

Notice of 4th Annual General Meeting to be held on 9th July 2019, 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 10/07/2018
4. Presentation of Trustees' Annual Report for 2018-19 (Chair, Mrs Carole Dickenson)
5. Presentation of Annual Accounts & Treasurer's Report for 2018-19 (Treasurer, Mr Kenneth Mac Ewan)
6. Election of Executive Committee
7. A) Election of Officers:
 - Chair:
 - Vice Chair:
 - Treasurer:
 - Secretary:
- B) Election of Non Officer Members
- A Minimum of 1 and a Maximum 8 of are permitted under our current constitution
8. Appointment of Auditors/Account Examiners
9. Any Other Business
10. Closing Address & Thanks
11. Date of next AGM (Provisional): Tuesday 8th July 2020
12. Close of Meeting

To be followed by "Members' Show & Tell"

Tea will be served following the meeting.



**Minutes of the 3rd Annual General Meeting of
Meopham U3A held on 11th July 2018 at St John the
Baptist Church at 14.00.**



Minutes of the 3rd Annual General Meeting of Meopham U3A held on 11th July 2018 at St John the Baptist Church at 14:00

1, **Chair's Welcome:** Carole Dickenson (Chair) welcomed everyone to the meeting.

2. **Apologies for absence** were received from Peta Ashwell, Carol Ballard, Sandra and Geoff Brown, Peter and Linda Lacey, Alex Sandford, Sue Thompson, Di Parker, Jill Carey, Ken & Molly Dare, Pat Kagan, Sally Cocks, Sue & Steve Martin, Dave Denman, Alan Cottrill, Paul Bennett, Christine Clark, Sue Silverster, Tony Sinclair, Christine Supple, Linda Speckman

3. **Presentation of Trustees Annual Report for 2016-17:** Carole Dickenson (Chair) thanked everyone for their contribution that has led to the success of Meopham U3A's third year. The adoption of the Trustees' Report was unanimously adopted by the Members present. (Proposer: Phil Harcus 127; Elizabeth Hague-Smith).

4. **Presentation Of Annual Accounts & Treasurer's Report for 2018-19:** The adoption of the accounts as a true record of the finances of Meopham U3A as of the 18th June 2018. (Proposer: Rodney Buckland 116; Seconder: Sandra Price 173.

The members present unanimously adopted the accounts as a true record.

5. Election of Executive Committee:

Chair Nominee	CAROLE DICKENSON	Mem. No. M 101
Proposer	Mary York	Mem. No. M 300
Seconder	Alison Hillman	Mem. No. M 225

Vice Chair Nominee	DAVID BURKITT	Mem. No. M 289
Proposer	Christine Bagnall	Mem. No. M 324
Seconder	June Smith	Mem. No. M 239

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

Nominations for the 2 remaining Officer positions were:

Hon. Secretary Nominee	ANN MacEWAN	Mem. No. M 410
Proposer	W. Pastuszka	Mem. No. M 362
Seconder	Sheryl Diddams	Mem. No. M 253

Hon. Treasurer Nominee	KENNETH MacEWAN	Mem. No. M 409
Proposer	Anne Gillis	Mem. No. M 387
Seconder	Gerard Carey	Mem. No. M 422

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 6.

Nominations for the remaining Non-Officer positions:

Committee Member Nominee	Laura Adams	Mem. No. M 435
Proposer	Susan Sylvester	Mem. No. M 283
Seconders	Margaret Groom	Mem. No. M 514

Committee Member Nominee	Linda Doyle	Mem. No. M 326
Proposer	Elaine Dove	Mem. No. M 394
Seconders	E. Hague- Smith	Mem. No. M 127

Committee Member Nominee	Moira Green	Mem. No. M 395
Proposer	C. Supple	Mem. No. M 150
Seconders	C Hague -Smith	Mem. No. M 125

Committee Member Nominee	Alison Hillman	Mem. No. M 225
Proposer	Linda Kindred	Mem. No. M 522
Seconders	Christine Supple	Mem. No. M 150

Committee Member Nominee	Susan Taylor	Mem. No. M 280
Proposer	Charlotte Brown	Mem. No. M 274
Seconders	Sue Webb	Mem. No. M 297

Committee Member Nominee	Heather Wright	Mem. No. M 213
Proposer	Bea Luker	Mem. No. M 144
Seconders	Janet Willis	Mem. No. M 105

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

6. Appointment of Auditor/ Account Examiners:

John Kelly, 68 Lambardes, New Ash Green has offered to audit the accounts 2017-18 and is willing to do so again 2018-19.

