

DRAFT MINUTES

Maghull & Lydiate U3A

Annual General Meeting, held on Tuesday 16 May 2023 at 10:00am

Present: 200 MEMBERS

Jane Jones – Chair – Welcomed everyone to the meeting and declared the meeting open at 10.10am

1 Apologies: -

Anne Blundell, John Blundell, Jan Halksworth, Rhona Simon, Ross Leigh, David Ward, Christine Fletcher, Frances Campbell, Lynne Chappell, Tony Snape, June Cairns, Barbara Partington, Brian Leach, Stan Atkinson, Neil Stephens, Stuart Findlay

The last apology received was from Stuart Findlay. JJ read out an email she had received from him.

2 Minutes of last AGM held on 17 May 2022

The Minutes were accepted. There were no issues with accuracy.

Proposed by: Chris Dalziel Seconded by: Geoff Heaps

Show of hands that all were in agreement. Unanimous.

3 Actions and Matters arising - none

4 Treasurers Report and Adoption of the Accounts

Treasurer's Report 16 May 2023 AGM

I took over the role of Treasurer just about a year ago, not being sure what to expect but it sounded like a good idea at the time! Thanks to Brenda McKenzie for her help in the early days of May and June 2022 as she explained how to balance the books on a weekly basis checking the money paid in and cheques written for the different groups compared to the weekly bank statements.

Another debt of gratitude is owed to Frank Mercer who continued to provide the weekly bank statements until TSB finally got their act together some months after the initial mandates, to change the signatories for the accounts, were completed.

And so, to the accounts for 2022/23. Membership contributions to 31/03/23 are £10,306 compared with the previous financial year of £6,033. Resources expended, including the Capitation Levy, national magazine, MBC premises hire & general admin is comparable with last year at around £6,000. Reserves stand at a healthy £16,800 which is just over £6,000 more than at the same time last year. Member contributions and group expenditure are shown on the attached documents. Again, Frank was invaluable in preparing the final documents for the financial examiner, at Sefton CVS, & it is true



to say that without his help and a few sleepless nights they would not have been completed. JJ stated that the Accounts are being sent to the examiner that we have used previously in CVS and thanked MCD for all the work she has done and that we are all grateful.

5 Appoint the Independent Examiner for the next 12 months

The financial examiner requires 6 weeks to complete his scrutiny of the accounts and unfortunately these have not yet been finalised with him.

The accounts before you are therefore those prepared with a great deal of help from Frank and I await the final decision of the Independent Financial Expert.

I would therefore request that Members approve the Income & Expenditure Account for the financial year 2022/23 subject to final approval by the IFE.

Proposed by: Brenda McKenzie Seconded by: Irene Edwards

VOTE: Show of hands that all were in agreement. Unanimous.

6 Chair's report

Welcome to our 17th annual general meeting. I'm pleased to see so many of you here. I'd always realised that we probably weren't going to get the same attendance as last year so it's very nice to see that we are quorate. We have well over 120 attendees.

My report will start with Membership - last year at its peak came to 684 members. Obviously every single year we experience a drop-in membership for various reasons. This year we have weathered this issue quite well as we have 595 current members with approximately 120 who have not yet made the decision whether to renew or not. It looks as though we will not only match last year's peak membership, but will actually surpass it.

During the last year we took in 111 new members and we hope to do even better this year but one concern we have is that whilst we see new members joining each week their numbers do not seem to be transferring to the groups. Of the new members less than 35% joined a group that met on a regular basis. As our groups face reduced numbers and increased costs this could well affect the number of activities we have on offer. Possibly our Face Book page will be able to tempt members with its snippets from each group.

This year we asked all our members to complete a renewal form which would now include the name of an Emergency Contact. We decided that it would be in the interest of health and safety. In the event of an emergency such as an accident Leaders will now know who to get in touch with. We are aware many of you have a named person on your phone but as most phones have a pin Leaders are not able to access the information.

This has meant a great deal of extra work for those in the membership team, but it is something that will not have to be repeated (unless your information changes) and we think will provide that extra security for our members

As always happens during the year, we have seen established groups shut up shop and new groups take their place.



I'd like to say thank you to Helen Knowles for her work with the Gentle Yoga which proved to be very popular but unfortunately her personal commitments, meant that her time became limited and sadly, this group had to close its doors.

