



# **St Neots & District U3A**

## **ANNUAL GENERAL MEETING**

### **Tuesday, 19<sup>th</sup> September, 2017**

## **A G E N D A**

- 1) Chairman's Welcome
- 2) Apologies for Absence
- 3) Approval of the Minutes of the 2016 Annual General Meeting
- 4) Matters Arising from those Minutes
- 5) Committee's Annual Report
- 6) Treasurer's Report
- 7) Approval for the Appointment of the Examiner for the Accounts
- 8) Approval of special resolution to amend the Annual Subscription amount for the year 2018/2019. As we currently have excess general funds in hand we will be asking you to confirm your agreement to the following amendments:
  - Individual subscription to be reduced from £15 to £13 per annum;
  - Joint subscription to be reduced from £30 to £24 per annum;
  - The joint subscription will apply to 2 members at the same address, who receive only one magazine between them.
  - The subscription for individual new members joining between January and June to be reduced from £10 to £9 and for joint membership it will be reduced from £20 to £17.
- 9) Election of Officer – Secretary
- 10) Election of 5 Committee Members
- 11) Any other Business\*

\*Questions relating to financial matters to be notified to the Secretary in advance of the meeting.

**To be followed by refreshments**





# Annual General Meeting

19<sup>th</sup> September 2017

ST NEOTS & DISTRICT U3A

## Committee's Annual Report 2016/2017

### Introduction

On behalf of the St. Neots & District U3A Executive Committee it is my pleasure to welcome you to the 2017 Annual General Meeting and to present this Report for the year.

I took over the Chairmanship at the 2016 AGM for two years and I can say that I have thoroughly enjoyed my time in office to date which seems to get easier the more you get involved and as time goes by.

The 2016 AGM saw five new committee members join the Executive Committee. They were - Anne Summerlin (Vice Chair), Dot Morfett (Groups' Co-ordinator), Lesley Cartwright (Speakers' Co-ordinator) and Pauline/Keith Webster (Outings Co-ordinators). Five members of the previous committee, had a year of their office to run.

Mavis Thompson became Treasurer; Heather Blaney remained as Secretary (and has agreed to stand for a further two-year term of office) from September 2017; Sheila Crook remained as Membership Secretary; Pat Hills stepped down from her previous roles, but has now completed her two-year term of office; whilst I had another year to run and became Chairman.

There was a good mix of experienced Executive Committee members along with five new members willing to learn the workings of the Executive Committee - Anne Summerlin, Lesley Cartwright, Dot Morfett and Pauline & Keith Webster.

Two Co-opted members were invited onto the Executive Committee. Dave Jarrett to continue his work with Sheila on the Beacon Membership Management system and assist with finance should we need his experience to answer any issues and John Way was also put forward, accepted, but then resigned.

I invited Tony Summerlin to be a Co-opted member to replace John, which he accepted.

A few months into the new year, Sheila Crook announced that she would like to retire from being Membership Secretary at the 2017 AGM. Sheila has been involved with our U3A from its *grass roots* days and so I thank her for all the work she has put in over the years.

I did not hesitate to ask Tony Summerlin if he would like to take over as Membership Secretary based on the attitude he had shown since he was co-opted. He accepted and became Sheila's shadow for the remainder of the year.

Phil Brooks continued his role as Website Administrator and Magazine Editor for most of the 2016/17 year until just recently when he resigned from both the roles. I would like to thank Phil for all his work on updating and maintaining the website and producing the previous magazines.

This meant looking for a new Website Administrator and Magazine Editor. After a few weeks, Roger Worden eased part of the problem and volunteered to take over the role of Website Administrator.

We briefly advertised for a new Magazine Editor, but in the interim, I took on the role. Shortly before completing the draft copy to the printers, Mary Joyce put herself forward for this role. I went and spoke to Mary to see if she would mind waiting until I had a break in the magazine preparation process, so we could meet up together and talk about why she was interested in becoming Editor. Mary had journalistic experience and has produced various magazines and editorial works in her time. She liked the proven format of the magazine and had some positive ideas going forward for the magazine. Now, do I wait until I have two or three applicants for the post. No, this was never going to happen. I decided to go forward with Mary as Editor for the next issue in November. I introduced her to our new local printing company and subsequently, the committee. So, look out

for November, Mary will be in the driving seat and please send all your contributions to her in the meantime.

