

Dorchester and District u3a

Monday 4th July 2022

AGM Agenda

1. Welcome
2. Apologies
3. Acceptance and Approval of 2021 AGM Minutes
(available on website since November 2021)
4. Annual Report
5. Treasurer's Report
6. Election of Officers and Committee
7. Any items approved by the Committee and sent to the Secretary by Monday 6th June.

Dorchester and District u3a

Minutes of the Annual General Meeting

held on Monday 4th October 2021

1. **Welcome** - Chris Knight acted as Chair and welcomed everyone to the AGM and explained the proceedings. There were 67 members in the hall and 45 on Zoom.
2. **Apologies** - There were no apologies.
3. **2020 AGM Minutes** – A copy of the 2020 minutes have been available on the website, sent to all members with the April Newsletter and a copy had been placed on seats in the hall.

These were accepted unanimously as a true record.

4. **Annual Report** - Well, here we are still in lockdown but with a much better view of the future. From the middle of July, we should see some if not all restrictions lifted. Keep your fingers crossed. It has been difficult over the last year with restrictions relaxing then coming back into force, but as a u3a we have carried on as best we can.

The Group Leaders have been doing a sterling job keeping their groups together and maintaining contact through email, skype, Zoom and even telephone, not an easy job at times. Your Committee has kept busy with monthly meetings via email, then Zoom, helping Group Leaders and members whenever they can, also keeping members up to date on what has been going on locally and nationally by using the Website and email.

Your Committee have had an extra responsibility in working without a Chair, we have been asking for someone to volunteer by using email and where possible in person, as a large group we cannot sustain this situation forever and again we ask that someone will step forward to help. The Committee is very experienced and can give the new Chair all the help they need.

During the year Group Leaders and the Committee have kept in touch by Zoom meetings and email and the national u3a have upped their game and produced countless advice documents and newsletters to help groups and members maintain their connection. A big thank you must go to them for their hard work.

During the year our Membership has fluctuated with quite a few members not renewing their subscription, but happily we are now seeing our numbers increasing and heading back to the numbers pre pandemic.

Our finances are stable and we still have to collect subscriptions as there are certain things we still have to pay for, National subscriptions, Zoom Licences, updating equipment, Newsletters and speaker fees to name a few.

Our u3a Newsletters have started up again this year and they have been very welcome, congratulations to Jane Huff for producing some excellent magazines and this will continue. If you would like to contribute an article then contact Jane, you don't need to wait to be told about the next issue deadline.

In June we took part in 'u3a Day' a national initiative to spread the word about what u3a is and to encourage local people to join. We had a stall at the end of South Street by the War Memorial. There were a lot of interest and some people signed up on the day which was encouraging. Plenty of leaflets were handed out and Jane Huff managed to get on local radio. Thanks to Chris Knight, Jane Huff and Andy Davies for their organising skills and also to all the members who assisted on the day. Rain stopped play but by then we had done a lot of good work.

Les Mould, Secretary (pp Chair)
Accepted Unanimously.

5. **Treasurers Report** - Read out by Janet Kennewell (Membership Secretary). (Copies of the Income & Expenditure Account for the year ended 31st March 2021 were included in the AGM pack in the latest Newsletter; however, you will find a hard copy on your chairs, together with a summary of the Excursions & Social Account for the same period. Please share one between two). Commencing with the Income & Expenditure Account, due to Covid there were understandably far fewer transactions across the accounts, reflecting the severe curtailing of activities for the majority of the year. Members continued to pay their subscriptions, although membership receipts were down approaching 20%. Outgoings were much reduced with no room or hall hire costs, no capital expenditure and limited Newsletter production. Group meeting fees (the 50ps and FMM £1s) were practically zero, partially offsetting the decline in costs. Likewise, and to be expected, there has been no commission from Riviera Travel, paid on members' holidays, for the first time in 5 years. The culmination of all this, you can see, is a surplus of nearly £6300 for the year; this is of no small concern to your Committee, and in an endeavour to return some of this to our members, the Committee has waived all Group and First Monday Meeting attendance fees now that we are returning to somewhere near normality, at least until the end of December; subject to Committee agreement, in all likelihood, this will continue until the end of the financial year next March. For the 14th year, the annual subscription rate will remain at £15 for the current year.