We said goodbye to the Poetry Group which had been a haven for those sharing a of love of verse. I thank Joan Cain for taking over when Gwen Parry left and keeping the group active as long as she was able.

Last year we said hello to the Social Square Dancing group, a group that was enjoyed by many, but very sadly the rent of the venue became prohibitive and costs outstripped the income. We send our thanks to Jane Murphy for all the work and the enthusiasm she brought to the group.

Our cycling In-betweener's group has also ceased due to a lack of numbers. Thank you to Margaret Kendall who set up this group and who has run it from that time.

Our two French groups having seen a reduction in numbers have combined to form one group. Our Spanish Advanced group has had to follow the same course and we send our thanks to both David Ward and Ron Higham for their continued support and wish them luck with their groups.

Our Canal Walking Group and the Sunday Walkers combined under the leadership of Anne Blundell and became The Stramblers.

This year we have experienced the loss of two of our current Group Leaders. Norman Stalford and later Blair Allwood passed away. Norman had taken over History for Fun, combining Local History and British History. He found a way to bring a lot of humour into historical facts and the group grew in popularity. His passing left a huge void but we were lucky his assistant Eric Purvis, very kindly stepped in. Although his own health is not 100% Eric has managed to keep the History for Fun group going and last month had an extremely interesting meeting with live music as we learnt about the story of rock 'n' roll.

Blair Allwood set up his Spanish for Beginners group creating an opportunity for those with some knowledge of Spanish to get together and practise conversations. The group proved to be very popular with members enjoying the friendly ambience as well as improving their Spanish. Sadly, Blair suffered from ill health recently and in the last few months of his life spent time in hospital where he passed away. His loss was felt keenly by those who had grown to regard him as a friend as well as a Leader. This group is currently suspended, but we are hoping that we will find someone who will bring to it the same enthusiasm that Blair did.

We said goodbye to Frank Woods who for many years has led both the Technology and briefly the Archaeology group. Frank had passed on the baton for his groups and sometimes attended just to keep in touch.

Not only have we lost Group Leaders; we have also lost members, some of whom have been with us since the u3a's inception, accordingly, our current Welfare Officer has sent cards of condolence to the families of all those we have lost this year. Their loss is felt by all of us who had shared a group or a coffee with them.



On a lighter note we did see two new groups being set up. Under the leadership of Brenda McKenzie, we now have a Friday Strollers walking group. Brenda has posted pictures on our Face book page with photographs of her group obviously delighting in the short walks that they undertake with good company and beautiful countryside.

Sue Quinn has agreed to set up a Book Club. Many members have shown an interest and the group is now confirming its venue and meeting date

During this last year, we have begun to see normality creep back into our calendar at the U3A. We have re-started our Group Leaders' quarterly meetings which are valuable, not simply so that the committee and the group leaders can get together and chat through and plan for the future, but for letting the Group Leaders actually get to know each other. The next one will be at the end of June. It may well be that your group is running very smoothly but that shouldn't stop you from coming, it's after all to hear how other Leaders run their group and the problems they might face. Communication between the Leader and its members is vital as the Leaders are often asked to cascade information from the Committee and occasionally other sources.

We also held a meeting to bring our members who do not embrace technology into the fold. We sent out individual letters that were posted through their doors to invite them to a coffee and chat session. Our aim was to see if we could set up 'buddy' groups so that no one would be left out. Nigel Burrows and I went around and hand delivered 65 such letters with the last ten being contacted by telephone. Sadly, on the day only 15 members turned up. Communication is always a difficult issue and whilst our aim was not achieved, we did at least reach out to our non-email members.

We were very lucky that the Painting for Pleasure group run by Margaret Walton and Jeanette O'Neill, took the plunge and put on an amazing display showing off the varied skills of its members in their preferred medium. From oils to acrylics and from sketches to watercolours their work made an amazing display and they dazzled us with skills.

We were also given an opportunity to see the design capabilities of the Art Appreciation group run by Maureen Birchall. Having been to a local pottery and with their imagination given free rein they produced exquisite work whilst decorating mugs and plates. If you missed their show of work please do look at the website and our brand-new Face book page. The quality of their painting and designing skills was second to none.

