

## Notice of 2nd Annual General Meeting to be held on 11th July 2017, at 14.00

At St John the Baptist Parish Church, Wrotham Road, Meopham, DA13 0AA

### Agenda

**(Apologies for absence may be sent to the Hon. Secretary prior to the meeting)**

1. Chair's Welcome (Mrs Carole Dickenson)
2. Apologies for Absence
3. Minutes of last AGM on 12/07/2016
4. Presentation of Trustees' Annual Report for 2016-17 (Chair, Mrs Carole Dickenson)
5. Presentation of Annual Accounts & Treasurer's Report for 2016-17 (Treasurer, Mr Rodney Buckland)
6. Election of Executive Committee
  - A) Election of Officers:
    - Chair:
    - 2 Vice Chairs:
    - Treasurer:
    - Secretary:
  - B) Election of Non Officer Members
    - A Minimum of 1 & a Maximum of 10 are permitted under our current constitution
7. Appointment of Auditors/Account Examiners
8. Any Other Business
9. Closing Address & Thanks
10. Date of next AGM (Provisional): 10<sup>th</sup> July, 2018
11. Close of Meeting

**To be followed by "Members' Show & Tell"  
(Our Members In Action)**

**Afternoon Tea will be served following the meeting.**

1. Chair's Welcome – Francis Hart (Chairman) welcomed everyone to the meeting.
2. Apologies for absence – Apologies were received from Amanda Birch (Knole U3A); Rick Watson; Ruth Vinall; Kay Cumming; Vera Bayliss; David Walters.
3. Formal adoption of Constitution – The formal adoption of the constitution was proposed by Roger Pryor, & seconded by Bea Luker. The constitution was then unanimously adopted by the Members present.
4. Presentation of Trustees' Annual Report for 2015 -16 – Francis Hart (Chairman) thanked everyone for their contribution that has led to the success of Meopham U3A's first year. The adoption of the Trustees Report was proposed by Sylvia Stickings & seconded by Sonia Williams. Unanimously adopted by the Members present.
5. Presentation of Annual Accounts & Treasurer's Report for 2015 -16 – John Reeves highlighted the main items in his report. The adoption of the accounts as a true record of the finances of Meopham U3A as of 12<sup>th</sup> July 2016 were proposed by Ron Chamberlain & seconded by Liz Howe. Unanimously adopted by the Members present.
6. Election of Executive Committee – As there were no nominations for Chair or Vice Chair, Francis Hart proposed under the terms of the constitution [7(ix)] that a vote be permitted to allow any Members present to volunteer to stand for these posts. This proposal was agreed unanimously by the Members present.

Three volunteers came forward: Chair: Carole Dickenson; Vice Chair: Julie Harcus; Vice Chair: David Burkitt.

*(Proposers /seconders shown below are for their original committee member nominations).*

Committee Member Nominee	CAROLE DICKENSON	Mem.No: M101
Proposer	<i>Susan Silvester</i>	Mem.No: M 283
Secunder	<i>Steve Silvester</i>	Mem.No: M 303

Committee Member Nominee	JULIE HARCUS	Mem.No: M 128
Proposer	<i>Barbara Levick</i>	Mem.No: M157
Secunder	<i>Richard Levick</i>	Mem.No: M 156

Committee Member Nominee	DAVID BURKITT	Mem. No: M 289
Proposer	<i>Alan Smith</i>	Mem. No: M 197
Secunder	<i>Liz Howe</i>	Mem. No: M 149

There being no other nominations for these posts they were duly elected.

Nominations for the 2 remaining Officer positions were:

Hon. Secretary Nominee	PAM BARNAVILLE	Mem. No: M 246
Proposer	<i>Anne Nicholson</i>	Mem. No: M 260
Secunder	<i>Chris Lhermette</i>	Mem. No: M 311

Hon. Treasurer Nominee	RODNEY BUCKLAND	Mem. No:M 116
Proposer	<i>Bea Luker</i>	Mem. No: M 144
Secunder	<i>Liz Howe</i>	Mem. No: M 149

There being no other nominations for these posts they were duly elected.

The maximum number of Non-Officer Nominations needed to meet the requirements of the constitution [7(ii)] was 10. The number of proposals remaining for these positions was 10.

