy. Finally it is with some regret that I have to announce that our auditor for the past 14 years, Dianne Moore is hanging up her calculator. So a really big thank you Dianne for all the work you have done for us over all these years. The good news is Dianne actually suggested her replacement - David Benwell (a retired Chartered Accountant - not a current member) who has agreed to carry on auditing our books.

6. **Re-election of Officers:**

Chair: Pauline Eaton

Treasurer: David Rae

Secretary: Peter Villalard

Proposed by: Geoff Eddy. Seconded by: Andy Hellyer.

Agreed unanimously.

7. **Election of Officer:**

Vice-Chairman: Peter Villalard

Proposed by: Geoff Eddy. Seconded by: Andy Hellyer.

Agreed unanimously.

8. **Election of Committee:**

Membership Secretary: Jean Mcleod

Webmaster: Jan ward

Groups Co-Ordinator: Richard Selley

Newsletter Editor: Chris Ward

Member: Caroline Mills

Member:

Proposed by: Pauline Eaton. Seconded by: Peter Villalard

Agreed unanimously.

9. **Election of Auditor:**

David Benwell

Proposed by: David Rae. Seconded by: Pauline Eaton.

Agreed unanimously.

10. **Any Other business:**

a. It was agreed unanimously to accept the new Object Clause 'the advancement of education and, in particular, the education of older people and those who are retired from full time work by all means, including associated activities conducive to learning and personal development.

b. A proposal was made to change para 6e (renumbered 6 (v)) to read The Chairman and Vice – Chairman, **plus the two nominated elected members**, may not serve for more than 4 years **in that post**.

This was voted on and was passed by 30 votes to 17.

Afternote:

This item is declared invalid for two reasons. It was not given sufficient notice and was not included in the original AGM agenda, Para 12 (ii) and 15 (i) of our Constitution.

c. A short discussion was held on the possibility of no-one standing for particular posts on the Committee and the problems that might arise from this situation.

d. Ruth Gollings proposed a vote of thanks to the Committee for all the work they do.

The AGM ended at 1434hrs.

Signed: *Original Signed*

Dated: 21 May 2019