Thank you to both groups for bringing such brightness to our Tuesday mornings.

We also revived the end of year Christmas celebration/carol concert. We were very lucky that a party of children from Saint Andrews school were able to join us. They delighted us not only with their joyful singing and energetic enthusiasm, but also with their impeccable manners and their really absolutely excellent behaviour. They sang their hearts out, even if the music and they were not quite in keeping pace together.

We heard the Maghull Hand Bell Ringers who delighted us with a medley of songs with a Christmas theme. They played songs from various genre and it was amazing to hear how different the choices sounded when played on the hand bells, not on the usual organs, pianos and guitars.

Our small group of readers gave wonderful recitations all on a Christmas theme bringing a smile to



our audience as they listened to a very different take on the Twelve Days of Christmas!

This year we have dipped our toe into the world of social media and have set up a Facebook page in the name of u3a Maghull and Lydiate. This is still in its infancy, but you're very welcome to look at it. Simply search under the given heading and you'll find us. Here you will find accounts posted not just by the group leaders but by the members of the groups. The page is a closed group as regards posting, which means only members of our U3A may upload onto the site. We hope that it will encourage new members to come along and try us out, once they have seen the many and varied activities we have on offer.

We've been very lucky in the relatively short time that has been set up to find, that many of our leaders and members have already posted photos and stories online. Our moderators look carefully at what kind of posts are put on this Face book page, after all it's meant to enhance and promote our u3a. All posts have to receive approval from a moderator.

As you can see from the agenda this year, there will be no election for Committee members. The present Committee have all agreed to stay on for the next 12 months and although we did have room for four more Committee members, unfortunately not one name was put forward. This is actually quite worrying and whilst you may think 2025 is a long way off, I need to point out that at that AGM eight members of the current Committee, will be forced by our constitution to stand down. If no new members have joined the Committee by then we will not be able to continue. I ask you to please consider what you can do for the U3A. The current Committee have worked hard and I thank them very much for their support and diligence. They've met in subcommittees, in working groups they've attended meetings with group leaders and members without email, but it is a small committee for such a large organisation and it will be wonderful to see more people come forward and join us.

I would like to add my personal thanks to Carol Westall and Geoff Heaps, both Committee members, who gave up four hours of their time to help me print, collate and prepare the documents for today. I could not have completed the task without them.

Yesterday I received notice of a member who was now willing to stand for the Committee. The closing date for nominations having been passed Ev Craig will now be co-opted onto the Committee. She will then be up for election next year.

I would now like to take this opportunity to also thank the following:

The Group Leaders and Assistants who have supported our u3a by giving so much of their time to running their groups and providing our membership with such an excellent variety of activities to join.

To our Treasury Team who under Rita Machell's keen eye work so hard keeping our accounts in good order.

Our brilliant team of Peter Martin, Terry Horrobin, and Phil Davidson who each Tuesday set up the tables and chairs. They have been joined recently by Keith Williams, Nigel Burrows, Barbara Makin, Marie Clarke Ann Smith and Barry Parker. I would also like to thank the group leaders who set up their own chairs and help clear away at the end of the morning.



Our tea-ladies – Pat Snape, Ann Hughes, Barbara Wilson and Irene Rowe; who serve us our cuppas just as we like it. They have extended the range available to us this year as they now offer decaffeinated tea and coffee.

Thanks to our Meeters and Greeters – Joan Cain and Geoff Martin continue to make new members feel at ease and steer them through the maze that is a Tuesday morning.

To Maureen Lavelle who photocopies notices from the Group Leaders making sure they have them to hand when needed and to Pat Snape who keeps our online calendar up to date so we all know where we're supposed to be.

To Lill Boyle who serves as our Welfare Officer.

All these roles are made easier when we have more members to share the load and accordingly we are inviting all our new members to a meeting in June. Amongst them we might find our next Secretary, our next Chair and Vice Chair or someone just happy to pull their weight and help out with the week by week in running of our u3a. Kitchener may have said it first but it's true here today – your u3a needs you.

As members I thank you all for the support you have given myself and the rest of the Committee; without that support we could not continue to do our job.