Nominations for the 10 remaining Non-Officer positions:

Committee Member Nominee	KAY CUMMING	Mem. No: M 262
Proposer	<i>Elizabeth Hague-Smith</i>	Mem. No: M 127
Secunder	<i>Barbara Holliday</i>	Mem. No: M 223

Committee Member Nominee	HELEN PEARCE	Mem. No: M 129
Proposer	<i>Diana Parker</i>	Mem. No: M 138
Seconder	<i>Andrew Parker</i>	Mem. No: M 137
Committee Member Nominee	CHRIS HAGUE-SMITH	Mem. No: M 123
Proposer	<i>KE (Betty) Tovey</i>	Mem. No: M 328
Seconder	<i>Jean Washer</i>	Mem. No: M 164
Committee Member Nominee	BEA LUKER	Mem. No: M 144
Proposer	<i>Barbara Matthews</i>	Mem. No: M 254
Seconder	<i>Liz Howe</i>	Mem. No: M 149
Committee Member Nominee	PAT ALLEN	Mem. No: M 331
Proposer	<i>Bea Luker</i>	Mem. No: M 144
Seconder	<i>Fran Dunk</i>	Mem. No: M 112
Committee Member Nominee	MOIRA GREEN	Mem. No: M 395
Proposer	<i>Anne Roberts</i>	Mem. No: M 344
Seconder	<i>Barbara Matthews</i>	Mem. No: M 254
Committee Member Nominee	LINDA DOYLE	Mem. No: M 326
Proposer	<i>Farida Usman</i>	Mem. No: M 388
Seconder	<i>Pat Taylor</i>	Mem. No: M 206
Committee Member Nominee	EDINA GEERING	Mem. No: M 136
Proposer	<i>Pat Allen</i>	Mem. No: M 331
Seconder	<i>Fran Dunk:</i>	Mem. No: M 112
Committee Member Nominee	FRAN DUNK	Mem. No: M 112
Proposer	<i>Bea Luker</i>	Mem. No: M 144
Seconder	<i>Edina Geering</i>	Mem. No: M 136
Committee Member Nominee	JOYCE GARLAND	Mem. No: M 232
Proposer	<i>Nyria Atkinson</i>	Mem. No: M 282
Seconder	<i>Heather Wright</i>	Mem. No: M 213

There being no other nominations for these posts they were all duly elected.

7. Appointment of Auditors / Account Examiners – It was proposed that Donald MacLeod FCA, FCCA (Portlock & Co, Ash House, New Ash Green, Longfield, Kent DA3 8JD) be appointed as independent Auditor / Accounts Examiner [14(iv)]. This was proposed by Rodney Buckland & Seconded by Moira Green. This appointment was unanimously agreed by the Members present.

8. Any other business – Carole Dickenson asked all Members of the newly elected Committee to stay behind to have their photograph taken.

9. Guest Speaker: Pam Jones (Chair of the Third Age Trust) – Pam Jones gave a very interesting talk about the structure of the U3A describing her 18 years involvement (more latterly as Chairman) with the Third Age Trust. She complimented us on the way in which our AGM had been run.

10. Closing address & Thanks – Carole Dickenson thanked everyone for making the effort to attend the AGM & in particular thanked Pam Jones for her inspiring talk.

11. Close of Meeting – There being no further business the meeting closed at 3:05pm.



## **Trustees' Report (2016-17) For Meopham U3A AGM 2017**

I truly believe that U3A is a very valuable organisation, providing a unique opportunity for those of us in our Third Age to find physical & intellectual stimulus as well as opportunities to socialise & lives up to its aim to support us to "Laugh, Learn & Live".

Meopham U3A is celebrating its second birthday today & as your chairman it falls to me to report to you all on behalf of my fellow trustees.

Over the past year our general meetings have been enlivened & enlightened by an extraordinary range of different speakers & entertainers. It's always a pleasure to listen to an interesting speaker & some of them have inspired us to form new groups, Bee Watch for example, & become involved in research. We must say thank you to Fran Dunk for the wonderful job she has done as our Speaker Seeker, even finding an admirable & engaging replacement at 5 hours' notice.

One of the things that your committee particularly wanted to ensure was that our General Meetings should be a friendly & sociable occasion. To that end, Pat Allen, Bea Luker & Lynda Doyle have done a wonderful job setting up a group of welcomers for every meeting & displaying our banner. They try to ensure everyone is welcomed, queries addressed & that people who arrive alone are introduced to someone else to sit with & chat to. Let's not forget that Rodney Buckland & Pat have set up & operated the PA system for every meeting. They will be a hard act to follow as they are both stepping down from the committee. Of course no mention of monthly meetings could possibly pass without reference to the superb spread of refreshments we have come to enjoy, ably provided by Edina Geering with support from Joyce Garland & a rota of the members of our groups. We owe them all our heartfelt thanks even if our waistbands don't.

