

BISHOPS CLEEVE u3a
MINUTES OF THE 16th ANNUAL GENERAL MEETING
HELD IN THE TITHE BARN, BISHOP'S CLEEVE
ON 14th NOVEMBER 2023

The Chair, Valerie Hayward, welcomed everyone to this, the 16th AGM, and said she was pleased to see so many members present, with the total number of attendees being 102.

1) Apologies

Apologies for absence were received from:

Margaret and David Trengrove, Frances Yiend, Emma Fletcher, Jenny and John Mackelworth, Dorothy Churchward, Diane Dickinson, Mara Ciolfi, Sue Mann, John and Sue Richarson, Jan Turner, Brenda Graham, Pam Levermore, Doug and June Beaumont, Hilary Swann, Marjorie Chart

2) Approval of Minutes of the last AGM held on 21st November 2022

These were approved and signed.

3) Matters Arising from these Minutes

None raised.

4) Chair's Report (Valerie Hayward)

This is given below for reference.

The past year has gone very quickly for me. It does not feel like 12 months since Alan Hazell vacated the chairman's position and I took over. Of course, in December he fell back into the slot when he hosted our December meeting, or almost, and we celebrated Christmas with carols, cabaret and cake. This had been planned for the year before but covid reared its ugly head again and it had to be postponed.

January saw a good many of us at Hatherley Manor for our annual festive lunch. This had been organised splendidly by a team led by Ann Lewis. It is hard work sorting through everyone's menu choices, seating arrangements and places on the coach, as I know only too well. The event was very successful for me as I persuaded Chris Larkin, who was sat at my table, to join us on the committee and a very useful member he has turned out to be.

In February, we were entertained by our very own Bishops Cleeve Players and treated to readings from their collection of mishaps. One in particular, set in a chemist's shop, resulted in much laughter from the audience.

March was a very busy month for our u3a as we had been asked to host the Cotswold Link meeting. It was interesting to meet delegates from other u3as and bounce ideas off each other. Dr Tim Brain spoke to us at our open meeting on The Life and Works of Ralph Vaughan Williams whose music has enduring appeal as evidenced by the fact that his "Lark Ascending" has consistently polled at No 1 on the Classic FM Hall of Fame. Also in March the first of the new members meetings was held, since before covid struck. Obviously some of these members were not so new any more but it was a chance for all to meet up and learn more on the running of their u3a.

In April Margaret Collins gave us details of the workings inside Worcester Crown Court. She told of the innocent but more often the guilty who would use any means,... for this read **LIES**, to get off.

May was, of course, the King's Coronation and we celebrated with a tea party. Not one but two specially decorated cakes were needed and the afternoon finished with us singing the national anthem (trying to remember after all this time that it was a King not a Queen) and followed by a rousing three cheers for Charles III.

June brought the postponed visit due to a heat wave the previous year of the National Chair, Liz Thackray. She was rather nervous she told me but settled down to answer some searching, predetermined questions from our members. It was also the Street Fair in Bishops Cleeve the first Sunday in the month and we had a very successful day where 16 new members joined.

In July, Dr Paul Lutter spoke of his trek in the Himalayas. He had some beautiful pictures to show us from his walk for which he raised over £28,000 for the British Heart Foundation.

Our final open meeting, to be held in Woodmancote Village Hall was in August and the speaker was Stuart, a Farm School teacher on Farms for City Children. This turned out to be so interesting that we are hopeful of organising a trip to the farm some time next year, possibly to coincide with lambing time.

In September we moved to the Tithe Barn in Bishops Cleeve for our open meetings. Not a decision we took lightly as it meant changing the day and time for our meetings but I believe, after the first one, practically everyone was in favour of the move. Members living in Woodmancote were disappointed that the meeting was no longer on their doorstep but as we had a large number of members attend, who had not been to an open meeting before, it rather proved a popular move. Of course, our speaker, Mike Jackson, explaining the ins and outs of producing the Antiques Roadshow may also have contributed to the numbers. He was a very relaxed speaker who involved the audience (and a now famous "Little Brown Jug") but also, finally having a speaker system that worked meant the whole audience could hear his talk.

October saw the return of the Showcase where members could drop in to speak to group leaders, learn which groups were available or even start a new one with the help of our group coordinator, Rose Hawkins.

Throughout the past year I have been helped enormously by the committee, some of whom were new to the job like me. Margaret Cleverley has risen to the task as secretary and Rose Hawkins as group coordinator. Ann Lewis stood down as a committee member in June with Monica Wragg taking over as Meeter and Greeter though she has no wish to be on the committee, and Jenny Mackelworth was replaced by Jenny Waller as Webmaster earlier in the year. We thank them both for their service to our u3a.