7 Election of Honorary President

<u>Honorary President</u> Doris Cox Jane Jones Marj Atlay

Committee members

PositionNameProposed bySeconded byCo-optedEv CraigChristine DalzielIrene Edwards

Committee Member

Ev Craig stood up and gave a brief account of herself, she is Scottish and her husband died 2 years ago. She has been in the WI for around 8 years as a secretary. She had retired from work around 12 years ago and is involved in a lot of activities. She joined the Treasury Team which she is enjoying and looks forward to joining the Committee.

All agreed by a show of hands for the above posts. Unanimous.

8 Date of next meeting

To be arranged – probably at the end of May to allow more time for Accounts to be finalised.

9 MEETING CLOSED at 11:15am



MAGHULL & LYDIATE U3A Income & Expenditure Account - Year ended 31st March 2024 page one

	2024		2023			
	General	Group		General	Group	
	funds	Funds	Total	funds	Funds	Total
	£	£	£	£	£	£
Incoming Resources						
Membership fees	8,738	_	8,738	10,306		10,306
Gift Aid support	1,098	-	1,098	1,764		1,764
Member contributions	-	61,971	61,971		64,582	64,582
Group Cessation		1,347	1,347			
Book sales	275	· <u>-</u>	275	240		240
Administration	384		384			
Catering Tuesdays	750	-	750			-
	11,246	63,318	74,564	12,310	64,582	76,892
Resources Expended						
Capitation levy	2,736	-	2,736	2,120		2,120
National magazine	2,402	-	2,402	1,202		1,202
MBC - premises hire	2,349	-	2,349	1,831		1,831
Group cessation	1,347	-	1,347	(1,422)		(1,422)
Administration	2,285		2,285	2,205		2,205
Catering Tuesdays	277		277			-
Welfare expenditure	40	-	40	133		133
Group expenditure	-	64,432	64,432		65,459	65,459
	11,435	64,432	75,866	6,069	65,459	71,528
Net incoming resources	(189)	(1,114)	(1,303)	6,241	(877)	5,364
Balances b/f						
at 1st April 2023	16,860	13,722	30,582	10,617	14,601	25,218
at 13t April 2023	10,000	13,722	30,382	10,017	14,001	23,210
Balances carried						
forward	16,671	12,608	29,279	16,860	13,722	30,582
Torward						
		(Note 1)			(Note 1)	
Fixed Assets (Note 2)		(Note 1)			(Note 1)	
Current Assets	-	-	-	-	-	-
Cash at Bank	22,338	13,921	36,259	22,464	15,173	37,637
Debtors	22,330	13,921	30,239	22,404	15,175	37,037
(Note3)	1,242		1,242	1,392		1,392
(Notes)	1,242		1,242	1,392		1,392
	23,580	13,921	37,501	23,856	15,173	39,029
Current Liabilities	23,300	13,321	37,301	23,030	13,173	33,023
Creditors						
(Note 4)	(6,985)	(1,371)	(8,357)	(6,996)	(1,451)	(8,447)
((5,555)	(-,-,-)	(5,557)	(0,000)	(-) /	(3)/
	16,595	12,550	29,145	16,860	13,722	30,582
(See overleaf for Notes)	,	,	, -	,		,
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MAGHULL & LYDIATE U3A Notes to the Accounts - Year ended 31st March 2024 page two