Before we go through the election process, I would like to thank and acknowledge those *really useful members* (RUM's) for the time and work they put in to help the smooth running of our U3A. Carolyn Eadie for premises bookings, Joan Prentice, Rosemary Chapman, Maureen Schofield and Margaret Wilks for doing monthly meeting registration, Sue Jarrett and others who have filled in for the aforementioned at times together with Anne Pateman for bookings and compiling interest lists where required; Iris Parr for theatre outings; Mary Joyce for her musical outings; Christine Bowskill for Cinema ticket sales and of course, to Liz Taylor and the T-Team who look after the provision of refreshments after the speakers. And, of course, to all the Group Leaders and anyone who has helped during the last year and who I have not mentioned by name.

## General

The Monthly meeting numbers have risen over the last year to around the 180/200 per meeting. This means that we take up the full quota of chairs available especially if the Priory has other functions going on in the Centre. Therefore, we now use a section of the tiered seating on occasions. The Monthly meetings keep you informed of interest lists for new groups, theatre visits and group instigated outings and after the Speaker's presentation, provide the opportunity to meet over refreshments. The Priory Centre continues to give us great support not only for storage of much of our equipment but also for the preparation of rooms for Monthly and Group meetings; we are very grateful to Steve Barrett and his team for all this. By the way, there are hearing-loop systems now installed here in the Great Hall and the Guest Hall upstairs.

## Cinema

June sadly saw our last visit to Cineworld. The management wanted us to change to an earlier start time (1.30pm) for the June film and use a smaller screen which would have meant asking 30 members to give up their seats. They said we had raised a number of issues with them, these were two health and safety issues raised by members. By not agreeing to their request, they terminated our *signed* agreement.

## Membership

The current Membership stands at around 957. Many existing members have renewed their membership through access to the website as have other new members who have logged on to our website and made their applications this way.

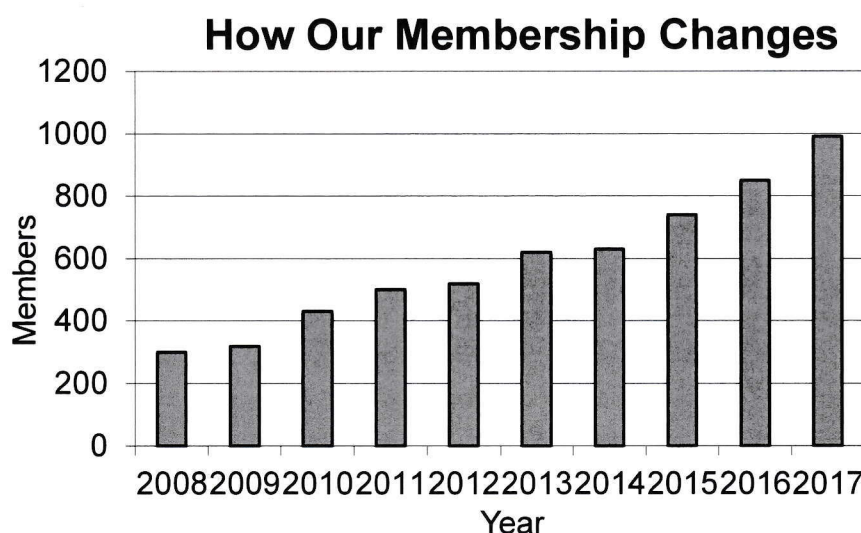
In doing so, the Pay-Pal facility has also been used more in conjunction to facilitate both existing and new members being able to join on-line during the year.

The actual membership for 2016/17 was 991.

## Beacon

Beacon is an on-line management system developed by the National U3A, specifically for local U3A's.

We currently use Beacon to manage our Membership Records and Groups information as well as to email members the Monthly News Sheet and various messages where in the past it was virtually impossible to let members know about things happening. We can reach about 750 of our members this way, but it would be good to have more members allow us to use their email address for this purpose and receive the latest news before it's out of date.





## Finances

The Treasurer's Report and Accounts is overleaf and you will see that we continue to remain in a healthy financial position. I am able to announce that there is going to be a reduction in the annual membership fees shown in Item 8 of the agenda but will leave the detail to Mavis Thompson when she delivers her Treasurer's Report.