There are many others who provide services or simply help out when needed. Some I can name, like Joan Hall who seeks out speakers for our open meetings. She tells me she loves doing it and I am sure we are all happy for her to continue in the role, and Stella Caney who minutes our committee meetings and is here to minute our AGM.

Others are members of RUMS (Really Useful Members) and they are just that. They help out wherever and whenever they can, putting up and taking down the gazebo for instance

at the Street Fair as well as putting in time on the stand, giving lifts to people, helping with refreshments, the list is endless and we thank you. But we could still do with more RUMS volunteers. People who get satisfaction from helping the group in all sorts of practical ways. Remember there is no obligation at all to attend any particular meeting or event and you can always say no. To find out more Chris Larkin is the RUMS leader who will answer all your questions (Chris stands up). And there is a sign up list at the back of the hall today.

Also, thanks to the group leaders who organise venues, speakers, trips out, and generally keep their group members feeling like a small, sometimes not so small, club within our u3a. We start off with a shared interest, be it books, gardening, walks, whatever but we make friends in these groups and that is very important. Our membership has increased over the year but we do not want to get so big that we cannot provide spaces in the groups for people to join. Of course we can always form a new group but that requires a new leader, someone to stand up and volunteer. We, the committee, are here to help, so please ask.

Finally we come to the committee itself. David Tregrove is standing down after four years and we wish him well. There cannot be a Bishops Cleeve u3a without a Chair, (me), a treasurer (Simon) and a secretary (Margaret). Those three positions are sacrosanct and we need to have someone waiting in the wings (so to speak) to take over these roles. We are a self-help organisation which means we rely on everyone to play their part.

We are looking for people to 'have a go'. People like you who will join the committee in a general role – some of whom will eventually become Chair, Treasurer or Secretary when the current post-holders leave.

We will ease you into the role and you will have a named person to buddy up with you until you know the ropes. You will attend committee meetings and get to know us all and the jobs we do. You will shadow us and will receive from us all the support and training you need. We are a friendly and outgoing group from all sorts of backgrounds and we would love to meet anyone who is even vaguely interested to find out more about what we do.

So if you are interested and would like to know more, come and talk to me or any member of the committee after the official AGM, or email our secretary, Margaret, when you get home.

I know how much u3a means to me and to you all BUT our u3a cannot survive without a functioning committee so please talk to us.
Thank you.

5) To receive the Treasurer's report (Simon Waller) - below - and the examined accounts for the year ended 31 August 2023

This had been sent to members prior to the meeting, but is given below for reference.

1. Annual Accounts

The accounts for our fiscal year 1st September 2022 to 31st August 2023 were circulated to everyone prior to this meeting (with the comparative figures for the previous year). As required by law, they have been examined by an independent examiner, Andy Imrie, who found no issue with them.

The “Events and One Off Trips” category shows the income and expenditure for the Annual Festive Lunch in January and the Coronation Tea Party we had in May. The events were subsidised to a small degree although, as these were in place of Open Meetings, this is offset slightly by the fact that there were no speaker fees to pay (as can be seen in the accounts).

The Gift Aid shown is the monies for both 2022 and 2023, due to the timing of the claims to HMRC.

It can be seen from the “Clarion print/Production” figures that we are subsidising the cost of posting the paper version of the Clarion to those members who pay for it (the digital version is of course free). The committee feels that this is the right thing to do and the fee for the paper Clarion will remain the same next year, despite rising printing and postage costs.

There is a large amount of money flowing in and out of the “Interest group funds” category, which records the expenses of the groups. There is now a “Group cash” account showing in the balance sheet which shows how much cash is being held by all of the groups. I am also holding an amount for the groups in the bank, although this is not split out separately. Some group leaders are able to take payments for their group fees using Square (the online payment company similar to PayPal) on their phones. This has made it much easier for them to take larger amounts without having to handle cash or cheques.

Membership income is up compared to last year, due to our increased membership numbers which is good news.

As we are affiliated to the Third Age Trust, we have to pay them a subscription fee for each member that we have (known previously as “TAT Capitation”). This fee is now £4 per member. The Trust were very late in submitting their invoice to us for last year so the amount shown is for both 2022 and 2023.

The bottom line is that our total assets as a charity at the end of the financial year were £9,026.02. Although this is down from last year, there were some large amounts that were held over from 2022, as noted above. Even so, our balance sheet is very healthy going forwards.

1. 2. Annual Subscriptions

As I mention above, we have a good amount of assets on the balance sheet. The committee believe that rising costs (which we are all experiencing) will be offset by the rise in membership. Taking both of these into account, the committee has agreed to keep membership fees unchanged for next year.

