

## Notice of 3<sup>rd</sup> Annual General Meeting to be held on 10th July 2018, 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 11/07/2017
4. Presentation of Trustees' Annual Report for 2017-18 (Chair, Mrs Carole Dickenson)
5. Presentation of Annual Accounts & Treasurer's Report for 2017-18 (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 9th July 2019
12. Close of Meeting

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

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

**Minutes of the 2<sup>nd</sup> Annual General Meeting of  
Meopham U3A held on 11<sup>th</sup> July 2017 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 – Apologies were received from Francis Hart; Alan Smith; Ursula Smith-Dennis; Sheila Garner; Pat Allen, Elizabeth Cook, Betty Tovey, Vera Baylis, Ron Chamberlain, Linda Chamberlain, Gita Vyas.
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 second year. The adoption of the Trustees Report was unanimously adopted by the Members present.
4. Presentation of Annual Accounts & Treasurer's Report for 2016 -17 – Rodney Buckland highlighted the main items in his report. The adoption of the accounts as a true record of the finances of Meopham U3A as of 11<sup>th</sup> July 2017 was proposed by Liz Howe & seconded by Sandra Price. Unanimously adopted by the Members present.
5. Election of Executive Committee

Chair Nominee	CAROLE DICKENSON	Mem.No: M101
Proposer	<i>E. Hague Smith</i>	Mem.No: M 127
Seconder	<i>Sheryl Diddams</i>	Mem.No: M 253

Vice Chair Nominee	JULIE HARCUS	Mem.No: M 128
Proposer	<i>Barbara Holliday</i>	Mem.No: M 223
Seconder	<i>E. Hague Smith</i>	Mem.No: M 127

Vice Chair Nominee	DAVID BURKITT	Mem. No: M 288
Proposer	<i>Ray Woodbury</i>	Mem. No: M 163
Seconder	<i>Gita Vyas</i>	Mem. No: M 401

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	<i>Rhian Rutland</i>	Mem. No: M 181
Seconder	<i>Paul Rutland</i>	Mem. No: M 182

Hon. Treasurer Nominee	KEN MACEWAN	Mem. No: M 409
Proposer	<i>Eddie Barnaville</i>	Mem. No: M 421
Seconder	<i>Jill Carey</i>	Mem. No: M 174

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 9. Nominations for the 9 remaining Non-Officer positions:

Committee Member Nominee	EDINA GEERING	Mem. No: M 136
Proposer	<i>Wendy Williams</i>	Mem. No: M 369
Seconder	<i>Peter Everett</i>	Mem. No: M 323
Committee Member Nominee	SUSAN TAYLOR	Mem. No: M 280
Proposer	<i>Janet Willis</i>	Mem. No: M 105
Seconder	<i>Sue Webb</i>	Mem. No: M 269

Committee Member Nominee	HEATHER WRIGHT	Mem. No: M 213
Proposer	<i>Sue Campbell</i>	Mem. No: M 179
Seconder	<i>Jo Stapleton</i>	Mem. No: M 235

Committee Member Nominee	MOIRA GREEN	Mem. No: M 395
Proposer	<i>Christine Supple</i>	Mem. No: M 150
Seconder	<i>Judith Hibbins</i>	Mem. No: M 427

Committee Member Nominee	HELEN PEARCE	Mem. No: M 129
Proposer	<i>Sheryl Diddams</i>	Mem. No: M 253
Seconder	<i>E. Hague-Smith</i>	Mem. No: M 127

Committee Member Nominee	SHEILA GARNER	Mem. No: M 141
Proposer	<i>June Burkitt</i>	Mem. No: M 289
Seconder	<i>Ray Woodbury</i>	Mem. No: M 163

Committee Member Nominee	KAY CUMMING	Mem. No: M 262
Proposer	<i>T A Smith</i>	Mem. No: M 348
Seconder	<i>P E Baylis</i>	Mem. No: M 413

Committee Member Nominee	LINDA DOYLE	Mem. No: M 326
Proposer	<i>E Hague-Smith</i>	Mem. No: M 127
Seconder	<i>Sue Carter</i>	Mem. No: M 209

Committee Member Nominee	FRAN DUNK	Mem. No: M 112
Proposer	<i>Margaret Gransden</i>	Mem. No: M 203
Seconder	<i>Heather Snelling</i>	Mem. No: M 202

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

6. Apointment of Auditors / Account Examiners – It was proposed that the committee will decide on Account Examiners for the future. This was proposed by Rodney Buckland & seconded by Eddie Barnaville. This was unanimously agreed by the Members present.
7. Any other business – There was none.
8. Closing address & Thanks – Carole Dickenson thanked everyone for making the effort to attend the AGM.
9. Close of Meeting – There being no further business the meeting closed at 3pm



## **Trustees' Report (2017-187) For Meopham U3A AGM 2018**

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 and intellectual stimulus as well as opportunities to socialise and lives up to its aim to support us to " Laugh, Learn & Live".

Meopham U3A is celebrating its third birthday today and 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 and enlightened by an extraordinary range of different speakers and entertainers. It's always a pleasure to listen to an interesting speaker. We must say thank you to Fran Dunk for the wonderful job she has done as our Speaker Seeker. Fran is standing down today but she is so organised that the speakers are already booked for the next few months.