We have continued to purchase items on request from Group Leaders to enhance the running of their activities and can continue to do so for the time being. We recently purchased our own PA system which will be predominately used in the Priory Centre by us but is capable of being taken to other venues where required. Our projector was recently serviced and should continue to provide good service going forward for those who use it. The set-up costs for Beacon were free but we have had an annual charge based on the 2016/17 membership of 991.

## OUTINGS during 2016/2017

### 2016

#### November

Welney Wetland Centre  
Crafts for Christmas - NEC Birmingham  
Bury St. Edmunds Christmas Market

#### December

Floodlit Kew Royal Botanic Gardens

### 2017

#### February

Peterborough Greyhounds

#### March

Brick Lane Music Hall

#### April

Barrow Boys and Bankers

#### May

Norwich Castle  
The Black Country Museum  
Kew Royal Botanic Gardens

#### June

Suffolk Coastal Tour  
Charles Rennie Mackintosh House  
Blenheim Palace

#### July

Windsor Castle & River Cruise  
Royal International Air Tattoo - Fairford

#### August

National Arboretum  
Houghton Hall  
Eltham Palace

#### September

Birmingham Botanical Gardens

### THEATRE during 2016/2017 2016

**October** Carmen, Footloose **2017**

**February** Funny Girl

Our thanks to Pauline and Keith Webster for the range of outings they organised for us, also to those group leaders who arranged their own group instigated days out with their group members and opened out to the whole membership, well done to all and thank you.

Pauline and Keith Webster have decided to step down from committee at the AGM along with Lesley Cartwright after just one year's service.

## HOLIDAYS - 2017 - January Bournemouth and The New Forest.

### May Jersey by Air.

Pat Hills took us to Bournemouth and The New Forest in January where we had some very cold days but the hotel accommodation and service were exceptional. Sheila Crook, later took us on our first U3A *overseas holiday by air* to Jersey in May, again we had a very enjoyable time looking around the island visiting various places of interest and staying in another good hotel throughout. Thanks to both of them for their organisation of these holidays.

## **Speakers**

Lesley Cartwright and Anne Summerlin have organised some extremely good and interesting Speakers throughout the year. We began with *Christine Adams* telling us about May Savidge and how she dismantled and rebuilt her cottage 100 miles away; *Peter Walker* entertained us with Winter Wonders and December Delights; *Bernard O'Connor* told us about Violette Szabo GC – 'Carving her Name with Pride'. *Jane Barnes* followed with her tales of a Dairy Farmers Wife; *Rodney Todman*, an old favourite came with some more interesting photographs of St. Neots and *Linda Scholes* returned and told us about her 'Around the World in 23 years' – tales from life in the American forces. *Roy Smart* came the following month with his story about Amy Johnson CBE, the first female pilot to fly solo to Australia; *Jim Stevenson* from Little Paxton Nature Reserve returned after a few years away with a talk about the flora and fauna of our local nature reserve; *Vic Botterill*, an ex-policeman and a new speaker to St. Neots, came and told us how to recognise signs of body language. Last but not least, we had a very interesting visit from the St. Neots Young Carers Trust telling how they support the local Young Carers in St. Neots, who provide care for their parents.

## **Groups and Events**

Some new groups have emerged and changed during the last year with Line Dancing starting a Beginners group. The leaders of the Ballroom and Sequence Dancing sadly retired but, Yve Grace, one of the group members is taking over the class at the Eatons Centre, starting in September.

Bridge continues to be well-supported along with the Wildlife group that ventures out to pastures new and the Thursday Gardening group organised a series of out-of-town visits during the year to various gardens of note. Walking Football is very active and well supported throughout the year providing good exercise for members at St. Neots FC on their astro-turf. Continuing outside, our Golf group has grown this year after two new leaders stepped forward and the Table Tennis group started and is regularly supported and providing energetic workouts for members.

The Photography group frequently visit sites of interest by car-sharing whereupon their efforts are developed and make up exhibitions of their works. One such, was held at St. Neots Museum earlier this year and was equally as successful as their first exhibition. Well done everyone and all of those who took part.

The 2016 Christmas Party was very popular with Leon James in brilliant form following the start-up routine put together by Iris Parr which got everybody into the party mood. Leon will be back for this year (last time) along with Iris (I hope) and Mike Gee here to entertain us with a variety of songs and some humour.

In May this year, we held a Barn Dance which was very much appreciated and requests for another, were received from members afterwards.

