



**Basingstoke – Old Basing
The Third Age Trust**

Registered Charity No. 108623

NOTICE OF ANNUAL GENERAL MEETING

The Basingstoke – Old Basing U3A 2019 – 2020 AGM will be held via a ZOOM meeting on Wednesday 12th August 2020 at 2.00 pm.

The Chairman's Report has already been circulated and the accounts and Treasurer's report will be circulated with this notice.

Accompanying this Notice are details for the AGM -

- Agenda
- Current proposals for officers
- Nomination of Officers form
- Minutes from 2018 / 2019 AGM

We only have places for 85 members at this ZOOM meeting. These will be allocated on a first come first served basis. If you would like to attend this meeting please contact Janet Field ASAP secretary@basingstokeoldbasingu3a.co.uk

Margaret Hayes
Chairperson

**Basingstoke - Old Basing U3A
Annual General Meeting
Wednesday 12th August 2020 at 2pm
ZOOM Meeting**

AGENDA

1. Welcome by the Chair
2. Apologies for Absence
3. Minutes of the AGM held on 10th July 2019
4. Matters Arising
5. Chairman's Annual Report
6. The Accounts for the Year
 - Treasurer's Report
 - Acceptance of Accounts
7. Election of Committee
8. Election of Independent Examiner
9. Any Other Business (preferably submitted in advance)

Basingstoke and Old Basing U3A Committee Members

Current proposal for 2020 – 2021

OFFICER	CURRENT PROPOSAL
Chairman	Rod Marshall
Vice Chairman	
Business Secretary	Janet Field
Treasurer	Sue Seamour
Membership Secretary	Linda Wain
Group Organiser	Margaret Hayes
Programme Secretary	TBA
Systems Manager	Liz Horner
Website	Richard Field
Committee Member	Ian Stimpson
Committee Member	Madeline Hussey
Committee Member	
Minute Secretary (non - Committee Member)	Brenda Austin

Some members of last year's committee have retired. The list above includes current members of the committee who are prepared to continue and two new members of the committee.

We do encourage you to consider becoming a new member on the Committee.

New Committee members ensure our group remains relevant to changing needs. If you are interested in joining the committee, but would like more information of what this role entails, please do contact Margaret Hayes (01256 328218 / mhayes274@aol.com)

Minutes of the Annual General Meeting of the Basingstoke – Old Basing U3A held at the Elizabeth Hall, Hook at 2.00 pm on Wednesday 10th July 2019

Welcome by the Chair

Margaret opened the meeting by welcoming everyone and thanking all for attending.

Apologies

32 apologies were received. Margaret informed us that Ian Stimpson was not at all well. We will officially send our good wishes to him.

Minutes of AGM held on 12th July 2018

The Minutes were agreed and signed.

Matters Arising

Margaret did not receive any Matters Arising but informed us that there have been some instances where Members parking in the Catholic Church car park have had words with people attending functions organised by the Church, over parking. The Church allow us to use their car park but we should all understand that this is a privilege and if there is a Church function then the members of the Church are given priority over us to park there.

There are some spaces on the upcoming trips organised by Joyce and Audrey will advise on these.

Chairman's Annual Report

During this last year we have celebrated our 20th birthday, but unfortunately it has not been the easiest time to be Chairman.

Earlier this year we reached a crisis point; we were losing Committee members and it didn't seem possible that we would be able to fill the vacant posts.

You all received a letter outlining the situation, but although we have over 800 members, I only received 40 replies!

Nevertheless, I am pleased to report that we have been able to fill all the posts apart from that of Programme Secretary.

However, unless more members are willing to serve in the future, we will have the same crisis in three years', time as most of the current Committee will have completed their term of office then.

It is therefore vital for the lifeblood of our U3A that all members consider whether they could volunteer to help on the Committee.

We also urgently need new Groups and Group leaders.

We have lost some Groups this year, and there have been no new ones to replace them. It is not necessary for one or two people to do all the work; groups can be run by a small Committee

If, we are to be viable in the future, we have to move forward and address this issue as well.

I would like to thank the Committee, Group leaders and all volunteers for all their hard work in ensuring our U3A has continued to operate, with special thanks to all retiring members.

My best wishes for a successful and enjoyable year.

Margaret

The Accounts for the Year

Treasurer's Report 2018-19

At the beginning of 2018 the U3A Trust sent all U3As a revised financial advice document that effected several areas of our previous practice. The important ones were,;-

1) Only committee members should be allowed to collect cash. Which where practicable, we follow. This stopped all group leaders collecting any monies except a maximum of 50p for refreshments at each meeting. Outings and other trips should be paid for by cheques, and only when it is totally impractical by notes.

2) The Contingency Fund (Savings Account) should be limited to something justifiable and never more than 50% of income. At the time we had £18,000 in the account using the previous rules. We decided that the minimum should be £8,000 so, we had £10,000 excess to spend.

3) The Current Account was £18,000 at the time, but should be reduced to a working minimum. Again, we thought maybe £8,000 would be suitable.

