

Maghull & Lydiate U3A
12th ANNUAL GENERAL MEETING
Held at Maghull Baptist Church
Tuesday 21 May 2019 at 10.00am

Present: 123 members

Dot Brannigan – Chair – Welcomed everyone to the meeting and declared the meeting open at 10.15am

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| 1 | Apologies: - Seven members listed below | Action |
|---|--|---------------|

Stuart Findlay, Margaret Kendall, Clare Baxter, Zorina Jones, Margaret Porter, Cheryl Mercer, Ann Harrison

- 2 **Minutes of last AGM held on 22 May 2018**

Acceptance of Minutes - no issues of accuracy noted.

Proposed by: George Birchall

Seconded by: Cliff Duncan

No abstentions. All in favour by a show of hands.

- 3 **Treasurers Report and Adoption of Accounts**

The accounts were presented by Frank Mercer on behalf of the Treasurer Stuart Findlay as he was on holiday. FM stated he would briefly go over a couple of items from the accounts and would then answer any questions from members.

The balance in our general reserves at the end of the year was £15,991 compared to £18,680 the previous year, down by £2,700. This was the first year with reduced subscriptions down to £6 from £12. It is also worth noting that we have had a significant number of new members this year.

Our expenditure this year is £11,881 compared to a similar amount of £11,399 the previous year. The Year Book cost £901 with no corresponding expenditure for the previous year. The Year Book has been well received and it was felt to be money well spent.

Whilst at present we hold reserves of £16,000, our running costs are £16,000. Our target is to keep in reserve 6 months of running costs e.g., £6,000. We will continue to monitor this position as we continue with a reduced level of the annual subscription fee.

Group funds – two issues (1) we need to run and manage the U3A and (2) as far as Group Funds are concerned we act purely as a “bank” to look after funds for groups. On the accounts there are 4 groups marked with an (*) Day Trips, Garden Visits, Sunday Lunch Club and Theatre Group, these Group Monies relating to these groups are held in the Social Fund and not the General Account, the reason being is that we are a charity and as such we are required to carry out our affairs in a certain way. These four activities are questionable on whether they are classed as “ancillary to our principle educational

activities" and therefore their monies have to clearly be identified separately in the accounts.

Question

Who is balancing the group leaders accounts? In 2015 each group leader was given a cash book, is it valid, no one is looking at them. The Treasurer does not want to see the Cash Books.

Answer - FM stated that the then treasurer tried to standardise individual group arrangements with the theory of all these being checked on a yearly basis. FM was asked to check them in one of the years. Only 10-15% of groups made use of these books. Those that were completed, were not kept on a uniform basis. Some were good and some were rather less so. In such circumstances, the prospect of spending many hours checking the sixty or so individual sets of accounting records presented as a likely unrewarding one. So that is why we have not asked for them. FM stated in his view the better plan would be for individual group leaders to offer a summary of their group's finances to their group members and request those members to ask questions.

Question

£900 on the Year Book – will the Year Book be given to members on a yearly basis or just in the welcome pack for new members? There is nothing worse than an out of date book and already there are new groups that are not in the year book. The Committee were asked to think about this as it is also a waste of paper.

Answer – FM stated this is a matter for group support and the cost will not be as great in future years as all the preparatory work has already been completed. FM also stated that with a £6 annual membership fee, the introduction of the Year Book was great value as a membership resource. DB stated that the Committee will discuss further at their next meeting in July.

DB thanked FM for coming back from London just for today's meeting and for delivering the accounts.

Proposed by: Denis Stevens

Seconded by: Peter Willox

All those in favour by a show of hands:

All those against: None

Any abstentions: None

Vote carried unanimously

4

Appointment of Independent Examiner

The previous Independent Examiner left last year. Chris Dobbin has examined the accounts this year. We have to check with him on whether or not he is prepared to carry on for this year. DB asked the members for authority to appoint. This was agreed by a show of hands. Brian Leach asked when we have appointed an Independent Examiner how will it be advertised. DB stated in the Newsletter, Website and Noticeboard.

5

Proposed Amendments to the Constitution

FM introduced the matter of the proposed amendments to the existing Constitution as

set out in the summary document, a copy of which is appended to these Minutes. FM reported that after the review had been completed, the Committee had requested Wanda Leach to act as a scrutineer before it was then sent to Head Office for their approval.

With the exception of proposed amendment 7vi where there was one abstention, each of the proposed amendments as set out in the summary document was approved by a unanimous show of hands

6 Election of Officer and Committee Members

| | <u>Name</u> | <u>Proposed by</u> | <u>Seconded by</u> |
|-------------------------|------------------|--------------------|--------------------|
| <u>Vice Chair</u> | Tony Dodd | Dot Brannigan | Margaret Kendall |
| <u>Committee member</u> | Brenda McKenzie | Margaret Kendall | Dot Brannigan |
| <u>Committee member</u> | Phil Davidson | Dot Brannigan | Linda Simms |
| <u>Committee member</u> | Frank Mercer | Brenda McKenzie | Margaret Kendall |
| <u>Committee member</u> | Anthony Kneebone | Marj Atlay | Rhona Simon |
| <u>Committee member</u> | Ann Willox | Margaret Kendall | Linda Simms |

All above made themselves known by standing up. There being no other nominations, all elected unopposed.

