

TONBRIDGE



ANNUAL GENERAL MEETING

To be held via
ZOOM

Wednesday 7 October
2020

TONBRIDGE U3A 2020: POSTAL AGM

A warm welcome to all our members to this new way to hold our AGM.

We want to be sure that all our members are included so:

- * we are conducting a postal/email vote to meet the requirements set down for us as a Charitable Organisation;
- * votes need to be returned by 7th September.
- * these votes will be shared and agreed at a virtual meeting held on Zoom on 7 October ;
- * this meeting will be open to all and further details will be in our September Journal.

The enclosed papers cover all the items on the AGM agenda. You can vote in two ways:

- a) Return the voting form to me by post. You can either vote on each item individually or tick the 'agree to all' box
- b) Reply to me by email that you agree to all and include your full name and membership number.

If you have any other points you wish to raise, please contact me by phone or email by 7th September. ☎ 07942 153595 ✉ franihoskins@yahoo.com

The purpose of the AGM is so all our members can see what the committee carry out on your behalf and for you to say you are satisfied that it is done in a proper way during the year 19/20. The booklet includes: the minutes from last year's AGM; annual reports of the management committee; treasurer's report; annual accounts; votes for next year's officers.

We are sadly losing some of our lovely and valued committee members this year and I will be thanking them personally at the Zoom meeting and in the October Journal. You will all have details afterwards even if you are unable to attend.

We would very warmly welcome any new volunteers to our committee as this is a time of great change and upheaval for us.

I greatly look forward to having face-to-face meetings once it is safe!

Frani Hoskins

TONBRIDGE U3A POSTAL AGM 2020

To be held by postal or email vote – votes to be returned to Chair, Frani Hoskins by Monday 7 September 2020 (results declared on Wednesday 7 October).

AGENDA

1. **Vote** to approve the Minutes of the AGM held on 3 July 2019. (The minutes were approved by the Management Committee at its first meeting after last year's AGM, and are enclosed in this AGM Booklet.)

2. **Vote** to receive and adopt the report of the Management Committee for the year ended 31 March 2020 (included in this AGM Booklet).

3. **Vote** to receive and adopt the Accounts for the year ended 31 March 2020, which have been approved by the Independent Examiner Matthew Sellen and agreed by the Management Committee (included in this AGM Booklet).

4. Election of Officers and Appointment of Committee Members

Lionel Shields, having completed two terms of office as Treasurer will step down as Treasurer and is standing for Membership Secretary.

Sue Terry, having completed two term of office as Communications and Events Co-ordinator will step down as a member of the Committee.

Miriam Crundwell having completed her term of office as Membership Secretary, will step down as a member of the Committee.

Linda Slaney, having completed her term of office as Events Co-ordinator, will step down as a member of the Committee.

David Perry, Journal Editor, has completed his three-year term and is standing for re-election (see below).

Vote for Appointment of 5 Committee Members

To receive, and if thought fit, approve the recommendation of the Management Committee that **Steve Olley** be elected as Vice Chairman for a full term of office.

To receive, and if thought fit, approve the recommendation of the Management Committee that **Dennis Keley** be elected as Treasurer and that **David Bell** be elected as Theatre Co-ordinator, each for a full term of office of three years.

To receive, and if thought fit, approve the recommendation of the Management Committee that **Lionel Shields** be elected as Membership Secretary for a full term of office of three years.

To receive, and if thought fit, approve the recommendation of the Management Committee that **David Perry** be re-elected as Journal Editor for a further term of three years.

5. **Vote** for the Independent Examiner of the Accounts: To appoint **Matthew Sellen** as Independent Examiner for a further year.

6. **Any Other Business (AOB)**, *should be notified in writing to the Chair, Frani Hoskins, preferably 14 days before the AGM*

Your votes for the above items should be recorded on the attached Voting Form.....

....OR you can vote that you 'agree to all' in an email to Frani Hoskins, Chair, franihoskins@yahoo.com – please give your full name and membership number.

