

Notice of 1st Annual General Meeting to be held on 12th July 2016, 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 - (Mr Francis Hart)
2. Apologies for Absence
3. Formal Adoption Of Constitution
4. Presentation of Trustees' Annual Report for 2015-16 (Chair, Mr Francis Hart)
5. Presentation of Annual Accounts & Treasurer's Report for 2015-16 (Treasurer, Mr John Reeves)
6. Election of Executive Committee
 - A) Election of Officers:
 - Chair:
 - Vice Chair:
 - Treasurer:
 - Secretary:
 - B) Election of Non Officer Members
 - A Minimum of 1 & a Maximum of 11 are permitted under our current constitution
7. Appointment of Auditors/Account Examiners
8. Any Other Business
9. Guest Speaker: Pam Jones (Chair of the Third Age Trust):
10. Closing Address & Thanks
11. Close of Meeting

Afternoon Tea will be served following the meeting.



Chair's Report 2015 – 2016

Annual General Meeting – 12th July 2016

Primarily instigated by Area U3A Development Officers John Russell and Magda Sweetland, 14th April 2015 saw the initial 'open' meeting of what was to become Meopham U3A. Over 150 people attended to learn more about what Membership might mean to them.

As a consequence a Steering Committee of twelve volunteers emerged as:

OFFICERS:

Chair: Francis Hart

Vice-Chair: Howard Vicary

Treasurer: John Reeves

Secretary: Julie Harcus

NON-OFFICER MEMBERS:

Sue Bates: Group Supporter

Rodney Buckland: Groups Co-ordinator

Carole Dickenson: Membership Secretary

Sheila Garner: Group Supporter

Chris Hague-Smith: Website & Newsletter

Helen Pearce: Group Supporter

Harry Stedman: Committee Member

Carole Sulsh: Events & Social Secretary

They set about positioning the foundations to form a successful U3A.

Notable corner stones have been:

- Adopting a draft U3A Model Constitution
- Setting up records and procedures – accounting, membership
- Establishing the Website, News Letter and News Bulletin
- Using mainly electronic communication with Members, aiming to be as paperless as possible
- Facilitating Interest Group formation
- Creating full membership events opportunities
- Gaining U3A accreditation with the Third Age Trust
- Obtaining quality Member Meeting Speakers
- Participating with National, Regional and Area U3A organisations and the Third Age Trust
- Monthly Steering Committee meetings

The Inaugural Meeting of Meopham U3A on 14th July 2015 at Meopham Village Hall saw over 150 people becoming Founder Members. From this meeting various small (and not so small!) Interest Groups emerged and planned their own start-ups in the autumn.

Through our first year, Membership has steadily grown to about 300. Our membership profile generally follows National trends:

- Ours is an average membership for a rural U3A (but typically could take from 3 to 5 years)
- a third of members joined as part of a couple and two thirds joined as individuals.
- a third are men (slightly higher than usual) and two thirds women.
- about half of our members are from Meopham village, and the other half mainly from surrounding villages, with a strong presence from Istead Rise, Vigo, Longfield and Culverstone.
- in accordance with U3A principles there is no cap on membership and we look forward to welcoming more new members during 2016/17.

More than 40 Interest Groups have been developed, none of which would have got off the ground without the hard work of each Group's Contact. Home, local hall, library, coffee shop and pub facilities have served as venues.

The first fully fledged Member's meeting at St John's Church and Centre was on 8th September 2015. The new venue was chosen because of its higher seating capacity, with capability to accommodate the swelling membership numbers, the facilities which it offered and the Church's warm welcome for which we are most grateful. Full member meetings with a speaker and refreshment have continued on the second Tuesday each month, with attendances of around 100.

A comprehensive Events programme of monthly pub lunches and coffee mornings each month, and three theatre trips have been arranged for all member participation. The success of this programme is attributable to the efforts of the Events Team.

Early establishment of our web site, together with e mail distribution of the Newsletters and News Bulletins have been key to communicating with members in an extremely cost effective, and paperless way. Buddies came forward to support the very few (less than a dozen) members unable to access the web.

After our first year we have a flourishing Meopham U3A which sits uniquely alongside other Meopham 'institutions', its uniqueness being derived from its ethos of personal development and learning through self-help groups.

I thank the Steering Committee for its very hard work, which has been undertaken with huge enthusiasm and commitment and ensures that our U3A is amongst the best. Their individual skills have melded to form an excellent team.

Some current Steering Committee Members may seek election to become elected members of the upcoming Executive Committee, to be joined by other members. This succession is important to ensure that our U3A remains dynamic. (Committee membership is a responsibility of us all, and each member would only have to serve as a Committee Member for one year in every twenty if we each take our turn!).

I wish success to the newly elected Committee in providing overarching management to Meopham U3A.

Francis Hart - Steering Committee Chair

10th June 2016

MEOPHAM U3A TREASURER'S REPORT 2015-16

When we originally set up Meopham U3A it was decided to have two accounts.