Our membership has increased throughout the year by about three or four at every meeting & coffee morning, so that at the end of May it stood at over 330! I hope that it is an indication that we are at least doing something right but credit must also go to all of you, our members, who promote us to your family & friends & our team of poster posters.

Our other major shop front, as it were, is of course the internet & our site attracts a lot of "hits". Because of his many other commitments, Chris Hague-Smith will be stepping down as Web Master but he has offered his support to the new Web Masters & we are very grateful for that.

Membership renewal being in August we are approaching a very busy time for Moira Green, our Membership Secretary, & Rodney Buckland our Treasurer, & we need to thank them for the effort they put into managing it all so expertly & efficiently. Moira does such a sterling job welcoming new members to monthly meetings & coffee mornings that seldom does the visitor leave without joining Meopham U3A! Of course Rodney doesn't only deal with renewals but he has the task of managing all financial matters on our behalf. He wishes to "retire gracefully" after stepping up in 2016, when it was proving difficult to find a treasurer. Thank you Rodney.

In between general meetings the committee meets once a month to make sure everything is proceeding smoothly & to plan ahead. Over the year, Pam Barnaville has had the unenviable task of minuting our diverse discussions. I am sorry to say that she & her husband are leaving the area & I would like to take this opportunity to thank her for all her efforts. We have managed to keep her in office until the last moment & beyond, taking the minutes of today's AGM.

The backbone of all we do in Meopham U3A lies in our Groups. We now have over forty & you will be aware of the range of activities on offer. It goes without saying that none of these groups would exist without the enthusiasm & hard work of our Group Contacts who support us as we share ideas & learn together. The whole enterprise of starting new groups, looking for leaders on the one hand & participants on the other, reporting on progress, providing encouragement & resolving problems, & setting up our annual '3R's' meeting has been taken up with enthusiasm & good humour by Helen Pearce & her team of Bea Luker, Linda Doyle & Sheila Garner. Thank you all for your commitment & guidance as we strive to fulfil the U3A philosophy of lifelong learning.

Last, but certainly not least, are our social activities. We have enjoyed coffee mornings steered by Kay Cummings, a Christmas Social masterminded by Edina Geering, theatre visits co-ordinated by Carole Sulsh, pub lunches organised by Dee Jordan, a Quiz Night compared by Joyce Garland & outings & trips devised by David Burkitt & his team of Alison & Paul Hillman, Sue Webb, Roger Brown & Ron Chamberlain. Thank you to you all.

So what of the future? Much of that depends on you, our members. Your new committee is looking forward to building on our successes so far & to hearing your suggestions & ideas as we move into our third year. Next month at our 3R's meeting you can sign up for the groups you wish to attend during 2017-18 & suggest new groups & activities. Two committee members will represent us at the National Conference in August & plans are afoot for more liaisons with other local U3As. With our U3A in such good shape & such a professional & enthusiastic team taking us forward, I am sure we can look forward to another great year.

That concludes my report to you. It has been a privilege to act as your Chairman & I could not have asked for a more enthusiastic & willing committee to serve with. This has been a very difficult year for me personally & I must extend my gratitude to David Burkett & Julie Harcus who as joint Vice-Chairs have stepped in at short notice & represented our U3A at County events.



## Meopham U3A Treasurer's Report 2016-17



I present our second set of accounts – for the year ending 31<sup>st</sup> May 2017. These have been independently examined & declared as a true & fair view of the financial position of our unincorporated Members' Association.

As in our first year, we have two bank accounts & a petty cash account.

The 'main account' is used for the receipt of membership subscriptions, visitor fees & payments for the running of our U3A.

The 'social account' is used for receipt of income from our social events, both local ones (Xmas Party & Quiz Night) & our new Visits Programme (Ely Cathedral & Bletchley Park), & for payment of associated expenses.

### The Main Account

Our income from membership subscription & visitor contributions totals £6,269 this year.

Main account expenditure has been divided into five main categories:

1. Payments to *The Third Age Trust* totalling £1,655 – 26% of this income. We pay an annual capitation fee of £3.50 per member (who is not already a member of one or more other U3As). We also cover the cost of mailing *Third Age Matters & Resources* to members.
2. Speakers at our monthly meetings have cost £817 – 13% of income.
3. Hire of *St John's Church & Centre* & refreshments have cost £1,765 – 28% of income.
4. Committee expenses amount to £551 – 9% of income. This covers: hire of the Village Hall for committee meetings; stationery, printing, postage & telephone costs; & attendance at U3A regional & network meetings.
5. We have acquired several assets at a cost of £490 during the year, including banners, a *Groups Board* & a *PA system* for *Quiz Nights* & other social events.