Tonbridge U3A

Minutes of the AGM held in the Medway Hall, at 2.00pm on Wednesday 3 July 2019

1. Frani Hoskins, TU3A Chair, welcomed the members and confirmed that the meeting was quorate. She introduced the Management Committee to the audience.
2. The Chair noted that apologies for absence had been received from members: Liz Coventon, Chris Powis and Lynda Dalley.
3. The Minutes of the AGM held on 4th July 2018 were approved and adopted (proposed by Liz Williams, seconded by Elaine Westover) and approved by the membership.
4. There were no matters arising from the Minutes.
5. The report of the Management Committee for the year ended 31st. March 2019 (printed in the AGM papers) was received and adopted (proposed by Andrew Brookes, seconded by Mike Lauerman) and approved by the membership.
6. The Treasurer's Report, as printed in the TU3A journal on 1st July, was presented by the Treasurer, Lionel Shields. The Accounts for the year ended 31st March 2019 were received and adopted (Proposer Judy Adam, Seconder Gill Hoare) and approved by the membership.
7. The following officer was elected:

Re-elected, as Secretary: Jane Lloyd (Proposer Frani Hoskins; seconded, Linda Slaney).
8. The Treasurer reported that an Independent Examiner for TU3A accounts was being sought for 2019-20. Anyone aware of an accountant willing to take on this role should contact the Treasurer (it must be a non-member of TU3A).
9. There being no other business, the Chair, Frani Hoskins, thanked everyone for coming. Andrew Brookes asked for a round of applause for the work of the Committee this year. Then followed a very enjoyable entertainment of short films showing moments in the history

of Tonbridge from the archive of TU3A Video Filming Group, put together by Derek Hopcroft. His commentary was read by Frani Hoskins, and technical production was by Liz Williams and Andrew Brookes.

Signed: *Frani Hoskins* (Chair). **Date:** 3 July 2019.

TONBRIDGE U3A AGM 2020

REPORT OF THE MANAGEMENT COMMITTEE

Report from Frani Hoskins, the Chair of Tonbridge U3A

What a strange year to have to report on. It has certainly been a year of two halves.

The first half was full of many events and activities, reported on by all my committee colleagues and culminating with our group leaders' lunch. This was hugely successful thanks to the vast amount of organising and hard work put in by Katherine Coleman. It felt a bit like an end of term party as it took place the day before many of us were put into lock-down.

Some of us were at that time working hard to ensure a happy and grateful celebration would be able to take place after the original 'live' AGM. We were going to have a party with exhibitions from our 20 year history along the wall, medals given to our wonderful founding members which were to be presented by the Mayor of Tonbridge and Malling and we were going to eat cakes made by our very own Accidental chefs. Please believe us when we say how grateful we all are to those wonderful founding members. We will try to get those medals presented next year!

The first half also saw many varied and wonderful speakers at our monthly meetings – and many more were planned that had to be postponed. We can look forward to them next year if we are able to meet again. I would like to thank enormously our intrepid speaker booking team of Clare Nixon, Julia English and Jenny Burton as they near the end of their term of office.

Many of our groups are gallantly continuing to meet using Zoom as we do for our committee meetings. This has been a steep learning curve for many of us.

I would finally like to thank deeply our retiring committee members for all the love and dedication they have shown us during their term of office. Miriam Crundwell, who revolutionised the Membership system; Linda Slaney, who has exhausted us all with her energy and flair for organising events; Sue Terry – how can I begin to sum up her contribution? She has been everywhere, done everything and answered every question and we shall all miss her quiet, steady and invaluable help, leadership and advice.

I am so glad and immensely grateful to Dave Perry for being willing to continue to produce our monthly Journal which does such a special job to keep us all together, particularly in these difficult times.

And Lionel Shields! Many thanks for the sterling work he has put in over a number of years as our treasurer. He'll be back as Membership Secretary. We won't lose his calm and sensible advice! Phew.

I would also like to extend a huge welcome to Dennis Keley and Steve Olley and look forward to working with them in the coming year.

Let's hope we can all get together in the same room again as soon as possible.

Membership Report for 2019 - 20 from David Bell, *Acting Membership Secretary*

Tonbridge U3A membership figures for the twelve months from 1 April 2019 to 31 March 2020 are as follows: membership stands at 1,350 with 126 new members having joined and 87 leaving. (Very few members have joined since the middle of March and this trend is expected to continue until our normal activities are resumed.) The proportion of members taking the journal by email remains the same as last year at 709 members (52%) whilst 638 (48%) still receive the journal by post.