To support the St. Neots Young Carers Trust and help raise funds for them, our Mixed Crafts group have arranged an Open Day and Bring and Buy sale on Monday 25<sup>th</sup> September at 2.00pm in the Welfare Rooms, Church Walk. Group members will be there demonstrating their activities to generate more members and will be showing items they make to decorate and fill decorated 'shoe boxes'. Please come along and support our ladies in what they do.

## **The Past and the Future**

Sadly, throughout the year nine members have passed from us and we should reflect on this for a moment.

The new Committee will continue to do its best for the Membership and I wish all those elected today, every success in achieving this. If you feel we should be doing better, please tell me about it.

So, at the end of my first-year term of office, I must say that it has been interesting and amazing to see such a range of new faces turning up at the Monthly meetings and going out on the Outings. I am looking forward to working with the new members on the committee and meeting so many more members in the second year of my term of office. Thank you.

## **John Bowskill**



### TREASURER'S REPORT 2017

My first report as treasurer shows that we have again made a reasonable surplus, basically due to the continuing increase in membership numbers. We have now built up a substantial fund to cover future contingencies, which enables me to recommend a reduction in the annual subscription. I will continue to do my best during the coming year to protect our U3A finances. Thanks go to Michael Bell once again for examining these accounts.

#### Receipts and Payments Account for Year Ended 30 June 2017


	2016-17 £	2015-16 £
<b>Receipts</b>		
Activity Income	19407.26	16364.85
Subscriptions	15691.24	14296.50
Gift Aid	1854.97	1520.06
Interest received	3.08	6.16
Monthly Meetings	2785.30	2773.20
	<u>39741.85</u>	<u>34960.77</u>
<b>Payments</b>		
Activity Room Hire	20063.22	18030.26
Activity Costs	673.50	536.86
Magazine & Distribution	3705.97	3540.84
Newsheet	226.00	194.00
MM Hall Hire	1221.58	1015.00
MM Speakers	952.00	713.60
MM Refreshments	448.21	346.79
Special Events (net)	1454.16	1658.62
U3A Capitation fees	3458.00	3104.50
Committee, Network Meetings etc.	345.85	360.30
Accountancy Fees	50.00	50.00
Postage, Printing & Stationery	679.93	464.78
Equipment	897.95	0.00
Cinema (net)	28.00	-410.90
Miscellaneous (net)	943.03	174.46
	<u>35147.40</u>	<u>29779.11</u>
<b>Excess (Shortfall) of receipts over payments</b>	4594.45	5181.66
Add General Fund brought forward	19969.05	14787.39
<b>General Fund C/F</b>	<u><b>24563.50</b></u>	<u><b>19969.05</b></u>
Surplus (Shortfall) on Social Fund	2855.54	(2174.03)
Social Fund brought forward	2523.22	4697.25
<b>Social Fund C/F</b>	<u><b>5378.76</b></u>	<u><b>2523.22</b></u>
<b>Total Funds C/F</b>	<u><u><b>29942.26</b></u></u>	<u><u><b>22492.27</b></u></u>

#### Balance Sheet at 30 June 2017

	2016-17 £	2015-16 £
Cash at bank:		
Main Account	12080.16	7488.79
Membs.Social Account	5378.76	2523.22
Business Reserve Account	12383.34	12380.26
Miscellaneous:		
Petty Cash	100.00	100.00
<b>Total:</b>	<u><u><b>29942.26</b></u></u>	<u><u><b>22492.27</b></u></u>

Subscriptions paid in advance for the new year are held as follows:

Advance subs account at bank	8406.00
Paypal account, net of charges	3685.00
	<u><u>12091.00</u></u>

  
 Mavis Thompson, Treasurer  
 August 2017

# MICHAEL R. BELL

## ACCOUNTING AND BOOK-KEEPING SERVICES

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### Accountant's Report and Certificate

#### St Neots and District U3A

Acting as Accountant, but not as Auditor, I have examined the Receipts and Payments Accounts, and Balance Sheet, both prepared by the Treasurer, for the year ended 30th June 2017, together with the records, vouchers, information and explanations provided to me, and which disclose a surplus of receipts over payments for that year on the General Fund of £ 4594.45 and on the Social Fund of £ 2855.54 and a total surplus carried forward at 30th June 2017 of £ 29942.26, and I certify that the same Receipts and Payments Accounts, and Balance Sheet are in accordance therewith.

  
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Michael R Bell

19th August 2017