

Orpington U3A Annual General Meeting Agenda 2021

To be held on Monday 18 January 2021.

This meeting being held on Zoom further to Covid restrictions

Acceptance of Minutes of previous AGM, held on January 21, 2020. see below Chairman's report.

Acceptance of report previously submitted.

Treasurer's Annual Finance Report.

Group co-ordinators report.

Election of Officers to Committee.

Chairman: William Sear, Vice Chairman: Pauline Dawson, Treasurer: Mike Winder, Business Sec, Frank Rowe, will be voted for individually and the rest of the committee can be elected en-bloc.

In the absence of new nominees to the Committee the attached have agreed to stand for re- election

Post	Nominee	Proposer	Seconder
Chair	William SEAR	M. CHILDES	H. MORRIS
Vice Chair	Pauline DAWSON	L. NORMAN	K. EVANS
Treasurer	Mike WINDER	J. MORRIS	V. CHILDES
Business Secretary	Frank ROWE	B. WALTERS	A. CIVIL
Group Co-ordinator	Susan HOWE	Y. SALLIS	J. WALTERS
Group Co-ordinator	Janet HOLMES	DITTO	DITTO
IT / WEB	Steve COOLING	DITTO	DITTO
Newsletter Distribution	Peter RICHARDS	DITTO	DITTO
Newsletter Editor	Sybil ROBINSON	DITTO	DITTO
Newsletter Editor	Janet TUCKER	DITTO	DITTO
Membership Secretary	Linda HAWARD	DITTO	DITTO
Examiner of Accounts:	Ken CRICKLAND	S. BEER	E. WILKS

Any other business.

Conclusion of meeting with time and confirmation of number in attendance.

CHAIRMAN'S REPORT

I would like to take this opportunity to report back on the last twelve months of Orpington U3A.

It is hard to think back to pre-March with an excess of 200 attending our Monday general meeting, BR6 and The Buff attracting 30+ and the advent of new groups, Bridge for Beginners, Gardening Made Easy being just a few.

With the advent of the virus, all our lives changed. I am pleased to say that in part, Orpington met that challenge with groups meeting outside, Zoom meetings and Group leaders keeping in touch. Sadly, with some groups it was physically impossible to carry on as before.

We, the Committee, aware of the strain of the above have decided to keep the membership fee at £10 for existing members for 2021, and £12 for new members. The subscription of £10 has been at this level since 2014, one of the lowest in the country.

Though our accounts show a healthy reserve we are subject to third party increases beyond our control, we have an increase to £4 for each member to the Trust, payment for Beacon our online management tool and inflationary trends across the board, sadly our membership numbers, as with other U3As are under pressure and we face static costs with reduced membership income.

You will find a further explanation on expenditure and income attached to the Treasurer's Report.

This year our A G.M, as previously mentioned, will be on Zoom, as per our Constitution we need a quorum of at least 100 members, please join us on the 18th January to make this possible.

With this technology I would ask for your patience and consideration, it is relatively new to us and only one person can speak at a time and more constraints than in our normal meetings.

William Sear

Treasurer's Report

A copy of the Summary of Accounts for the period 1st December 2019 to 12th November 2020 accompanies this report. The early closure was to allow the report to be published in the December Newsletter.

The unusual circumstances of 2020 have resulted in our bank account showing a surplus of £1233, leading to a total reserve a few pounds short of £14000. Savings on hall hire and speakers accounted for most of this surplus whilst there were also significant reductions in administration costs, catering and National Conference expenses. These savings are expected to continue into 2021, however the major expenses, (Third Age Trust subscriptions, TAM Mail, Beacon, News printing and post), will remain and are expected to increase. In particular, the Trust subscriptions are based on the previous year's membership which in 2021 will be a cost of at least £3450.

Credit card subscription payment via Beacon and Paypal has proved very successful this year with 235 transactions completed. This has greatly reduced the number of visits to the bank to deposit cash and cheques.

As stated in previous reports, areas for potential cost savings remain as follows:

1. Gift Aid We can claim back 25% of your subscription fee from the Inland Revenue, provided that you are a taxpayer and that you have paid enough tax to cover your total claims. The Gift Aid claim accounts for around 12% of our income. However, if you have previously signed up for Gift Aid but now find that you are no longer liable to pay income tax, please let me know, so that I can remove your name from the list.
2. Email Despite using the Franking machine system, postage for our Newsletter remains stubbornly high. Opting to receive the Newsletter by email will help to limit those costs and it also arrives faster.
3. Third Age Matters If you never read the glossy magazine mailed by the Third Age Trust and it just ends up in the recycling bin, let one of the Committee members know and we can then remove your address from the Trust's mailing list and save over £2 per address.