This year I am introducing the ability to take membership subs via Direct Debit. Some members have already signed up to do this and I would urge others to also do so (details will be in the renewal email). Other ways to pay will be via our online shop and via Beacon (which uses PayPal).

Additionally, Simon Waller picked out some particular points to comment on:

- 1) Gift Aid this year totalled £1,422.84, but none for the previous year, due to Covid.
- 2) The printed version of the Clarion costs £18.00 per individual, and this will not change for the coming year.
- 3) Less cash is being used by Interest Groups for activities eg. hall hire and trips out.
- 4) Membership is up on the previous year.

- 5) Third Age Trust – support for this equals £4.00 per member.
- 6) We are in a healthy position financially, with over £9,000 in the bank.
- 7) It has been decided not to increase annual subs for the coming year. Renewal is due 1st December, and members will be contacted with payment details shortly. Direct debit will be available, and is the desired method (rather than cheques).
- 8) Help would be welcomed by the Treasurer for some of the tasks involved.

6) To elect Officer and Non-Officer Committee members for the year 2023-2024

The following nominations had been received for the twelve maximum positions.

Position	Nominee	First elected to Committee
Officers:		
1. Chairman	Valerie Hayward	2018
2. Vice-Chairman	Gillian Thompson	2022
3. Business Secretary	Margaret Cleverley	2022
4. Treasurer	Simon Waller	2021
Non-Officers:-		
5. Membership Secretary	Sheelagh Autef	2021
6. Groups Co-ordinator	Rose Hawkins	2022
7. Clarion Editor	Marguerite Habgood	2019
8. Member	Chris Larkin	2023
9. Beacon Administrator	Philip Watson	2017/2023

Noted that Philip Watson would return to the Committee as the Beacon administrator, having had the required year off.

Chris Larkin would take the place of David Trengrove who had resigned.

No further nominations had been received, so approval was sought for the election of Officers and Non-Officers. It was proposed by Mel Harris, seconded by Alan Hazell, and unanimously agreed that all the individuals be duly elected.

7. Any Other Business

A query was raised by John Caney regarding the necessity (or otherwise) of proposing the Accounts, but this was deemed not necessary by the Chair.

There being no further business, Valerie thanked everyone for attending, and declared the Meeting closed at 3.00 pm.

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 Valerie Hayward
 SMC 20/11/23

Income & Expenditure, 1st September - 31st August

Category	2023		2022	
	In	Out	In	Out
Auditor gift		£ 42.30		£ 32.78
Beacon costs		£ 441.00		£ 391.00
Clarion postage				£ 31.38
Clarion Print/Production	£ 704.62	£ 942.52	£ 680.00	£ 630.03
Cotswold Link	£ 4.50	£ 255.00		
Donations	£ 80.00		£ 4.00	
Equipment		£ 563.27		£ 64.11
Events & One Off Trips	£ 3,164.86	£ 3,421.78	£ 2,612.63	£ 2,767.35
GIFT AID	£ 1,422.84			
Guest Speakers open		£ 306.50		£ 516.00
HALL HIRE - Cte				
Meetings		£ 145.00		£ 224.00
HALL HIRE - Open				
Meetings		£ 397.50		£ 240.00
HALL HIRE - Other		£ 174.35		£ 124.00
HALL HIRE Funded				£ 48.00
		£		
Interest group funds	£ 6,921.45	5,719.85	£ 4,131.02	£ 3,637.38
Membership	£ 5,179.50	£ 6.50	£ 4,945.00	£ 26.00
Miscellaneous	£ 50.00	£ 441.48	£ 15.04	£ 187.93
PAYPAL Commission	£ 0.09	£ 74.00	£ 0.17	£ 85.31
Postage (General)		£ 262.06		£ 272.56
Square commission		£ 12.10		£ 0.23
Stationery & Office		£ 282.04		£ 378.67
		£		
TAT Capitation		3,224.00		
Teas, biscuits etc	£ 4.90	£ 107.71		£ 67.30
Third Age Matters (TAM)		£ 1,255.33		£ 1,083.27
Website & Internet		£ 76.78		£ 21.59
Zoom meetings				£ 14.39
Sub-totals	£ 17,532.76	£ 18,151.07	£ 12,387.86	£ 10,843.28
Brought forward	£ 9,644.33		£ 8,099.75	
Total		£ 9,026.02		£ 9,644.33

Balance Sheet

Cash	£ 14.00	£ 25.00
Current	£ 8,640.23	£ 9,328.82
Group cash	£ 143.64	
Key deposits	£ 155.00	£ 55.00
PayPal	£ 73.15	£ 235.51
Total	£ 9,026.02	£ 9,644.33