Proposer /Membership Number: Vivien Sims 187

Seconded/ Membership Number: Paul Hillman 224

It was agreed unanimously by the members present to accept Mr John Kelly as the Auditor.

7. **AOB:** None

8. **Closing Address and Thanks:** Carole thanked all those who have given their time, energy and enthusiasm to the success of Meopham U3A since its inception: Julie Harcus, Sheila Garner, Helen Pearce, Fran Dunk, Kay Cumming, Edina Geering. Furthermore, there were those who acted as Group Contacts who all added “extra value” to our success. She gave thanks to the members present who attended the Meeting this afternoon. “Go on participating with all your might,” she said as the Meeting came to a close.

9. **Close of meeting:** There being no further business the meeting closed at 3pm.

Ann MacEwan, Secretary.



TRUSTEES' REPORT 2018-2019

Trustee name	Office	Notes
Carole Dickenson	Chair	Retiring July 2019
David Burkitt	Vice Chair	Retiring July 2019
Ken MacEwan	Treasurer	
Ann MacEwan	Secretary	
Laura Adams	Assistant Treasurer	
Linda Doyle	Church /Groups support	Retiring July 2019
Moira Green	Membership Secretary	Retiring July 2019
Alison Hillman	Speaker Secretary	
Susan Taylor	Groups support	Resigned Jan 2019
Heather Wright	Groups co-ordinator	

Meopham U3A is governed by the Trustees who operate within the Constitution of Meopham U3A. A copy of the constitution can be seen on our website. This document lays out that the trustees of Meopham U3A (namely the Executive committee-hereafter referred to as the Committee) are formally elected by a quorate of the membership at the AGM.

Introduction

The Committee submit their 2018-2019 Annual Trustees Report and financial statements for the year ending 31st May 2019.

HOW WE CARRY OUT OUR CHARITABLE PURPOSE

The charitable purpose of our U3A

The charitable purpose of Meopham U3A is: *the advancement of education and, in particular, the education of older people and those who are retired from full time work, by all means including associated activities conducive to learning and personal development, in Meopham and its surrounding locality.*

The committee, when making decisions about what Meopham U3A must do in order to ensure it carries out its stated purpose, have had due regard to the Charity Commission's guidance on public benefit, when appropriate .

MEMBERSHIP AND SUBSCRIPTIONS

Meopham U3A is welcoming and inclusive to anybody within the criteria set out in the constitution. We do not operate any form of waiting lists and aim to enrol new members swiftly so they may begin to take advantage of their membership as soon as possible. Membership subscriptions have been held at £20 for 2019-2020. Membership numbers have continued to grow and currently stand at around 400, showing an interest in our charity and that a local need is being met. Members report that belonging to Meopham U3A has enriched their lives, prevented social isolation and promoted both good physical and mental health. During 2018/9 we have attracted 45 new members to Meopham U3A an increase of around 12%.

NATIONAL U3A

Meopham U3A is part of the national U3A movement. There are over 1000 U3As in the UK, over 30 in Kent alone. Our links with the central organisation and more local groups such as the Kent U3A Network are supportive and helpful, sharing ideas and good practice while ensuring we run our U3A legally as well as successfully. National, Regional and Area information is advertised to members via our monthly bulletin and on our website. During 2018/9 committee members attended workshops on Managing Your U3A, Running an AGM, Financial Matters and Managing Growth. We are also fortunate to have a member who also acts as a Regional volunteer and she has attended workshops and meetings in London.

GROUPS

Meopham U3A has over 50 Interest Groups and are always looking to add more. Groups pursue a wide range of topics, some academic, some practical and others recreational and many of these involve learning and applying new skills, often from scratch. Our aim is that our groups are interesting, stimulating and fun, providing a great way to socialise while sharing and exploring a common interest. All members are actively encouraged to be involved in the forming and organising of our interest groups in order that, through sharing their knowledge, skills, understanding and experience, they learn from each other. Groups are supported and new groups arranged by our Group Co-ordinator and a small team. More formal meetings with Group Contacts are arranged at least twice yearly when successes can be shared and any issues addressed. Information about current groups is available on our website, in booklet form and a Groups' Show Case is presented to members during at least one monthly meeting each year. We hold an annual meeting, known as the 3R's, where members can sign up for the groups they wish to be part of for the following year. Group size is sometimes limited by the nature of the group or the size of the venue. In this case members are encouraged to start a new group to meet the demand. During 2018/9 additional groups have been set up for patchwork, golf, current affairs, French and books while new groups for cycling, genealogy, circle dancing, National Trust visits and meditation have been formed.

