



AGM

Dorchester and District u3a

3rd July 2023

Agenda

1. Welcome
2. Apologies
3. Acceptance and Approval of 2022 AGM Minutes
(available on website since October 2022)
4. Annual Report
5. Treasurer's Report
6. Election of Officers and Committee

MINUTES Annual General Meeting
held on Monday 4th July, 2022 at 10.30am
at the Parish Centre Hall and on Zoom

Present: There were 65 members in the Hall and 22 members on Zoom. The figures included the Honorary President and 9 retiring Committee Members and the meeting was quorate. (More than 10% of the Membership of 731)

1. **Welcome:** Alan Hopwood (Chairman) welcomed everyone to the meeting and introduced himself as the Chairman having been elected by the Committee in April 2022.
2. **Apologies for absence:** Peter Scaife (Committee Member) and four members.
3. **The Minutes of the AGM** held on 4th October 2021 were taken as read, having been on the website since November 2021, and approved unanimously as a true record by a show of hands in the Hall.
4. **The 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 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

Minutes of 2022 AGM

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 year's 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 over 730. 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

Accepted Unanimously

5. **Treasurers 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

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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

There were no questions.

Accepted Unanimously

- Election of Officers and Committee:** Margaret Pearce, President, conducted the vote for the Officers and Committee. All retiring members of the Committee, having been proposed and seconded as below, were seeking re-election. As there were no other nominations, the vote was taken en-bloc and was carried.

Office	Proposed	Proposer	Secunder
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

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Office	Proposed	Proposer	Seconder
	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

Accepted Unanimously

7. The Chairman urged members to consider joining the Committee, which was up to 5 members short and without a permanent Secretary.

There being no further items raised by the Membership, the Chairman closed the meeting at 10.50am and members in the Hall showed their appreciation in the usual way.

Annual Report

While last years report finished with some thoughts on life after the pandemic - “Hopefully the worst is well past and we can continue our happy progress to full normality”, this year I can report on a more normal u3a operation.

We can still see some after effects of the pandemic. A few vulnerable members protect themselves with masks; some are avoiding larger meetings; and we had to take a decision mid-year to strengthen our finances after our room hire rebounded. Nevertheless, my overall message is that Dorchester and District u3a is thriving, with more Groups being enjoyed by more members than ever before.

Groups are the core of every u3a and we have an impressive set both in terms of quantity and variety. This year we added Playing Folk Music, Local History, Mah Jong to BMJA rules, Pickleball, Portraiture, Rummikub and a reawakened Wine Appreciation. In addition, Trips and Outings has been revamped and is thriving with the leadership baton passed from Anna Shapter, after many years as leader, to Libby Wood. Theatre trips is ramping up with Peter Scaife doing an excellent job of selecting shows and gauging member demand.

Of course we lost a few Groups as well, either due to our members’ changing interests or, more usually, the leader moving or retiring. We no longer have Digital Photography, Italian Beginners and Improvers. I will make special mention of Music Appreciation, a very popular Group led by Richard Searle for 16 years. Unfortunately we have not been able to find a new leader.

We now have 63 Groups, all run by members volunteering their time and expertise. I would like to thank the leaders and their helpers, not just for the Groups mentioned, but for all our 63 Groups that make our u3a what it is.

Those of us who have attended our First Monday Meetings (FMM) have enjoyed an amazing range of speakers arranged by Andy Davies. They included authors talking about their writing, a world class expert explaining everything about Spring bulbs, the history of Shire Hall, fascinating insights into multicultural society, a year in the life of our Mayor, the history of glass making and all about Age UK in Dorset. My personal highlight was our member Sir David Haslam interviewed by Andrew Webb on the topic of “What to do about our Healthcare Provision”.

We continued the practice, started as we opened up after Covid Lockdown, of making the FMM available to members via Zoom, and with very few technical glitches. We will discontinue this practice after the AGM and I would like to thank Jane Huff for managing the Zoom sessions from home and Ian Blaby and David Carden for providing support in the Hall.

One of the consequences of our success of Groups getting back to normal meetings was that our costs grew more quickly than expected, bringing the risk of running out of money, not in the current year, but in 2023-2024. At the Special General Meeting in February members supported increasing our annual subscriptions. We also made changes to attendance fees. We had been worried that we would have a considerable number of members forgetting to change their Standing orders for renewals and this did indeed require a lot of chasing. However, our concern that the changes would reduce membership did not come about and we currently have over 880 members. The Group Fayre in January and u3a Day in September were both very successful in attracting new members and we will run both again, although most new members find out about the u3a from current members.