ote 1 - Group Funds	Balance	Member	Group	Balance
	01.04.23	Contributions	Expenditure	31.03.24
	£	£	£	
Architecture	2,255.92	11,796.00	13,324.19	727.73
Art Appreciation	549.60	1,609.00	1,788.50	370.10
Badminton 1	260.00	985.00	1,020.00	225.00
Badminton 2	82.79	1,310.00	1,365.00	27.79
Beginners Bridge	226.92	444.00	435.00	235.92
Bowls For Fun	-	790.00	660.00	130.00
Card Making	122.56	640.00	720.00	42.56
Computers	235.16	-	-	235.16
Dancing (Line)	175.17	1,638.00	1,764.00	49.17
Day Trips	4,560.44	11,841.00	10,768.69	5,632.75
Digital Cameras	97.20	376.00	360.00	113.20
Family History	167.64	417.00	356.09	228.55
French - Monday	55.63	919.50	854.70	120.43
French - Wednesday	173.27	16.00	-	189.27
Garden Visits	2,449.92	7,815.80	8,451.70	1,814.02
German	79.74	519.95	555.00	44.69
Glass	334.00	850.00	941.17	242.83
History For Fun	59.00	313.00	250.00	122.00
Painting	167.00	930.00	900.00	197.00
Philosophy	47.20	150.50	150.00	47.70
Play Reading & Drama	25.25	-	-	25.25
Practical Gardening	-	185.00	55.00	130.00
Singing	251.83	1,660.00	1,662.51	249.32
Spanish - Beginners	(231.42)	264.00	-	32.58
Spanish Conversation	218.25	910.00	1,039.32	88.93
Table Games	60.62	750.00	675.00	135.62
Table Tennis	1,099.28	2,669.72	3,166.00	603.00
Technology & Science	116.32	250.00	240.00	126.32
Textiles/Creative Crafts	112.09	757.00	740.00	129.09
Theatre	929.86	8,329.00	9,268.00	(9.14)
Walking	72.85	-	12.99	59.86
Walking Netball	17.00	1,748.50	1,738.00	27.50
Wine Tasting	403.90	1,197.00	1,170.83	430.07
Group Cessation				1,171.98
Total	15,109.99	63,317.95	64,431.69	13,996.25

^{*} Social Group





MAGHULL & LYDIATE U3A Notes to the Accounts - Year ended 31st March 2024 page three					
Note 1	Group Funds cont'd.	Balance	Member	Group	Balance
		01.04.23	Contributions	Expenditure	31.03.24
		£	£	£	
	Group Funds manage	ed through:			
	Main Account	7,169.77	35,332.15	35,943.30	6,558.62
	Social Account	7,940.22	27,985.80	28,488.39	7,437.63

Note: The figures set out within this note deal only with group funds that are processed through the central accounting facilities maintained by the Association, and take no account of other receipts and payments that are handled internally within any individual group.

Note 2 Fixed Assets

The Association possesses various fixed assets comprised of laptop computers and other items of electrical equipment and machinery, together with items of games equipment, tables and other smaller items. In view of the nature of these items and the inherent uncertainty as to their realisable value (if any) at any given time, it is the policy of the Association to write off the cost of such items during the accounting period within which the relevant expenditure is incurred.

Note 3	Debtors	31.03.24	31.03.23
		£	£
	General Fund:		
	Gift Aid support	1,098.29	1,262.50
	Prepaid expenses	144.00	129.26
		1,242.29	1,391.76
	Group Funds:		
	Prepaid expenses		
		1,242.29	1,391.76
Note 4	Creditors	31.03.24	31.03.23
		£	£
	General Fund:		
	Advance membership fees	6,577.00	5,816.00
	National magazine	(23.04)	825.44
	Accrued expenses	431.33	354.98
		6,985.29	6,996.42
	Group Funds:		
	Accrued expenses	1,313.23	1,451.34
		8,298.52	8,447.76

Amendments to the Model constitution

As a Committee we have made the following amendments to the U3A model constitution. In each pairing the first block is the current Model Constitution statement and in the second is our amended Statement.

9. Termination of membership

- 3. any sum due from the member to the charity is not paid in full within of it falling due;
- (4) (a) the member is removed from membership by a resolution of the trustees that it is in the best interests of the charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if: annual membership or other fees are unpaid for after the due date

9. Termination of membership

Membership is terminated if:

- 3. any sum due from the member to the charity is not paid in full within 12 weeks of it falling due;
- 4. the member is removed from membership by a resolution of the trustees that it is in the best interests of the charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if: annual membership or other fees are unpaid for, 2 months after the due date

16. Officers and trustees

- (1) The charity and its property shall be managed and administered by a committee comprising the officers and other members elected in accordance with this constitution. The officers and other members of the committee shall be the trustees of the charity and in this constitution are together called 'the trustees'.
- (2) The charity should have the following officers:
- (a) a Chair,
- (b) a Vice chair,
- (c) a Secretary, and
- (d) a Treasurer.
- (6) Transitional arrangements for election or selection of trustees.
- (a) The first trustees of a new u3a (including officers) shall be those persons acting as a steering group at the conclusion of the meeting at which this constitution is adopted. At any time up till the first annual general meeting the existing trustees
- may co-opt additional trustees up to the maximum number specified in sub clause 16 (5). The first trustees will serve until the first annual general meeting when all will retire but be eligible for nomination and subsequent election.
- (b) Upon adoption of this constitution the charity will continue with the terms of membership for those trustees eligible to continue as trustees under the charity's previous constitution with the proviso that all and any transitional arrangements Clause 16 (6) (b) This is designed to limit any long or indefinite terms of appointments of trustees under the u3a's previous constitution. u3a.org.uk 11 of 20 end before the third annual general meeting after this constitution is adopted.