On the back of the Income & Expenditure figures is a summary of the Excursions & Social Account. As you would expect, all outings were cancelled, or postponed to 2021/22. The deficit of nearly £1300 is a "paper" deficit reflecting the refunds paid out to members on ticket sales made during the 2019/20 financial year, but actually cancelled during the 2020/21 financial year when the outings did not take place. No funds were "lost".

Finally, my thanks to Janet Kennewell for all her sterling work collecting subscriptions and providing the Gift Aid figures.

Nick Priddle, Hon Treasurer.

Voting - Accepted unanimously

6. **Election of Officers and Committee** –Ian Blaby conducted the vote for the Officers and Committee, as all the existing Committee were happy to stand again and there were no new proposals the vote was taken on-bloc and was carried.

Office	Proposed	Proposer	Secunder
Chairman	vacant		
Secretary	Les Mould	Chris Knight	Pauline Woolterton
Treasurer	Nick Priddle	Les Mould	Jane Huff
Memb Secretary	Janet Kennewell	Peter Scaife	Chris Knight
Committee	Peter Scaife	Janet Kennewell	Andy Davies
	Pauline Woolterton	Vivienne Allan	Mike Neely
	Vivienne Allan	Pauline Woolterton	Jane Hopwood
	Andy Davies	Mike Neely	Vivienne Allan
	Mike Neely	Andy Davies	Peter Scaife
	Jane Huff	Jane Hopwood	Les Mould
	Jane Hopwood	Jane Huff	Nick Priddle
	Chris Knight	Nick Priddle	Janet Kennewell

Accepted Unanimously.

7. There were no extra items received and the meeting closed at 10.45

Annual Report

At the time of our last AGM at the beginning of October, whilst we had no government Covid constraints, we were under threat of “plan B” and indeed it wasn’t long before face masks became yet again compulsory in most public indoor venues; A significant number of our members were not ready to come to indoor meetings and a number of groups felt unable to meet. Now, although Covid remains prevalent, the protection from vaccinations and lower risk of the current variant gives the majority of us confidence to get out and about (almost) normally.

I would like to recognise the work of all our Group Leaders/Contacts (and their teams) who have done a fabulous job of keeping Groups going in some form throughout the constraints, as well as Peter Scaife in providing support and coordination, Mike Neely dealing with all the chopping and changing to venue bookings, and Ian Blaby providing various technical support. We should remember that GLs too will have had the same Covid concerns as we have all had. Almost all Groups are now running, with all but one meeting in classrooms and one using a hybrid format. As well as our existing groups emerging from hibernation, we have new groups in Short Tennis and a Lino printing class, and potentially Rummikub and Mah-Jong to full BMJA rules. Unfortunately, Wine Appreciation is not longer active, but I am still hopeful that a member will volunteer to restart the group, given that it had a loyal membership.

Our First Monday Meetings have settled into the current format of having a growing number of members in the hall and, having built up our experience of hybrid/Zoom technology, a growing number of members attending via Zoom. Andy Davies continues to provide us with a wide variety of speakers often with local connections, Oliver Broome has restarted our “Interest Table” and we mustn’t forget all the volunteers who, on the day, guide our parking, check us in, give us coffee and meet new members.

I hope you have enjoyed what I believe are an excellent range of communications to keep you interested and informed. Jane Huff provided us with very professional looking Newsletters as well as having taken over from Les in compiling the Members’ Update email. Bob Brewer builds the slide pack updating the FMM attendees and I now have Les Mould, Kelvin Huff and Ian Blaby working with me to keep our website up to date - with a number of GLs supporting their own pages.

The Committee were very pleased to invite Margaret Pearce to become our Honorary President, succeeding Robert Christian who had to resign due to ill health. We have already benefited from her ideas and insights provided from her broad experience of Dorchester u3a.