Miriam Crundwell fell ill during the year, she is now recovering but has decided to retire as Membership Secretary, I have taken on the role until a permanent replacement is appointed. Miriam did a wonderful job of organising the many aspects of the membership secretary role and performed this essential task with dedication and enthusiasm. Having taken over the position for a few months I recognise how much effort is involved and wish to thank her for all that she achieved.

Interest Groups Report from Katharine Coleman, *Groups Co-ordinator*.

This past year started well with groups continuing to flourish and several new groups were launched. Scientific Investigations and Mindfulness were starting up, a group was watching and listening to lectures on DVD about Ancient Mesopotamia, Canasta developed a second group and we were about to form a group for Whist when we were locked down. We just managed to hold our annual lunch for Group Organisers and Team Volunteers which was a happy occasion.

A few groups have managed to carry on, at least partly, by using online resources such as Zoom, but many, sadly, have been completely suspended until some form of normal life resumes. Gill Hoare's Life Stories Group has actually published a booklet of some of their writings, (available from Gill, see details in the August Journal). Many thanks to Gill for organising such a splendid collection of the work of her group this year, and also, as always, thanks to all the Group Organisers of our groups - over 110 at this point.

Website Report from Sue Terry, *Website Co-ordinator*.

This year, in response to feedback from members, our tech support and our admin team have worked hard to make the website much easier to use for members, as well as for anyone considering joining TU3A. It remains essential to protect group organisers' personal data, but most other information is now visible, whether you are a member or not, without having to log in with a password. The content is up-to-date with news about social events, study days, travel and theatre trips and of course groups information. All organisers are always welcome to email the admin team (u3aton@gmail.com) with any additional information they would like to appear on their page - the choir already uses the site to download music sheets and we occasionally receive a photo or write up of a London walk - and application forms for events and trips can be downloaded and printed off. Use that email address if you have any queries, or to request a password to view group contact details.

Sadly after five fun-filled years on the committee working on the website, I am retiring this year. This leaves a space – is this one for you to fill? Come and be part of the team which really puts you at the centre of what's going on at TU3A!

Events Team Report 2019-20 from Linda Slaney, *Events Co-ordinator*.

In 2019, we had a full program of events and study days, including a sell-out for the 'Hops Study Day' in September, (which included presentations by our members, donations from local breweries, and excellent visual / video displays). This was followed in October with a Vintage Seaside Films and cream tea event (also a sell-out). As well as the regular Rose & Crown coffee mornings we also had the new Members Coffee Morning, and Christmas entertainment, (with Slade School Choir and humorous U3A version of 'The Twelve Days of Christmas'). There were study sessions on 'Autism', 'Honey Bees' and one on 'Mindfulness'.

Regretfully, the lockdown meant we could not continue with our program, and events such as the Quiz, French Dance, Study Days and the 20th Anniversary Dinner and Celebrations had to be postponed. We are working on how to re-introduce these, and keep the spirit of TU3A going. Organising 'Events' is very much a fun team effort, so thanks to all our volunteers and organisers. We are always happy to welcome more people to join the team (whenever the situation improves).

Volunteer report from Lionel Austin, *Volunteer Co-ordinator*

We have been most grateful that members have come forward to offer assistance in the last year and as a result we have been able to find

excellent replacements for some essential posts due to become vacant. However, as committee members reach the end of their tenure, (for example some of the Committee posts above), it is most important that further members volunteer a little of their time to help. The U3A is run by the members, for the members, and any committee member will be pleased to chat things through with you. Please volunteer!

Theatre Visits Report 2019-2 from David Bell, *Theatre Visits Co-ordinator*

During the year a number of visits were arranged, two very enjoyable musicals in London (*9 to 5* and *Come from Away*) and one amazing book adaption (*Touching the Void*). We also organised a coach trip to Chichester with the chance to explore the city before seeing an excellent performance of *Oklahoma*.

