

Minutes of the 21st Annual General Meeting of Cheadle U3A held at 10.00 am on Wednesday 25 April 2018, in the Guildhall, Cheadle.

Before the meeting began the Chairman paid tribute to one of our Founding Fathers, Peter Beardmore, who sadly passed away in October. He was known as a 'genuine' sort of person, unassuming but knowledgeable. He was the first Cheadle U3A Treasurer, and his wife Margaret was Press Officer. He was also Treasurer of Homelink for a number of years and, as a motorcycle enthusiast, was heavily involved in the Auto Cycle Union, for which he received a BEM. Cheadle U3A owes Peter, along with the rest of the founding fathers, quite a debt of gratitude for his foresight, and support over the years.

The Chairman then opened the meeting, welcoming everyone and made some amendments to the Agenda, the Accounts Summary is for 2017, the Budget Proposal is for 2018 and the nomination for an Accounts Examiner is for 2018

- 1 *Apologies:* Malcolm and Elaine Reeves, David and Ernestine Parfitt, Tim Mundy, Sarah and Steve Williams, Douglas Crump, Pauline Ord, Peter Lamb, John Smith, Carol Winning, June and Gordon Shaw, Peter Moss.

To receive and approve the minutes of the 20th AGM held on 22 April 2017.

The minutes were proposed as a true and accurate record. Proposed by Margaret Plant and seconded Dorothy Barnett and approved by a show of hands.

- 3 *Matters arising:* There were no matters arising.

- 4 *To receive the Committee report:*

A report had been circulated with the AGM papers and is copied out in full below:

Chairman's report

As you are all aware 2017 was a special year in our history, being our 20th anniversary and last year's AGM was a lovely opportunity to thank all those who contribute so much to our continued success. I'm sure you've all seen the flower displays around the Guildhall and I hope most of you have been able to see – and sit on – the seats at Cecilly Brook. All the social events organised to celebrate our anniversary went very well, with one exception – the Evening of Words and Song, which unfortunately had to be cancelled.

What was totally unexpected was the presentation of a certificate at the National AGM, which Barry Barnett and I attended. You cannot imagine how long the walk was from my seat to the stage... But the acknowledgement of such a mile stone was very much appreciated. The certificate will be on display at the AGM if anyone wants to see it.

You may remember we had 2 new recruits to the committee last year, Linda Keighley and Helen Wainwright, Helen has settled in very well, but unfortunately Lynn Shooter and Linda Keighley have had to stand down due to ill health in their respective families. Lynn has however, undertaken to carry out the new, non-committee role of Cashier, in which capacity she will be collecting and banking group fees on behalf of our Treasurer. We have also created another new non-committee role, that of Social Events Co-ordinator. Barry Barnett has undertaken this role and you all know he brings a vast amount of experience to it. So if you think you would like to organise a social event have a word with Barry.

As far as other committee members are concerned, Walter Jaggli will be standing down after several terms of office. We are all very sorry to see him go but fully understand his decision. This means we have 2 re-elections and 3 vacancies this year, so if you feel you can contribute to the success of our U3A by standing, please do – we don't bite.

Helen Wainwright and Val Egerton have both got to grips with their new roles and there has been quite a bit going on in the latter part of the year. We have updated the Group Leaders' Handbook and are in the process of complying with new Data Protection Regulations. We have also submitted a proposal to amend the Constitution (which is included with these AGM papers) and Walter Jaggli has been working behind the scenes on a new Website. Mike Prince has updated the Health & Safety Policy and he and Helen did new risk assessments on all the venues we use. But don't worry, we don't let it interfere with the important stuff – like going on holiday!

Treasurer's report

Finances continue to be healthy, although we made a small loss of £2,246 in 2017. Our budget for of 20th Anniversary Events was £4,000 and the actual spend so far is £2,995.46 – there is further planting to be done during 2018. The costs associated with running the groups is now slightly more than the groups income and we are continually looking at ways to reduce this expenditure.

The Social Events made a surplus over the year of just over £700 and the coffee mornings continue to be popular and have generated a surplus of £1400 during 2017. The Annual Accounts are enclosed and if you have any questions the

Treasurer will be pleased to answer then at the AGM.

Gift Aid was claimed on £5,490 of the subscription fees paid in 2017 resulting in a return of tax of £1,372. Thank you to all members who have completed a Gift Aid declaration.

At the meeting the Treasurer gave details of the Social account as follows: Special events raised £715.77, coffee morning income was £1401.95 and trips brought in £883.84 giving a total of £3001.56 in come in 2017. There is currently a balance of £3627.51 in the social account.