I must also recognise the work of my committee colleagues especially during the constraints and uncertainties of the pandemic. Pauline Wooltorton and Chris Knight have both left the Committee having had significant other demands on their time. We would like to thank them for their work during the most difficult of periods. Nick Priddle and Janet Kennewell are noteworthy in devoting significant amounts of time to roles crucial to our operation. For a large part of the year committee members managed without a chairman and especially Les Mould took on responsibilities that the chair normally would have and Vivienne Allan chaired many of the committee meetings. In February, Les Mould needed to reduce his activities due to ill health and while he continues to give us the benefit of his experience in committee, he is no longer our Secretary. Your Committee hosted the meeting of West Dorset u3as that allows us

to share ideas with our neighbours. In April, the Committee accepted my offer to take on the Chair role and, together with in particular Peter Scaife and Jane Huff taking on additional responsibilities, we have shared the Secretary responsibilities. The Committee is currently understaffed and needs 5 new members to be able to share the load comfortably.

Our Membership is healthy. There is always turnover. At the time of writing some 119 of last years members have not renewed - some of whom may yet decide to renew - but this is more than made up for by new members and our current membership is 704. This compares with a total of 588 for the same time last year. You will also see from our Treasurer's Report that our financial situation remains healthy with our reserves maintained at a safe level with the deficit a result of planned return of surplus funds to members.

The previous Annual report ended with a wish for getting through difficult times. Hopefully the worst is well past and we can continue our happy progress to full normality.

Alan Hopwood, Chairman

Treasurer's Report

While our previous financial year was hugely distorted by lockdowns, we have returned to more normal levels of revenue and spend. Beginning with the Income & Expenditure Account, this shows a deficit of £3,956. This was in line with expectations and our policy of returning some of our surplus funds to members and achieved by waiving of Attendance fees at Group and First Monday Meetings for the year ending 31st March, as advised in my report last year.

Our overall income for the year increased by 7.4% largely driven by an increase in Members' subscriptions and a return to income from advertising in our newsletter, having waived the charge the previous year. Gift Aid was steady and remains an under exploited source of income with only about 30% of members having registered for it. Where possible, please do "Gift Aid" your annual subscriptions and help to increase this refund made available from HM tax.

On the Expenditure side there was a return to venue hire being our most significant cost and the Group and Facilities costs returning to a more normal level. We are fortunate in having cost effective rooms available to us and will need to watch this cost carefully as inflationary pressures are already pushing up hire costs. The cost of printing our newsletter has increased significantly and we are taking steps both to find a more competitive printer and to limit the number of pages. We inadvertently breached copyright displaying a photograph on our website. Our capital expenditure was to purchase a new laptop to better support our hybrid/ Zoom First Monday Meetings and a cabinet to ease our equipment storage.

Our accounts continue in a healthy condition and your Committee will be maintaining the annual subscription rate at £15, the same level for 14 years. Given the threat of inflation and our income coming at the start of the year while expenditure is throughout, your Committee proposes to retain a comfortable level of reserves and has no plans to return further funds to members this year.

With only a few events, the Excursions & Social Account is balanced this year with Income and Expenditure matching.

In conclusion, I must thank Janet Kennewell for her continued stewardship of the members' subscriptions and Gift Aid. A good deal of work is involved in that role.

Nick Priddle, Hon. Treasurer

Nick Priddle, Hon. Treasurer

Dorchester & District u3a

Registered Charity no. 1077305

Income & Expenditure Account for the Year ending 31st March 2022

INCOME	2021/2022	2020/2021
	£	£
Members Subs 21/22	11323.80	9053.00
Members Subs in adv.	686.50	1331.50
Donations	25.00	00.00
Group meeting fees	00.00	142.50
Monthly meetings	00.00	00.00
HMRC – Gift Aid	841.80	794.64
Riviera Travel	65.91	00.00
Advertising	500.00	00.00
Misc. Rent & Refunds	00.00	1196.00
Interest on 30 day a/c	<u>0.50</u>	<u>1.36</u>
Subtotal	13443.51	12519.00
TOTAL	13443.51	12519.00