16. Officers, trustees and *Honorary President*

- (1) The charity and its property shall be managed and administered by a committee comprising the officers and other members elected in accordance with this constitution. The officers and other members of the committee shall be the trustees of the charity and in this constitution are together called 'the trustees'.
- (2) The charity should have the following officers:
- (a) a Chair,
- (b) a Vice chair,
- (c) a Secretary, role may be split
- (d) a Treasurer.

(e) Honorary posts

- (2) The number of trustees shall be not less than 5 (to include 4 officers and 1 ordinary member) and not more than 15.
- (6) Transitional arrangements for election or selection of trustees.
- (a) The first trustees of a new u3a (including officers) shall be those persons acting as a steering group at the conclusion of the meeting at which this constitution is adopted. At any time up till the first annual general meeting the existing trustees may co-opt additional trustees up to the maximum number specified in sub-clause 16(5). The first trustees will serve until the first annual general meeting when all will retire but be eligible for nomination and subsequent election.
- (b) Upon adoption of this constitution the charity will continue with the terms of membership for those trustees eligible to continue as trustees under the charity's previous constitution with the proviso that all and any transitional arrangements end before the third annual general meeting after this constitution is adopted.
- (7) The maximum total period of service of any trustee **elected or co-opted** shall be 9 years in any combination of roles whether or not the periods of service are contiguous.

17. Appointment of trustees

- (1) The charity at each annual general meeting shall elect up to 12 trustees (including officers).
- (2) The elected trustees may, at any time, co-opt up to 3 trustees until the next annual general meeting and may reappoint such co-opted trustees for one additional period which may not extend beyond the following annual general meeting or be excluded by clauses 16 (7) to 16 (8) whichever is the sooner.
- 6 (b) (b) The trustees may not appoint a person to be an officer if a person has already been elected or appointed to that office and has not vacated the office.

17. Appointment of trustees

(1) The charity at each annual general meeting shall elect up to **15** trustees (including officers and co-opted members).

(2) The elected trustees may, at any time, co-opt up to 3 trustees who will serve with the same voting rights as elected trustees. Their term of service will also be counted in the same way as an elected trustee. Co-opted



trustees may be reappointed for one additional period but this may not extend beyond the following Annual General Meeting or be excluded by clauses 6(7) to 16(8) whichever is the sooner.

4. (d)No trustee may be a member of another u3a Committee during their term of office.

6.(b) The trustees may not appoint a person to be an officer if a person has already been elected or appointed to that office and has not vacated the office.

If insufficient nominations are received to fill the vacancies for Officers and/or Committee member, a majority decision at the AGM can be taken by The Committee members to ask the retiring officer(s)/members(s) to remain in post until the next AGM for a maximum of 1 year.

34. Validation until first annual general meeting (a) Until the first Annual General Meeting of the charity takes place this constitution shall take effect as if references in it to the trustees were references to the persons whose signatures appear at the bottom of the clause). (b) This constitution was validated and adopted for the u3a, prior to its first annual general meeting, by its trustees on (c) Names and signatures 34 Validation until first annual general meeting

Until the first Annual General Meeting of the charity takes place this constitution shall take effect as if references in it to the trustees were references to the persons whose signatures appear at the bottom of the clause).

This constitution was validated and adopted for the u3a, prior to its first annual general meeting, by its trustees

Names and Signatures

Each amendment will need to be discussed and put up for approval by the members.



Elections

Annual re-election of Mrs Doris Cox as our Honorary President

Confirmation of Lil Boyle as member of the Committee following her co-option in March.

Election of new Committee Member

Candidate	Proposed by	Seconded by
Deborah Reardon	Lynne Chappell	Jeff Martin
Membership number 2871	Membership number2735	Membership number 1890

There being four vacancies on the Committee and only one candidate the election will be by a show of hands