After three years of deficits, and with 2020 originally expected to follow suit, it had been planned to increase the membership subscription to £12 for 2021 in order to cover for possible reductions in membership numbers. However, the Covid turn around in our finances means that we are able to maintain the subscription level at £10 until February 28th 2022 for current members. The subscription for new members joining after the 1st December 2021 will be £12.

Finally, I would like to thank Ken Cridland, who kindly volunteered to examine the accounts.

D. M. Winder
Treasurer, Orpington U3A

GROUP COORDINATORS REPORT

Seeking inspiration as to what to write at the end of such a difficult year, I reread my last year's report. It is hard to remember back to those initiatives we had begun – Committee members visiting groups and Chairman's Teas for Group Leaders - and to the excitement we had felt about new groups that had started. However, what struck me the most was how little had really changed. Our groups are still there, led by our indefatigable Group Leaders who give their time, energy and commitment to ensuring that our organisation continues.

With this in mind, the Committee decided to conduct a survey of Group Leaders as a 'where are we now?' exercise, to help us understand the factors affecting the future of our U3A, including how to assess next year's potential membership and costs. The feedback has been overwhelmingly positive, with those groups who have been able to carry on in some form continuing to do so whilst adhering to the regulations sent out by National Office. Some groups have met for walks under the 'rule of six'; many groups are meeting via zoom; members of groups have been phoning each other or exchanging emails; one Group Leader has made a newsletter of jokes, recipes etc.; another is making short videos of photos sent in; one of the book groups is rotating a sack of books from which to choose and add to; a few groups are holding quizzes or competitions; and several have managed to meet in their gardens whilst the weather was good. Of course, we realise that these options are not suitable for all groups, but we are pleased that so much communication between our members is taking place in a time when it is easy to feel forgotten.

During our monthly Committee meetings, held via Zoom, we are constantly discussing the future and what will happen when we get back to the way things used to be. We remain very optimistic that our membership will increase once again as people look for something interesting to both entertain and inform them, bringing in new ideas to invigorate our changing organisation.

It only remains to say that Janet and I hope that you and your loved ones keep well and look forward to seeing you all in the not-too-distant future.

Sue Howe and Janet Holmes

**Minutes of Annual General Meeting Monday,
20th January, 2020 @ 14:30 at Crofton Halls, ORPINGTON**

Apologies for absence of committee members: nil

Minutes of previous AGM: Prop: Roger Howe; 2nd: Jean Pemberton

Chairman's Report: Prop: Dawn Pearson; 2nd: Judy Manning

Points raised for future:

Buff meetings to be held every other month initially.

BR6 coffee mornings are successfully continuing

New U3A Orpington website online

Treasurer's Report (1/12/2018 – 30/11/2019):

c£1,000 more than previous year (2x laptops + Beacon £1.220)

Beacon to include PayPal payment

TAM: if printed version not read, use online version

"Beacon" now online for future membership payments

Membership fee to remain at £10 pa until 2021

Accounts: Prop: Val Westwood; 2nd: Ken Bulham

Examiner of Accounts: Ken Cridland: Prop: Val Westwood; 2nd: Frank Rowe

Election of Committee Officers:

Post	Nominee	Proposer	Seconder
Chairman*	William SEAR	J. HOLMES	L. HAWARD
Vice Chairman*	Pauline DAWSON	W. SEAR	J. HOLMES
Business Secretary*	Frank ROWE	S. ROBINSON	P. RICHARDS
Treasurer*	Mike WINDER	L. HAWARD	S. HOWE
Group Co-ordinator	Susan HOWE	M. WINDER	S. ROBINSON
Group Co-ordinator	Janet HOLMES	P. RICHARDS	L. HAWARD
IT / WEB	Steve COOLING	J. HOLMES	L. HAWARD
Committee	Peter RICHARDS	F. ROWE	J. HOLMES
Newsletter Editor	Sybil ROBINSON	S. HOWE	F. ROWE
Membership Sec.	Linda HAWARD	F. ROWE	P RICHARDS

*Chair, Vice Chair, Treasurer and Business Secretary were voted on individually.

The other officers were voted for en bloc.

Group Co-ordinators: New and proposed groups include: Beginners Bridge, Gardening Made Easy, Dressmaking & Quilting, Backgammon, Quiz, Digital Photography, Scrabble 3, MOTO (Members On Their Own), Makers of History, Board Games, Local History, Meditation & Mindfulness & Concert Group Events.

Initiatives: committee members are visiting all interest groups to talk about U3A and received “robust questioning”.

AOB: Q: With increasing membership there are parking problems at Crofton Halls?

A: Suggested car-sharing?

Meeting closed at 2:55 pm