EXPENDITURE	2021/2022	2020/2021
	£	£
Hall /Room Hire+Zoom	9222.33	283.64
u3a Capitation & News	3103.60	4972.02
Capital Expenditure	672.02	00.00
Group Expenses	564.38	17.99
Facilities & services	515.57	235.78
Newsletters	2075.84	537.50
Committee Expenses	310.76	86.14
Speaker fees	402.50	100.00
Refreshments (FMM/NM/GL)	53.89	00.00
u3a Network Meetings	70.00	00.00
u3a Day	380.93	00.00
Sundries	<u>28.00</u>	<u>00.00</u>
Subtotal	17399.82	6233.07
Surplus or Deficit for year	<u>-3956.31</u>	<u>+6285.93</u>
TOTAL	13443.51	12519.00

Balance Sheet for the Year ending 31st March 2022:

Accumulated Funds	2021/2022	2020/2021
	£	£
Balance as at 1 st April	16706.02	10420.09
Surplus for the year		6285.93
Deficit for the year	<u>-3956.31</u>	<u> </u>
TOTAL	12749.71	16706.02

Location of Funds	2021/2020	2020/2021
	£	£
Lloyds Bank current a/c	7424.12	11357.61
Lloyds Bank 30 day a/c	5281.32	5280.82
Petty Cash	<u>44.27</u>	<u>67.59</u>
TOTAL	12749.71	16706.02

I have examined the income and receipt vouchers, also the bank statements which support the income and expenditure account for the Year ending 31st March 2022 and am satisfied that they show a true and accurate record of the affairs of the Dorchester & District u3a.

2021/22 Year-end accounts prepared and submitted by :

N.Priddle
 (Hon.Treasurer)
 Date2022

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 (Alison Neil, Independent Examiner)
 Date2022

Dorchester & District U3A :

Excursions and Social Account : Events April 2021 to March 2022 :

	<u>Income</u>	<u>Expenditure</u>
7 Events (one cancelled)	2330.50	2320.50
Expenses		34.00
Donations approved by Committee :		nil
Attendance Fees		nil
	<u>2330.50</u>	<u>2354.50</u>

Annual Summary :

Expenditure less Income :	-24.00
Brought Forward from 2020/21 :	<u>1083.53</u>
Total Funds in this account :	<u>£1059.53</u>

2021/22 accounts prepared
and submitted by :

These accounts verified by :

N.Priddle (Hon.Treasurer)

L.Munn (U3A Member)

We confirm that the above entries are consistent with the details recorded in the Excursions account ledger, and that the figures agree with the relevant invoices, receipts and bank account statements.2022

Election of Officers and Committee

All the current Officers and Committee are happy to serve another year. This still leaves us four short of our maximum and we would welcome volunteers.

Dorchester and District u3a Nomination Form for Members of the Committee

Office	Proposed	Proposer	Second
Chair	Alan Hopwood	Margaret Pearce	George Pearce
Secretary	Vacant		
Treasurer	Nick Priddle	Stuart Nuttall	Susan Nuttall
Membership Secretary	Janet Kennewell	Margaret Pearce	George Pearce
Committee	Vivienne Allan	Robin Knight	Mary Foulds
	Andy Davies	Janet Kennewell	Peter Kennewell
	Jane Hopwood	Tony Prior	Scilla Selby Bennett
	Jane Huff	Ian Leeming	Jackie Cape
	Les Mould	Sue Locke	Marylyn Mould
	Mike Neely	Fredina Georgina Potter	Elizabeth Moira Jones
	Peter Scaife	Libby Wood	Janet Evans

Voting

Members who attend the hall will vote normally.

Members who are unable to attend in the hall need to register a vote in advance as follows:

2021 AGM Minutes: If accepted, no action required
If not accepted, contact the chairman (preferably by email:
chair@dorchesteru3a.org.uk)

Annual Report: If accepted, no action required
If not accepted, contact the chairman (preferably by email:
chair@dorchesteru3a.org.uk)

Treasurers Report: If accepted, no action required
If not accepted, contact the chairman (preferably by email:
chair@dorchesteru3a.org.uk)

Election of Officers and Committee: There being less than 15 members proposed, the nominations will be voted for en bloc:

If accepted, no action required
If not accepted, contact the chairman (preferably by email:
chair@dorchesteru3a.org.uk)