MONTHLY MEETINGS

Our Monthly Meetings are a key event and are held centrally within the locality, where parking is available and local bus routes are close by. We endeavour to ensure that our meetings are friendly and sociable occasions. We have a group of welcomers for every meeting and they try to ensure everyone is greeted, queries addressed and that people who arrive alone are introduced to someone else to sit with

and chat to. Our membership secretary is on hand to enrol new members. There is usually a speaker at our Monthly Meetings and we aim to cover a wide range of topics. Following the main meeting members are able to obtain information about planned new groups and/or meet with Group Contacts to find out more about groups that are currently up and running as well as booking trips and outings. There is also an opportunity for members to socialise. During 2018/9 monthly meetings have been attended by approximately a third of the membership each month. Of particular note were the WW1 meeting organised by members with the support of other community groups and our Christmas musical entertainment.

This year we have experimented with some occasional meetings on topics that are of general interest but not necessarily suitable for a Monthly Meeting. Both the talks on Power of Attorney and Advanced Driving were well attended and it is intended to continue with these extra meetings.

WEBSITE AND BULLETIN

The Committee recognise the importance of good communication between themselves and the members. Our website is kept updated and a bulletin of news and updates along with a monthly diary of events and group meetings is emailed to all members. A buddy system exists for those members (less than 2%) who do not have access to email. Copies of policies, our constitution etc are also available for members to access on our website. Members can contact the Committee and Group Contacts via our Website. During 2018/9 a small group of members has been hard at work designing a new custom built website and we look forward to it being “live” very shortly.

SOCIAL MEETINGS

Coach outings are organised for members on a regular basis and they are made available to all members on a first come first served basis. During 2018/9 visits were arranged to Kew, Cambridge, Blenheim Palace and the Regents Canal. We hold regular coffee mornings and pub lunches and an annual Quiz Night.

FINANCIAL MATTERS

These are mainly covered by the Treasurer’s report. In line with the guidance offered by the National U3A, we maintain 6 months’ worth of annual expenditure in reserve. Our main source of funding is our members’ subscriptions. Our main areas of expenditure include our membership fee to the Third Age Trust, our monthly meeting costs including venue hire and speaker fees, paying for the direct mailing of the Third Age Trust Magazine, our Beacon subscription and our website expenses.

The trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees

Signature	
Full name	
Position	
Date	



Meopham U3A Treasurer's Report 2018-19



I present our fourth set of accounts.

As in our third year, we have two bank accounts, main and social. The “main account” is used for the receipt of membership subscriptions, visitors’ fees and payments for the running of our U3A. The “social account” is used for the receipt of income from our group meetings, our visits programme and for payments of associated expenses.

The Main Account

Our membership subscription and visitors’ fees income is £7,733.00. Main Account expenditure falls into five main categories:

1. Payments to The Third Age Trust totalling £1,766.00. We pay an annual capitation fee of £3.50 per member (who is not already a member of another U3A). We also cover the cost of mailing Third Age Matters and Resources to members and the Beacon running costs.
2. Speakers at monthly meetings have cost £664.00.
3. Hire of St John’s Church and Centre and refreshments have cost £1,700.00.
4. Committee expenses amount to £292.00. This covers hire of the Village Hall for meetings, stationary, postage and telephone costs and attendance at regional U3A meetings.
5. Group Coordination expenses cover activities associated with supporting group contacts and promoting new group formation.

Total expenditure on the main account £422.00 – approximately 60% of main account income giving an annual surplus of £3,311.00 and an accumulated surplus of about £7000.00.

All things considered, your committee has decided that the membership subscription should be maintained at the current £20.00 per annum but may be reduced to £15.00 if the current membership and spending levels are maintained.

The Social Account

There has again been a significant increase in our social activities this year. In line with Charities Commission constraints these must be, and are, self –financing.

Ken MacEwan, Meopham U3A 18 June, 2019



INCOME:

Membership Subscription £7,733.00

Events £6,205.15

Total income £13,938.15

EXPENDITURE:

Annual Capitation Fee £1,225.00

Third Age Matters (postage) £1,015.00

Monthly Meeting Expenses £1,248.00

Speaker Fees and Expenses £664.00

Committee Expenses £143.50

Group Coordination £50.00

Asset Acquisition £137.98

Events £6,205.15

Total expenditure £10,648.64

Surplus £3,289.45

Balance at bank (Main) £7,428.00

Balance at bank (Social) £3,444.00

Ken MacEwan 18.06.19