All those against: None

Any abstentions: one

Vote carried unanimously

7 Chairman's report

Good morning all – it's great to see so many of our members together for this mornings' AGM and also really good to see all our photos showing the range of activities we are involved in and the fun we all have together.

Interest in our U3A continues to grow with 68,000 hits on our website in the last 12 months. Rhona Simon has been promoting our U3A and managed to get some articles included in local publications plus two in the National U3A magazine Third Age Matters, about our glass workshop groups' beautiful stained glass window at Maghull Station and the Canal walking groups' 127 mile Leeds Liverpool canal trek last year.

Our membership increased by 178 this year as compared to 117 new members the previous year. This brings our total to 919 members, over 400 of whom renewed this year within groups. Thank you to those 400 as this really helped the renewals team by reducing the number of members needing to renew at Coffee mornings.

Last year we halved our membership fee to £6 and have continued at this rate. I believe this is excellent value for money and compares very favourably to other local U3As.

12 people were recruited this year to help "meet and greet" on an occasional basis and this has meant that prospective new members can be welcomed and given a 1:1 chance to see what our U3A has to offer. New members now also receive a welcome letter and feedback suggests that our new members find exploring our U3A an enjoyable experience. The introduction of the Year book has had a very positive response, with members stating that it is very useful to have their own comprehensive reference guide

to what we can offer in groups.

The range of activities within our groups (plus many many holidays and day trips) continues to grow with 3 very well attended new groups this year - History for Fun, Law for Fun and Calligraphy and ... hot off the pressGuitar is on the way.

Our Health and Safety activity this last year has included two briefings on vacating the premises for when the fire alarm goes off and we will follow this exercise twice a year in future. If you haven't already, please check the whole building layout plan on the notice boards and the escape routes, fire exits and assembly point in Old Hall Road Park to be used if the fire alarm goes off.

We have taken the opportunity, whilst updating the Group Leaders handbook to update and separate the Health and Safety policy from the new handbook.

A health and safety focused questionnaire has been compiled which we will use to work with venues our groups use.

We grew our finance team this year working with Stuart Findlay our Treasurer and this has been very successful with the collection of monies being accounted for and balanced at the hall and banked that morning. It would be great if some more volunteers could come forward to support the team and give them more flexibility. Please let me, anyone on Committee or one of the finance team know if you would like to know more. To support the team further we are asking you not to pay in coins less than a 50p piece as the weight of small coins being taken to the bank each week is considerable and causing problems.

Members raised £450 at our excellent Christmas concert which was organised by David Kearney for Committee (thank you again David) and raised £3000 via a sponsored walk, both for Woodlands. Members also sponsored Wanda's daughter Maria who ran the London marathon on 28th April to raise money for Dementia Revolution. Maria raised a fantastic £3426 including gift aid, with our members donating £1140 of this. Well done to all for your support.

In October we held a lunch to say a big thank you to all our leaders who willingly give their time and commitment to organising and making their groups so enjoyable. The lunch was a great success and enjoyed by all. I want to give a special mention here for Eric who has stepped down from leading the Painting for Fun group after around 10 years. Mike Newton who has taken over the group says 'As a former Geography (I think) teacher, Eric was a founder member of the Group and took over the reins as leader around about 2009/2010. He is known as a most approachable chap, and always provides mince pies and mulled wine at Christmas. Never late, he has been a solid and well respected leader to us all. He also led us on some good and varied painting trips when we couldn't use the church hall due to voting taking place there. He has started painting again now the responsibility of leadership has been lifted. I hope I can be as popular as he has been and still is, during my time as leader.' Big shoes to fill I think Mike Committee have worked incredibly hard at making sure our Documents and Policies remain relevant and up to date and this year we have:

- Revised our Constitution which you have voted on today
- As mentioned previously we have updated the Group Leaders handbook and separated and revised the Health and Safety policy. These will be issued soon
- To ensure the protection of our members' data we have successfully introduced the recently updated Data Protection Act 2018 and now have a Data Protection

and Privacy Policy in place. Tony (Dodd) has asked me to pass his thanks on to all leaders for their cooperation in completing the data review questionnaire which helped inform this new Policy.

- As required by the Charities Commission we have drafted an Adult Safeguarding Policy. This is to ensure we are able to identify possible areas of abuse both within and outside our U3A and ultimately help people who may be in danger or be vulnerable. A copy of our new Safeguarding Policy is on the notice board and the website - if you have any concerns please have a chat with a member of Committee or our welfare officer Lil Boyle.