Annual Report 2023

Having now had a full year in the chair, I more fully appreciate and really must express thanks for all the time and effort from my colleagues on the Committee. Mentioning just some of their work, Andy Davies arranges our speakers; Nick Priddle manages all our finances now thankfully with support from Kate Harre for attendance fees and Beryl Shuttleworth for Gift Aid; Peter Scaife initiates and supports all our Groups; Jane Hopwood organises the very popular Christmas lunch, u3a day and keeps attendance records; Jane Huff produces the Members' Updates, website news page and the Newsletter; At a very busy time Chris Langthorne took over processing members joining, renewing and leaving in addition to filling in on the Secretary Role; and Les Mould, after many years as Secretary, is our regional contact and general u3a procedural guru. We also have a very active Honorary President injecting ideas and challenges into our meetings.

I would especially like to thank those who will no longer be on the Committee after the AGM. Janet Kennewell performed a huge role as Membership Secretary for 9 years before stepping down in April. Mike Neely has coordinated our venue bookings for 7 years while Vivienne Allan has, amongst other responsibilities, acted as Welfare officer for an incredible 19 years. All three have made an enormous contribution to our u3a.

I make no apology for also mentioning a few of our stalwarts. Niall Simpson can be seen every FMM managing our car parking. Jean Croot and Wendy Hilton look after the FMM refreshments while Penny Blaby, Beryl Shuttleworth, Libby Wood, and Jean Holmes check members in. Ken Pickering sets out the chairs and Theresa Morton looks after the notice boards. Kelvin Huff has taken an increasing share of website maintenance while Ian Blaby continues to look after our equipment. We have a revolving list of volunteers setting out chairs and doing the Meeting and Greeting. Our volunteers keep our u3a running.

What about prospects for the coming year? I can confidently predict that members will continue to enjoy attending Groups; that they will propose a few new Groups and some will flourish. We have decided to implement the u3a's Membership Management system and, while the transition will take some effort, the result will be to improve our operation and reduce the ongoing work required. Subject to member support, we will welcome our new Committee members taking up their roles. We will also swap around some of the current Committee roles. Finally we will continue to need new volunteers. If you are not already doing so, please consider making your contribution.

Alan Hopwood, Chairman

Treasurer's Report for Financial year 2022/2023

The first “normal” year post-Covid resulted in some far-reaching financial decisions and changes. Mid-way through the financial year we realised that as a result of rising costs, particularly those relating to venue hire, an in-depth examination of our finances was required. At that time we forecast a shortfall of some £4500 for the year, but more worryingly we could see problems for the 2023/2024 financial year.

Consequently, an increase in annual subscriptions from £15 to £20 was voted in at the Special General Meeting in February – the first increase in 14 years; further, changes were made to the level of Attendance Fees, to better reflect the costs of more expensive venues, and members were also asked to pay for the cost of receiving the Third Age Matters magazine.

Looking at the actual figures for 22/23, the rise in expenditure can be clearly seen, particularly in venue hire (although 21/22 can hardly be called a comparable year; a hire figure of £12000 for 19/20 is the last realistic comparison), but also a rise in “Head Office” costs, and those related to our Newsletters.

A surplus for the year of £814.47 was not expected!, but nor were 23/24 subscriptions received in advance of £3300 odd and a further £2000 commission from members resuming holidays with Riviera Travel. Deducting these 2 items from the surplus does put us back at the forecast £4500 shortfall for the year, mentioned in my opening remarks.

Elsewhere on the Income side, Attendance Fees show a large rise, but that of course reflects the resumption of charging for attendance after the post-Covid holiday the previous year. Sundry Income of £966 includes an £800 grant from Dorset Council's Car Boot Fund which was used to purchase a new lap-top and projector. Gift Aid was steady around the £800 mark. The results of our ongoing Gift Aid campaign will be seen in next year's figures.

Briefly, a resumption of Excursions, and Theatre Outings brought a small surplus of £125 on the Excursions and Social account.

Overall, we are confident that the changes introduced this year have put us on a stable financial footing for the foreseeable future – cataclysmic events excepted !

Finally, my thanks to our departing Membership Secretary Janet Kennewell, and to Christine Langthorne who has taken on this role of late, for their time and patience in fulfilling this onerous responsibility.

N.Priddle, Hon. Treasurer.