We hope that our General Meetings are a friendly and sociable occasion. Linda Doyle has master minded a group of welcomers for every meeting and they try to ensure everyone is welcomed, queries addressed and that people who arrive alone are introduced to someone else to sit with and chat to. Lynda has also introduced a rota to set up and operate the PA system and display the banner for every meeting. Thank you to everyone who offered to be a welcomer, hang the banner and operate the PA system. 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 and a rota of the members of our groups. Edina is standing down today but I think is fair to say her legacy will live on –mainly around our waistbands.

Our membership has increased throughout the year by about three or four at every meeting and coffee morning, so that at the end of May it stood at over 380! 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 and friends and our team of poster posters.

Our other major shop front, as it were, is of course the internet and our site attracts plenty of "hits". We are very lucky to now have a team of members working on our website alongside Chris Hague-Smith and they are Anne Marie Medhurst and Gus and Lesley Reid.

Membership renewal being in August we are approaching a very busy time for Moira Green, our Membership Secretary, and Ken MacEwan our Treasurer, and we need to thank them for the effort they put into managing it all so expertly and efficiently. Moira does such a sterling job welcoming new members to monthly meetings and coffee mornings that seldom does the visitor leave without joining Meopham U3A! Of course Ken doesn't only deal with renewals but he has the task of managing all financial matters on our behalf. In this he has been ably assisted by Julie Harcus who has dealt with all the social side of our finances. Julie, who has also served as secretary and then vice chair is stepping down today and we need to thank her for her huge contribution to the successful establishment of our U3A.

In between general meetings the committee meets once a month to make sure everything is proceeding smoothly and to plan ahead. Over the year, Ann Mac Ewan has had the unenviable task of minuting our diverse discussions and we thank her. Your committee has had to work hard this year as changes in legislation and regulations have meant that we have had to apply for Charitable Status in our own right, hold an EGM, revise our constitution and implement changes to meet the requirements of the new data protection rules. In response to the need for tighter data security and to safeguard your privacy we have successfully adopted Beacon as our membership data base and most groups are now using it for group emails. Shortly we expect to be able to unveil our new Meopham U3A website so watch your bulletins for news.

The backbone of all we do in Meopham U3A lies in our Groups. We now have over forty and 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 and hard work of our Group Contacts who support us as we share ideas and learn together. The whole enterprise of starting new groups, looking for leaders on the one hand and participants on the other, reporting on progress, providing encouragement and resolving problems, and setting up our annual '3R's' meeting has been taken up with enthusiasm and good humour by Helen Pearce and her team of Heather Wright, Linda Doyle and Sheila Garner. Both Helen and Sheila are standing down today and on behalf of us all I thank you all for your commitment and guidance since Meopham U3A began.

Last, but certainly not least, are our social activities. We now have a social committee headed up by Edina Geering and they have organised our Christmas Social, theatre visits, a cream tea and a river boat trip. We have also enjoyed coffee mornings steered by Kay Cummings, pub lunches organised by Dee Jordan, a Quiz Night compared by Joyce Garland and outings and trips devised by David Burkitt and his team of Alison and Paul Hillman, Sheila Garner and Roger Brown. Thank you to you all for the myriad ways you have enriched our membership this year.

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 and to hearing your suggestions and ideas as we move into our fourth year. Next month at our 3R's meeting you can sign up for the groups you wish to attend during 2018-19 and suggest new groups and activities. We will be represented at the National Conference in August and plans are afoot for more liaisons with other local U3As particularly over outings. With our U3A in such good shape and such a professional and 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 and I could not have asked for a more enthusiastic and willing committee to serve with. As our constitution states this coming year will be my last as your chairman. Please give some thought to who would be willing to take over the role this time next year.



## Meopham U3A Treasurer's Report 2017-18



I present our third set of accounts. These should be regarded as preliminary as they are yet to be audited.

As in our second year, we have two bank accounts and a little petty cash.

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 social events, our visits programme and for payments of associated expenses.

### **The Main Account**

Our membership subscription and visitors’ fees income is £7,500.00.

Main Account expenditure falls into six main categories:

1. Payments to The Third Age Trust totalling £2,093.50. 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 set-up costs.
2. Speakers at monthly meetings have cost £764.00.
3. Hire of *St John’s Church and Centre* and refreshments have cost £1,799.50.
4. Committee expenses amount to £639.84. 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.
6. We have acquired or created a number of assets during the year including banners and a PA system for use at some social events.

Total Expenditure on the main account £5,436.82 – approximately 75% of main account income giving an annual surplus of £2,063.18 and an accumulated surplus of about £4,620.00.

All things considered, your Committee has decided that the membership subscription should be maintained at the current £20.00 per annum.

### **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 2018

**INCOME:**

Membership Subscription	£7,500
Visits	£2,162.98
Events	£1,870.00
<b>Total income</b>	<b>£11,532.98</b>

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**EXPENDITURE:**

Annual Capitation Fee	£1,354.50
Third Age Matters (postage)	£697.90
Monthly Meeting Expenses	£1,205.00
Speaker Fees and Expenses	£564.00
Committee Expenses	£139.84
Group Coordination	£172.98
National Conference	£500.00
Asset Acquisition	£137.98
Visits	£2,162.98
Events	£1,870.00

**Total expenditure** £8,805.18

**Surplus** £2,727.80

**Balance at bank (Main)** £4,620.70

**Balance at bank (Social)** £2,857.22

**Petty cash** £5.22

Ken MacEwan  
18.06.18