1. The main account to be used for the receipts of subscriptions etc. from the whole membership and payments for the ongoing running of the group, and
2. In addition, we opened a separate 'Social Account' to be used solely for receipts for theatre visits and potentially other social events / trips. This account has been used to receive the payments from members who attended the theatre this year and payment to the theatre for tickets. These visits were entirely funded by those attending the theatre, with no subsidy from our main account.

U3A 'MAIN' ACCOUNT

We have received **£6309.12** that has come predominantly from member's subscriptions but with some receipts from coffee mornings and visitors to our monthly meeting. Also, included in that amount, we received a start-up grant of **£250** from the U3A national office.

Our expenditure falls into 7 main categories:

- **Payments to U3A. In total this has cost £1,943.90 – 30.8% of money received.** This is for two things. Firstly, we have had to pay what's called a Capitation Fee of £3.50 per annum for every person (who isn't already a U3A member). As we started officially in September 2015, we needed to pay for half of the 2015 / 2016 year (to cover up until March 2016) as well as for the whole of 2016 / 2017 in April. This totaled **£1,419.25**. In addition we will have paid for the quarterly U3A News to be delivered to every household. This amounted to **£524.65**
- **Speakers at monthly meetings. These have cost £722 – 16% of our receipts.** We originally budgeted for a lower figure but have found that the fees plus expenses for speakers is higher than we first thought. However, we have had fewer speakers over the year than originally budgeted which has reduced the expected total.
- **Hire of meeting Rooms and refreshment for meetings. The cost has been £493.61 – 7.8% of receipts.** This has largely for the monthly meeting and the refreshments provided. There is also the hall hire costs for monthly Steering Committee meetings.
- **Committee Expenses. The cost has been £402.44 – 6.4% of receipts.** This covers attendance for one person at the annual U3A Conference, together with any mileage & telephone costs incurred on other U3A events attended by committee members.
- **Equipment. We purchased a projector and screen for £494.32 – 7.8% of our receipts.**
- **Printing, Postage & Stationery. This totaled £220.22 – 3.5% of receipts.**
- **Coffee Mornings. The total was £233.85 – 3.8% of receipts.** This cost was almost totally covered by attendees paying for the refreshments. **£229.40** was received.

The total expenditure has been **£4510.34 -71.5% of receipts.**

This has resulted in a surplus of **£1798.68. This is 28.5% of our receipts.**

In summary, we have received more money than initially budgeted due to the higher number of people joining throughout the year. Also, our costs are slightly lower than expected in respect of the cost of speakers at monthly meetings. It is recommended by U3A that new groups need to build a reasonable surplus to be held to cover potential reduced receipts and / or unexpected costs.

The Steering Committee has decided to keep the membership cost at **£20.00** for next year as we are uncertain about the number of members for the next year. Our current thinking is that once we reach an acceptable level of reserve, we will be able to either spend more to benefit the whole membership or potentially reduce annual fees in future years.

We are currently in the process of applying to Her Majesty's Revenue & Customs (HMRC) for a 'refund' to us of Gift Aid. This can be done by charities and allows UK tax payers to authorise us to claim 25% of the annual subscription they have paid. This isn't automatically refunded to us so cannot be included as potential revenue until HMRC approves.

'SOCIAL ACCOUNT

Received £600.50

Paid £589.50

Leaving a small balance of £11.00

John Reeves

Treasurer

MEOPHAM U3A ACCOUNTS 2015 - 2016

INCOME

SUBSCRIPTIONS			£5,730.00
SUBSCRIPTION REFUND			-£20.00
U3A GRANT			£250.00
VISITOR FEES			£51.00
DONATIONS AT LAUNCH MEETING			£68.72
COFFEE MORNINGS			£229.40
	TOTAL	£	6,309.12

EXPENDITURE

HALL HIRE			£406.35
REFRESHMENTS			£87.26
COMMITTEE EXPENSES			£178.64
POSTAGE			£95.64
STATIONERY			£30.11
SPEAKERS FEES AT MEETINGS			£722.00
PRINTING			£94.47
CONFERENCE FEES & COSTS			£223.80
EQUIPMENT PURCHASE			£494.32
U3A CAPITATION FEES			£1,419.25
U3A NEWS DIRECT MAIL			£524.65
COFFEE MORNING			£233.85

TOTAL **£4,510.34**

SURPLUS / LOSS

£1,798.78

BALANCE AT BANK **£1,695.20**

LESS OUTSTANDING CHEQUES **-£50.72**

TOTAL **£1,644.48**

CASH **£154.20**

TOTAL

£1,798.68

ASSETS VALUE

PROJECTOR **£363.52**

SCREEN **£130.80**

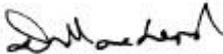
TOTAL

£494.32

**INDEPENDENT EXAMINATION OF THE MEOPHAM U3A, AN UNINCORPORATED
MEMBERS ASSOCIATION YEAR ENDING 31ST MAY 2016**

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

- the income and expenditure accounts for both the "main account" and "social account" show 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
Portlock & Co
Chartered Accountant and Registered Auditor

Ash House
New Ash G
Longfield

12 June 2016