Committees' commitment to see through this massive workload on top of week by week issues and responsibilities, very often as leaders also and with individuals often working at home alone, has been immense. Could I ask you all to please show your appreciation for the work and commitment of our Committee members this year.

Our huge thanks are due to everyone who keeps our U3A running each week - our set up team, ladies who keep us going with tea and coffee, IT team and many others and of course all our leaders. Without you all we would not exist. Could I ask you all to show your thanks

And so to individual thanks

Bill Howarth our President who always makes himself available when I need to chat and is a great listener. Sincerest thanks Bill

To the following Committee members whose time on Committee has come to an end:

Jane Jones Jane as you know also produces our newsletter and arranges many holidays. Jane has served a total of seven years on Committee. Our sincere thanks Jane for all your hard work

George Birchall George has served on Committee for nine years, leads Architecture for Fun and is also our Set up team lead AND our Health and Safety Officer. Many thanks George for everything you do

Marj Atlay Marj takes many of you away on holidays and day trips and works tirelessly to make sure they are enjoyed by all. Marj is stepping down, also after nine years on Committee. Thank you Marj for all your hard work and commitment.

Lil Boyle Lil is always one step ahead on any welfare issues and looks after us all so well. Thank you Lil

Committee are all looking forward to this coming year and in particular want to encourage more leaders to come forward – not only to form new groups and to support existing leaders but to bring fresh ideas which, I can say from my experience as a group leader, are always very welcome

Finally my personal thanks to every one of you for your support to me this year. I know I say it every time, but our U3A is amazing and as Chair working with Committee, we couldn't do what we do without you all behind us. I am really looking forward to us all working together this year to have fun and make our U3A even more enjoyable. Onwards and Upwards. Thank you all.

We have tea and coffee now as usual in the hall – please go through

8 **Any other business**

None

9 **Date of next meeting**

Tuesday 16 June 2020 at 10.00am – Maghull Baptist Church

DRAFT

Maghull & Lydiate University Of The Third Age**Summary of proposed amendments to the existing Constitution**

Following a review of the form and content of the Constitution of Maghull & Lydiate U3A ('M&L U3A') as lodged currently with the Charity Commission, and after taking account also of certain of the matters contained within the current 'Model Constitution' put forward by The Third Age Trust, the following changes have been determined by the Committee of M&L U3A as being appropriate to bring the Constitution of M&L U3A into line with current best practice.

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| Clause 6i (New) | At the Annual General Meeting of The U3A the members may elect an Honorary President, if the creation of such a post has been agreed at a General Meeting. The Honorary President shall not be deemed a charity trustee and shall not be a member of the Executive Committee, but may be invited to attend any Executive Committee meeting at the invitation of the Executive Committee. This is a new clause that has been added to clarify the position of any Honorary President and to draw a clear distinction as to his/her role as against that of any other of the honorary officers. |
| Clause 6ii (Amended) | At the Annual General Meeting of The U3A the members shall elect from amongst themselves a Chairman, no more than two Vice-Chairman/men, a Secretary and a Treasurer, who shall hold office from the conclusion of that meeting. The existing clause has now been modified to take account of the insertion of the new Clause 6i above. |
| Clause 6viii (Amended) | f) ceases to be a member of The U3A A new sub-clause has been inserted, to remedy the existence of a clear omission within the present Constitution dealing with the reasons whereby an office holder or member of the Committee should cease to hold office or membership of the Committee |
| Clause 7iii (Amended) | 7iii a) any Honorary President elected at an Annual General Meeting will serve until the next Annual General Meeting. A retiring Honorary President may be reappointed for a further term. There is no limit on the number of terms that may be served. 7iii b) without there being the need for any intervening period. 7iii c) without there being the need for any intervening period Amendments have been made to various of the sub-clauses to clarify matters relating to the terms upon which any office may be held, including that of any Honorary President. |
| Clause 7vi (New) | 7vi The Executive Committee may fill any casual vacancy arising amongst the Officers or non-Officer Executive Committee members, until the following Annual General Meeting. Any such appointee must be a member of The U3A. A person so appointed, who shall have full voting rights, may stand for appointment to a first full term at that meeting. This new clause has been inserted to remedy an obvious omission from the Constitution of M&L U3A that had existed until now. |
| Clause 17 (Amended) | confirmed by a two thirds majority of those present and voting The text, as it has now been amended, eliminates a clear ambiguity that existed within the Constitution of M&L U3A in its current form. |

In addition to the foregoing changes, the opportunity has been taken also to correct various grammatical and other similar errors that were noted as being present within the current Constitution document; none of these other changes has any effect on the original intent and meaning of the M&L U3A Constitution in its present form.