**Note:** All the above figures are on a receipts & payments basis covering the period 1st June 2016 to 31st May 2017.

Total expenditure on the main account is £5,689 – 91% of main account income.

Our surplus for 2016-17 (to 31st May) - is £569.

General advice from the National Treasurer is that we should aim to have an accumulated surplus (on main account activities) of 50% of annual expenditure. The surplus in our first year was £1,799, & our accumulated surplus is now £2,379 – 42% of this year's main account expenditure.

With income from our core (education & research) activities exceeding £5,000 in both of our first two years, we are now obliged to apply for *Registered Charity* status with the *Charities Commission*. Once this is completed we will be able to apply to HMRC for *Gift Aid* on membership subscriptions. Gift Aid, at 25% (reimbursed by HMRC if the donor has paid income tax on his or her subscription) could of course provide a significant source of revenue in future years.

All things considered, your Committee has decided that the membership subscription should be maintained at £20 per annum.

### The Social Account

There has been a significant increase in our non-core (social) activities this year. In line with Charities Commission constraints, our social activities must be self-financing, i.e. they must not be financed by membership subscriptions.

We have offered two local events (a Xmas Party & a Quiz Night) & two Visits (to Ely & Bletchley Park). The income for these events shows as £1,879 & expenditure £1,992. However, now that the receipts for the Bletchley Park visit have been banked (after 31st May), the overall social account has a surplus of £516.

This is unlikely to be sufficient for the up-front costs of future events in the Visits Programme, which will require loans from the main account at least in the coming financial year.

**Rodney Buckland**  
Hon Treasurer, Meopham U3A.

**10th July 2017**

**Income and Expenditure Account**

	<u>2017</u>	<u>2016</u>	
<b>Income</b>			
Membership Subscriptions	£6,220.00	£5,710.00	
Visitor Contributions	<u>£49.00</u>	£0.00	
Visits Programme income	£1,390.00	£51.00	
Social Events income	£488.50	£229.40	
Group Coordination income	£102.00	£0.00	
Third Age Trust grant	£0.00	£250.00	
Donations	<u>£0.00</u>	<u>£68.72</u>	
<b>Total Income</b>	<u>£8,249.50</u>	<u>£6,309.12</u>	
<b>Expenditure</b>			
Annual Capitation Fee	£1,130.50	£1,419.25	
Third Age Matters (postage)	£524.10	£524.65	
Monthly Meetings expenses	£1,765.48	£493.61	
Speaker fees and expenses	£817.00	£722.00	
Committee expenses	£550.57	£398.86	
Group Coordination expenses	£261.18	£223.80	
Independent Examination	£150.00	£0.00	
Asset Acquisition	<u>£489.99</u>	£494.32	
Visits Programme Expenses	£1,755.86	£0.00	
Social Events Expenses	<u>£236.04</u>	£233.85	
<b>Total Expenditure</b>	<u>£7,680.72</u>	<u>£4,510.34</u>	
<b>Surplus/(Deficit) for year</b>	£568.78	£1,798.78	
Cumulative surplus brought forward	£1,798.78	£0.00	
Social Fund balance brought forward	£11.00	£0.00	
Cumulative surplus carried forward	<u>£2,378.56</u>	<u>£1,798.78</u>	
<b>Represented by:</b>			
Balance at bank	£2,148.67	£1,644.48	
Petty Cash	<u>£229.89</u>	<u>£154.30</u>	
	<u>£2,378.56</u>	<u>£1,798.78</u>	
<b>Assets acquired</b>			
Banners	£30.81	Projector	£363.52
Groups Board	£289.20	Screen	£130.80
PA System	<u>£169.98</u>		
	<u>£489.99</u>		<u>£494.32</u>

INDEPENDENT EXAMINATION OF THE MEOPHAM U3A AN  
UNINCORPORATED MEMBERS ASSOCIATION YEAR  
ENDING 31ST MAY 2017

I have completed an independent examination of the accounts of the above named association and would make the following comments:

- the income and expenditure account shows a true and fair view of the financial position of the unincorporated association
- the accounts have been prepared on a receipts and payments basis
- proper accounting records have been kept
  
- the accounts are prepared which agree with the accounting records and comply with generally accepted accounting requirements

Donald MacLeod FCA, FCCA  
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6th July 2017

(\*Formerly Portlock & Co, Ash House, Ash Rd, New Ash Green, Longfield DA3 8JD)