Treasurer's Report 2023

Dorchester & District u3a

Registered Charity no. 1077305

Income & Expenditure Account for the Year ending 31st March 2023

INCOME	2022/2023	2021/2022
	£	£
Members Subs 22/23	13605.00	11323.80
Members Subs in adv.	3326.50	686.50
Donations	501.90	25.00
Group meeting fees	4586.83	00.00
Monthly meetings	706.02	00.00
HMRC – Gift Aid	814.49	841.80
Riviera Travel	2068.11	65.91
Advertising	400.00	500.00
Misc. Rent & Refunds	250.13	00.00
Sundry Income	966.35	00.00
Third Age Matters	51.10	00.00
Interest on B.B. a/c	<u>10.01</u>	<u>0.50</u>
Subtotal	27436.44	13443.51
TOTAL	27436.44	13443.51

EXPENDITURE	2022/2023	2021/2022
	£	£
Hall /Room Hire+Zoom	16735.49	9222.33
u3a Capitation & News	4873.84	3103.60
Capital Expenditure	868.49	672.02
Group Expenses	105.78	564.38
Facilities & services	474.96	515.57
Newsletters	2609.51	2075.84
Committee Expenses	287.37	310.76
Speaker fees	420.00	402.50
Refreshments (FMM/NM/GL)	50.00	53.89
u3a Network Meetings	00.00	70.00
u3a Day	12.53	380.93
Sundries	<u>33.00</u>	<u>28.00</u>
Subtotal	26621.97	17399.82
Surplus or Deficit for year	<u>+814.47</u>	<u>-3956.31</u>
TOTAL	27436.44	13443.51

Balance Sheet for the Year ending 31st March 2023:

Accumulated Funds	2022/2023	2021/2022
	£	£
Balance as at 1 st April	12749.71	16706.02
Surplus for the year	814.47	
Deficit for the year	<u> </u>	<u>3956.31</u>
TOTAL	13564.18	12749.71

Location of Funds	2022/2023	2021/2022
	£	£
Lloyds Bank current a/c	8195.79	7424.12
Lloyds Bank 30 day a/c	5291.33	5281.32
Petty Cash	<u>77.06</u>	<u>44.27</u>
TOTAL	13564.18	12749.71

2022/23 Year-end accounts prepared and submitted by :

Signed by N.Priddle
(Hon. Treasurer)
Dated 27 April, 2023

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 2023 and am satisfied that they show a true and accurate record of the affairs of the Dorchester & District u3a.

Signed by Alison Neil
(Independent Examiner)
Dated 27 April, 2023

Treasurer's Report 2023

Excursions and Social Account **Events April 2022 to March 2023 :**

	<u>Income</u>	<u>Expenditure</u>
21 Events	6737.00	6537.30
Expenses		20.00
Donations approved by Committee:		nil
Attendance Fees	<u> </u>	<u>54.00</u>
	<u>6737.00</u>	<u>6611.30</u>

Annual Summary:

Income less Expenditure :	125.70
Brought Forward from 2021/22 :	<u>1059.53</u>
Total Funds in this account :	<u>£1185.23</u>

2022/23 accounts prepared
and submitted by :
N.Priddle (Hon.Treasurer)

These accounts verified by :

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. dated 27 April, 2023

Election of Committee

Election of Officers and Committee

Below are the members who have been proposed to serve on our Committee. We have included a short introduction for the two candidates who have not been introduced previously. All except two have been on the committee for some time.

Brenda Down: I have recently been co-opted onto the Committee. After the AGM, it is planned that I take on the role of looking after the Venues and Bookings for Groups. I have lived in the Dorchester area for 8 years but have lived in the South West for nearly 40 years. For 4 years I was President of our local WI but sadly that had to fold last year. I also organise a local walking group who meet every 2 weeks. Prior to having a family I had trained as a librarian but I worked as examinations officer in a school in South Somerset up to retirement 10 years ago. I am Group Leader for Play Reading.

Carole Richards: I am married with 2 youngsters. After graduating from Birmingham University, I worked for the IEE in London and while there qualified as a Chartered Secretary. On relocating to Berkshire, I worked for several years at Avis Europe's head office in Bracknell until my husband's job moved us to Singapore, Zimbabwe and finally South Africa. Hobbies include cycling, gardening and reading - I'm really enjoying getting to know more of Dorset with the Thursday u3a walking group.

Office	Proposed	Proposer	Secunder
Chair	Alan Hopwood	Paul Masham	Geraldine Yates
Vice Chair	Vacant		
Secretary	Vacant		
Treasurer	Nick Priddle	Malcolm Pusey	Pat Knight
Committee	Andy Davies	Chris Langthorne	Alan Hopwood
Committee	Brenda Down	Yvonne Smith	Peter Scaife
Committee	Carole Richards	Vivienne Allan	Chris Langthorne
Committee	Jane Hopwood	Theresa Morton	Ken Pickering
Committee	Jane Huff	Chris Knight	Di Osborne
Committee	Peter Scaife	Beverley Donnan	Robin Knight
Committee	Les Mould	Marylyn Mould	Michael Humphrey
Committee	Christine Langthorne	Diane Daubney	Kerry Lowsley

Voting

Voting

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

Members who attend in the hall will vote normally.

Members who attend via Zoom must have their camera switched on and will raise their hand to vote.