The team has been grateful for Liz Coventon joining us to help organise some of the visits. A full set of theatre visits had been arranged for the coming year, but due to the theatres being closed these have all been cancelled. It is hoped to resume theatre visits as soon as the regulations allow and it is generally considered prudent to travel to London and Chichester again.

The Journal Editor's Report from Dave Perry, *Editor*

The Journal continues to be popular with the members, more especially with those who receive the printed version. The Journal provides regular information on forthcoming events, but we find that news stories are harder to come by. It would be nice to receive contributions from members regarding their group activities or experiences within their groups, which would interest other members.

The high cost of digital printing and limited uploading capacity of the website does prevent me publishing colour photographs or enhancing the text with spot colour and we keep within these overall limits in publishing the Journal. The monthly journal however, is really valued as the means by which we communicate with all our members, particularly in these difficult times.

Travel Team Report 2019-2020 from Margaret Pavlidis, *Travel Team Leader*

In 2019 we had a number of successful outings, a short break in the Isle of Wight and a holiday in Northern Spain. It seems a long time ago now! In September, the outing to Southampton and the steam boat trip down and up the Solent was thoroughly enjoyable; the guided walk gave us an insight to the extremely interesting history of the city. In October we had

our second short break when we visited Bath and Bristol and places in the vicinity. The two outings we had in early 2020 also went well and we were lucky with the weather.

We had a large number of applications for the Northern Ireland holiday for this summer (2020) and were looking forward to our exploration of the Province. Alas, that was not to be - it will now take place in July 2021 (along with other outings we were unable to do). This has put the Travel Programme for 2020/2021 into the melting pot, and when we get back to some form of normality it will take a little time to get things re-organised. There may be problems finding a coach company - as at least one we use has gone out of business. The holiday to Oberammergau, also for summer 2020, had to be postponed, and monies returned (thanks to the trip organisers who undertook this difficult task). There will be some places on this holiday in 2022 (at this year's prices), when the people of the village now expect to perform this special play.

A lot of hard work goes into planning and organising the holidays and outings and I would like to thank the team for all they have done during the year.

Treasurer's Report - *Lionel Shields*

I am pleased to attach the annual accounts for U3A for the past year, which happened to finish just about the time when activities for most of us effectively ceased. 2019/20 was a successful year for Tonbridge U3A leading to a financial surplus of £3,847, partly helped by a slight increase in membership to a maximum of 1340. While we are fortunate that the majority of members pay by standing order, thereby reducing the work for the membership secretary, it does become a major task to make a change, either up or down, and this surplus enables us to avoid any imminent need to raise subscriptions. I should explain that the small figure for subscriptions described as in advance, represents those who have joined between April and August, who effectively pay twice in this year. The expenditure figures under the heading General Funds represent costs associated with keeping the organisation as a going concern, and apart from the cost of holding meetings, we expect this element to broadly continue at the same level into the present year.

The social activities organised by our many groups are not intended to create a surplus but simply to break even year on year. Apart from Central events, Theatre and Travel, all of whose activities are available to all members, most do not involve financial transactions, but the ones shown do, and I would ask that in any other cases where fees such as hall charges of, say, £100 or more are payable, they are paid from our central account so that they can be officially logged.

I am grateful to the new examiner, Matthew Sellen, for his many helpful comments on clarifying the presentation of these accounts.

I now have to step down as Treasurer as I have reached the end of my allowable tenure, but I am pleased that my fellow trustee Denis Keley has offered to take over the books in my place, and I have the greatest confidence in his stewardship.



Annual Accounts

for the year to 31st March 2020

Registered Charity Number: 1083175

Trustees

Frani Hoskins (*Chairman*)

Lionel Shields (*Treasurer*)

Jane Lloyd (*Secretary*)

Miriam Crundwell (*Membership Secretary*)

Lionel Austin (*Volunteers*)

Katharine Coleman (*Groups*)

Linda Slaney (*Events Team*)

David Perry (*Tonbridge U3A News*)

Margaret Pavlidis (*Travel Team*)

Sue Terry (*Communications*)

Dennis Keley (*Assistant Treasurer*)

David Bell (*Theatre Co-ordinator*)

Bankers

Lloyds TSB,

121 High Street, Tonbridge TN9 1DB

CCLA Investment Management Ltd.,

Senator House, 85 Queen Victoria Street, London, EC4V 4ET

Independent Examiner

Mr M Sellen

Report of the Trustees

Tonbridge U3A is a non-profit making charity registered by the Charity Commission as a private association run solely for the benefit of its members. It is affiliated to the Third Age Trust, a central organisation that gives assistance and advice, facilitates insurance and develops the interests of U3As throughout the country. Tonbridge U3A is autonomous, regulated by a self-perpetuating board of trustees. At the end of the year the membership totalled 1340.