Membership Secretary's report

The renewal process went very well despite a hiccup in October; please remember you should be **renewing your membership during the November and December coffee mornings**. Chris Beesley still assists when called upon and has taken on the new role of Distribution Co-ordinator. Chris oversees the preparation and distribution of the address lists required for Third Age Trust and U3A direct mailing.

Thank you to everyone who has helped us by cancelling their Standing Orders, a system we introduced a few years ago but which has proved somewhat troublesome. If anyone is still using this method of payment we would appreciate it if you would switch either to postal renewal or coming along to the relevant coffee mornings. If you have your renewal form filled in – name and number, and if there are no changes to your details, signed and dated and £10 in cash or cheque, the process is remarkably quick.

At the time of reporting 742 members have renewed, but a current number will be given at the AGM. Generally speaking our membership remains fairly stable at around 950.

Addition to the report made at the AGM: This is my first year as official membership secretary. Many thanks to you all. I hope the new simpler membership renewal forms made the process easier and that you will continue to enjoy all the activities that you choose to attend. I am still supported by my predecessor and am very grateful for his help. We currently have 870 members on par with membership in 2017. I am always available to contact on my home telephone and to talk to you at monthly coffee mornings. I very much like to meet you and it's a pleasure to sort out any problems which you may have concerning U3A. I was reading the other day "Is the U3A social or educational?" A question indeed, well I believe it's both a lifeline following retirement and what better medicine than socializing and learning, getting out into the community and finding you are not the only one who is in your situation, then gaining lots of friends. I also think U3A wasn't set up to get you a degree, it's for retired and semi-retired people to come together and share experiences. I am sure you may then be encouraged to get involved with the running of our Cheadle U3A, we do need you, come and learn-laugh-live.

Health & Safety report

We have updated our Health & Safety policy with the assistance of a small sub-committee, and thanks to all of them for their input and assistance. We have done risk assessments on all the venues we use for groups and put together risk assessments for the performing groups to use when they do 'gigs'.

Disclaimers have been done for the walking, cycling and bird watching groups and we are in the process of encouraging all our members to have 'In Case of Emergency' or 'ICE' contact details on them in case of accident or incidents.

Group Co-ordinator's report

We currently have 56 groups covering a wide range of activities and a steady stream of enquiries as to what is available. We have added one new group to our list this year - Family History, and three groups have re-named themselves to better reflect their activities – Melody Makers, Knit and Natter and All Sorts of Crafts. In addition to which we have a new Spanish group and Gardening group which are scheduled to start early 2018.

After 16 years Not Strictly Barbershop, under the leadership of Sarah Williams, performed for the last time on 25th November 2017. Congratulations to them and to Sarah, for their skill and enthusiasm.

June Jackson has stepped down as leader of the Beginners Badminton after 20 years and this group has been taken over by Norah Collier.

Many thanks to both Sarah and June for their sterling contribution to our U3A.

The new Group Leaders Handbook will be distributed early in 2018 and the Group Leaders Meeting is arranged for 21st March 2018. Lunch will be provided after the meeting. Last year's event went very well and since it was our anniversary year we took the opportunity of the open mike to reflect on the last 20 years and the people who made it possible.

One further addition was made to the report – in the early part of this year the U3A procedures were compared with the requirements of the Data Protection regulations. A Data Protection policy has been drawn up and is available on the web site. A formal contract has been put in place with the distributor of the newsletter – Can Print.

The accounts show an overspend in 2017 of £6,000. This is partly explained by the budget of £4,000 for the 20th birthday celebrations being allocated and accounted for in 2016 but spent in 2017.

5 *To approve proposed amendments to the constitution*

The **Chairman pointed out an error in the proposed changes** to our Constitution, a copy of this was circulated in advance to members with the AGM papers, **Item 4 change of term for the President should be under section 8.4 of the Constitution, not section 7. With this amendment in mind, the Chairman asked if these changes could be approved.**

1. The addition of the words *'THIS IS A CHARITY IN ENGLAND AND WALES. THE CHARITY REGISTRATION NUMBER IS 1072363'* at the start of the document to reflect the fact that the document is in line with charity law in England and Wales. Scottish law is different.
2. Section 4 POWERS viii. To add the words *'SUPPLY AND MAKE AVAILABLE'*
3. Section 5 MEMBERSHIP. To replace 5.1 with the words *'MEMBERSHIP OF THE U3A SHALL BE OPEN TO INDIVIDUALS WHO ARE IN THEIR THIRD AGE (BEING THE PERIOD OF TIME AFTER THE FIRST AGE OF CHILDHOOD DEPENDENCE AND THE SECOND AGE OF FULL TIME EMPLOYMENT AND/OR PARENTAL RESPONSIBILITY) RESIDING IN CHEADLE, STAFFORDSHIRE AND ITS SURROUNDING LOCALITY, AND ARE INTERESTED IN PARTICIPATING IN AND FURTHERING THE WORK OF THE U3A, PROVIDED THAT THEY AGREE TO ABIDE BY THIS CONSTITUTION AND ANY MEMBERSHIP CONDITIONS PROPERLY IMPOSED BY THE EXECUTIVE COMMITTEE AND TO PAY THE ANNUAL SUBSCRIPTION AS DETERMINED BY THE EXECUTIVE COMMITTEE AND APPROVED BY THE MEMBERSHIP AT AN ANNUAL OR SPECIAL GENERAL MEETING. NO INDIVIDUAL MAY BE ADMITTED TO MEMBERSHIP IF THE EXECUTIVE COMMITTEE CONSIDERS THAT THEY DO NOT MEET THESE CONDITIONS. GROUP LEADERS AND COMMITTEE MEMBERS SHALL BE FULL MEMBERS FREE OF ANY ANNUAL FEES (SHOULD THEY CHOOSE) FOR THE DURATION OF THEIR TIME AS A GROUP LEADER OR COMMITTEE MEMBER.* This change is to reflect the U3A Movements classification of 'Third Age' and the wording of the current 'Model Constitution'.
4. Section 7 ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE. 7.3. *TO CHANGE THE TERM OF OFFICE OF COMMITTEE MEMBERS FROM 2 YEARS TO 3* in line with the term of the 'Officers'. *TO CHANGE THE TERM OF THE PRESIDENT FROM 4 YEARS TO 3.* This is because it is felt that each member does an equally valuable job within the committee and by extending the term it gives a more settled approach to each function. It is also felt the Presidents term should be in line with the rest of the committee.
5. Section 10 PROPERTY 10.1 should read All property *'OWNED BY OR HELD ON BEHALF'* of The U3A shall be applied solely towards to Objects of The U3A *'IN ACCORDANCE WITH CHARITY LAW'*. A clarification only.
6. Section 11 To update the title to read *'ACCOUNTING AND REPORTING'* and to add the words *'AND TRUSTEES REPORT'* in sections ii and iv to reflect that fact that such a report has to be generated for submission to the Charity Commission, along with our Accounts, on an annual basis.

Acceptance of these changes was proposed by Lyn Smith and seconded by June Jackson and accepted by a show of hands.

6 *To consider and approve the audited accounts summary 2017 and budget projection for 2018.* There were no comments on the accounts

Approval of the accounts was proposed Peter Brown and seconded by Margaret Plant and passed by a show of hands

7 *To confirm the appointment of an independent examiner for the accounts for 2018*

Rachel Whitworth has agreed to **examine** the 2018 accounts proposed by Eileen Wilson seconded by Margaret Plant and approved by a show of hands.

8 *Election of Committee members,*

There are 5 committee vacancies for which the following nominations had been received:

Dawn Maley
Mike Prince
Walter Jaggli
Roy Scott
Mike King

The members present then approved unanimously, by a show of hands, to elect all the people proposed.

9 *Presentations*

The Chairman thanked the retiring committee and the Group leaders who had retired in 2017, namely, June Jackson, Phil Boyer, Pat Oakley, Linda Keighley, Sarah Williams and made presentations to those of them who were present.

10 *Any Other Business*

Phil Silk proposed a vote of thanks to the committee for all their hard work throughout the year

It was asked if Linda Keighley was continuing with the Cinema – answer is yes

Alan Lewis remarked that the coffee mornings are brilliant, 3 people have stands there, Stella Heritage, selling cards, Barry Bevington, birthday cards, and a Fairtrade stall. They do a great job and Alan asked if we are treading on toes if we mention at the coffee morning that we appreciate their efforts or does the fact that we are a charity bar us from encouraging these sales.

June Jackson said that some of the people may not realise that all the money from the sale of Stella's cards goes to charity. Dawn said that she does put it on the poster each month.

Margaret Plant was mentioned because she sells jams in aid of Donna Louise Trust.

11 *Concluding remarks :*

The meeting closed at 1100 and the Chairman thanked everyone for coming.