Tonbridge U3A is financed by membership fees that have been calculated to cover general and administrative costs and provide a small surplus to meet the requirements of the Charity Commissioners. Gift Aid is collected from HMRC on behalf of its taxpaying members. The accounts are examined by an Independent Examiner and are reported annually to the Commission. From last year the basis of the accounts has changed in accordance with HMRC guidance, which now requires U3A's to record all social activity income and expenditure.

Tonbridge U3A's organisation provides a Public Benefit by informing and servicing its members in several different ways. A lecturer is normally hired for one meeting in each month in a hall of sufficient size to accommodate all wishing to attend. There are approximately 100 interest groups organising over 70 events each month. Generally groups meet monthly, usually in a home, to share interests, to develop skills, and to be entertained. Each group is self-funding, and makes charges as appropriate to cover direct costs. A journal is distributed monthly to all members, either by post or by e-mail, giving full details of all events. Additional events, together with a Theatre Group, organised centrally are open to all U3A members.

The Management Committee of up to twelve trustees meets every two months. Each trustee reports on one area of responsibility. Minutes are kept. Trustees are unpaid apart from reasonable expenses incurred in the course of their Committee work, and reimbursement for food, drink etc purchased for centrally - organised events. There are no transactions with Related Parties.

Risks

Tonbridge U3A has public liability insurance, but members are advised to accept responsibility for their own insurance. The insurers may extend third party liability cover to guests, but they reserve the right not to do so. The Trustees consider the charity to be Going Concern and that there is sufficient working capital to cover all risks that the Charity may encounter.

Bank Accounts

Two Lloyds Bank Accounts are used: a Current Account and a Standing Order Account. A separate deposit account set up for charities is managed by CCLA Fund Managers Limited.

There are no Related Party transactions.

A Travel Team plans and administers monthly coach outings and occasional continental holidays, using a separate account at Lloyds Bank, which is examined separately and subsequently incorporated in the overall U3A accounts.

Independent Examiner's Report to the Trustees of Tonbridge U3A

Respective responsibilities of the trustees and examiner

The charity's trustees are responsible for the preparation of the accounts for the year ended 31st March 2020 as set out on pages 5 and 6. The charity's trustees consider that an audit is not required under Section 144 of the Charities Act 2011 (the 'Charities Act') and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act.
- follow the procedures laid down in the general Directions given by the Charity Commission under Section 145(5)(b) of the Charities Act, and to
- state whether particular matters have come to my attention.

Basis of independent examiner's statement


My examination was carried out in accordance with the general Directions given by the Charity Commission under section 145(5)(b)) of the Act. The examination includes a review of the accounting records kept by the U3A and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the 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:
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and Regulations 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 be reached.

Signed:



Date:

8-7-20.

Name:

MATTHEW SELLEN FCEA

Tonbridge U3A							
Statement of Activities on the Accounts for the year to 31st March 2020							2018/19
	2019/20	Advance	2019/20	Advance	2019/20		
	Receipts	Receipts	Payments	Payments	Balance	Balance	
	£	£	£	£	£	£	
General Funds							
Subscriptions	18,855				18,855	18,570	
C/d fwd to 2020/1	267	267			0		
Gift Aid	2,339				2,339	2,570	
Interest & Donations	3				3	3	
Affiliation Fee			4,588		-4,588	-4,508	
Third Age Trust Newsletters			2,734		-2,734	-2,364	
Meetings			2,202		-2,202	-2,068	
Newsletter printing			3,116		-3,116	-3,595	
Newsletter postage			2,979		-2,979	-2,923	
Office Expenses					0	-64	
Committee Expenses			398		-398	-674	
Website & other IT			309		-309	-277	
Organisers' lunches			1,041		-1,041	-377	
SUB-TOTAL	21,464	267	17,367	0	3,830	4,293	
Social activities							
Central functions							
2018-9 events					0	116	
Cyber scams (22/5)	123		98		25		
Barn Dance (21/6)	525		747		-222		
Autism (18/7)	126		72		54		
Hop-picking (20/9)	464		430		34		
Seaside film/tea (8/10)	683		522		161		
Honey bees (30/10)	125		91		34		
Christmas (4/12)	153		179		-26		
Mindfulness (3/2)	45		35		10		
Defibrillation (p/poned)	33	33	45	45	0		
French Dance (p/poned)			50	50	0		
Quiz Nght (p/poned)			161	161	0		
Y20 dinner (cancelled)			330	330	0		
Floristry (cancelled)			50		-50		
	2,277	33	2,810	586	20	116	
Theatre group							
2018-9 shows						107	
9 to 5 musical (8/5)	845		845		0		
Oklahoma (21/8)	2,256		2,254		2		
Come from Away (2/10)	840		840		0		
Touchng the Void (20/1)	553		553		0		
Leopoldstadt (cancelled)	990	990	990	990	0		
Lion King (p/poned)			1,050	1,050	0		
Chichester (p/poned)			1,160	1,160	0		
Pretty Woman (11/11)			948	948	0		
Drifter Girls (27/1/21)			864	864	0		
	5,484	990	9,504	5,012	2	107	
Travel Team							
2018/9 events						1	
Arundel	1,987		1,980		7		
Leonardslee	2,575		2,556		19		
North Spain	3,173		3,099		74		

Hampton Court		2,449		2,433		16		
Kelmscott		2,016		2,012		4		
Southampton		2,320		2,241		79		
Bath/Bristol		966		964		2		
Milestones		896		930		-34		
Kew & Music		3,717		3,713		4		
Tutankhamun		2,810		2,787		23		
Bletchley Park		2,345		2,327		18		
Gardwara (cancelled)				20		-20		
Expenses				158		-158		
2020/1 events		1,563	1,563			0		
		26,817	1,563	25,220	0	34		1
Other groups								
Church Tours		1,990		1,930		60		
Other groups		652		751		-99		-94
		2,642	0	2,681	0	-39		-94
SUB-TOTAL		37,220	2,586	40,215	5,598	17		130
OVERALL TOTAL		58,684	2,853	57,582	5,598	3,847	0	4,423

Tonbridge U3A

Balance Sheet as at 31st March 2020

		31st March 2019 £
Current Assets	£	£
Bank Accounts		
Lloyds	15,035	15,571
Standing Orders A/c	10,128	7,995
Travel Team	3,461	3,469
CCLA	536	533
Cash in Hand	57	67
Debtors (see below)	5,598	4,885
Assets	34,815	32,520
Less: Creditors (see below)	3,273	4,825
	31,542	27,695
Represented by:		
General Funds, brought forward	27,695	23,272
Movement in year	3,847	4,423
General Funds, carried forward	31,542	27,695
Debtors		
Payments in advance		
Central events	586	
Travel Team		2,401
Theatre group:		
9 to 5 musical		845
Oklahoma (21/8)		1,639
Leopoldstadt (cancelled)	990	
Lion King (p/poned)	1,050	
Chichester (11/8)	1,160	
Pretty Woman (11/11)	948	
Drifter Girls (27/1/21)	864	
	5,598	4,885
Creditors		
Receipts in advance		
Advance subscriptions	267	415
Defibrillator talk (p/poned)	33	
Travel Team (2020/21)	1,563	4,006
Leopoldstadt (p/poned)	990	
Sub-total receipts in advance	2,853	4,421
Outstanding payments		
Newsletter postage	420	404
	3,273	4,825

Signed on behalf of the Tonbridge U3A

Frani Hoskins (Chairman) ... *Frani Hoskins* ... Date ... *8.7.20*

Lionel Shields (Hon Treasurer) ... *L. Shields* ... Date ... *8.7.20*