The £20,000 could be either slowly lost by reducing the membership fee for a few years or reducing our membership income massively for one year. Since it was our 20th Anniversary we decided on the later. We consulted our External Examiner who agreed that f 15 per member would be a safe option. Either way the membership fee would need to revert when the £20,000 had been spent.

Also, all the groups that had functions that had to be funded individually had their costs Externally Examined. As their funds went through our Lloyds Account this was reflected by the 'social correction' on the Statement. Two thirds of those funds were attributable to Coach Outings organised with much hard work and dedication by Joyce Cook.

From September to Xmas many invoices were higher than expected and in all cases those venues had put up their room rates. At the end of January after Christ Church Chineham had also increased their rates I did a revised budget which appears on the Financial Statement. However, the final agreement with the Croquet club further increased the venue costs, and it became obvious that a £35 membership fee was not an option.

I have therefore set the Membership Fee at £40 for the coming year which should give us a small increase in Total Funds Available. This is still incredibly good value compared to other organisations.

Ian Stimpson

Treasurer

We were all given copies of Basingstoke – Old Basing U3A Social statement 2018-19 showing Income, Expenses, Difference and U3A Gift also, Basingstoke – Old Basing U3A 2018/2019 Financial Statement. The Accounts were accepted and signed. Ian is stepping down as Treasurer this year and everyone sends their thanks for all of his hard work. He will still be a valuable member of the Committee in his new role as Asset Manager.

Election of Committee

A copy of the Current Proposal for 2019 – 2020, was given to members on registering at the door, listing the new Committee Members, which were all proposed and seconded as follows:

Chairman – Margaret Hayes

Vice Chairman – Marie White

Business Secretary – Janet Field

Treasurer – Sue Seamour

Membership Secretary – Linda Wain

Group Organiser – Joan Carnell

Programme Secretary – TBA

Systems Manager – Liz Horner

Website – Harvey ~Wallace

Asset Manager – Ian Stimpson

Committee Member – Vee Holliday
Committee Member – Richard Field
Minute Secretary (non-Committee Member) – Brenda Austin

Margaret stressed that members consider becoming a new member on the Committee as new Committee members ensure our Group remains relevant to changing needs. She also confirmed that she will be stepping down as Chairman next year and although Marie is Vice Chairman, she does not want to take over the position as Chair next year.

It was suggested that each position on the Committee has a job description then maybe more Members would be interested in putting their names forward. Margaret said that this is something the Committee are looking into doing.

Election of Independent Examiner

Next year a new Independent Examiner will be needed. Margaret asked that if anyone feels able to take this on, we will welcome them. A member of the audience volunteered to do this and Margaret will discuss this with him further.

Any Other Business

Linda took the floor with the following points:

As you are aware, we are still looking for a new Programme Secretary responsible for organising speakers for our monthly meeting.

During the Committee's review of the situation, we thought it might be an idea to introduce one monthly meeting which was a social afternoon rather than having a speaker.

You have been given a questionnaire and we would be grateful for your views on the suggested ideas and for you to add your own ideas

All contributions will be welcomed.

There were a few of the questionnaire as you came in, but I will send out a round robin to all members as well.

If you have filled in one this afternoon please leave on the stage.

We really would like to involve the ideas of our members and hope you will take the time to complete the form Please.

Thank you.

We would like to make another plea for anybody who would like to step forward to take over the Programme Secretary's role so please speak to Margaret or me. 2019/2020 is prepared, except for the Social afternoon, so we could work together and anybody volunteering would gradually takeover. The main task would be to plan 2020/2021

Membership procedures

On behalf of us all, I would like to give a big thank you to Harvey and Liz for their effective management of the U34 Beacon database and how they are always looking for more efficient procedures to bring us more into the 21Century!

As last year we are encouraging reregistration of memberships online this year.

We would like to increase this method so that we can improve the receipt and turnaround of our thank yous and despatch of the new Year Book.

On the Year Book front, we have had two responses from Joint members; some still would like one each as they each make their own notes and others would be happy with one between two. We are going to continue sending one copy to each member.

We really look forward to you reregistering of course and encouraging new members, but particularly for your support in using the online method of payment.

This will help so much with the recording by Harvey and Liz, our new Treasurer to reduce the number of cheques that have to be recorded and then banked and myself for entering the

payments onto Beacon and despatching acknowledgements and year books.

We appreciate that we will still receive some cheques but the increase use of online will reduce this process considerably.

This year we will be sending our renewal letters by email to those who have emails and by post to other members. The emails will have a BOLD heading to catch your attention!!

TAMs - Third Age Matters - if you already receive this and wish to continue receiving it, then there is no action needed. If you requested a copy and no longer would like it, please email me or write this on the back of the letter and post it back to me. Thank you.

GDPR-you agreed last year for us to hold your personal details for U3A admin only and this will still hold this year to conform to the General Data Protection Regulations. if any of your details have changed then you will need to email me or write it on the back of the letter and post it back to me Please.

THANK YOU AGAIN FOR YOUR SUPPORT AND HELP TO MOVE US STILL FURTHER INTO THE 21ST CENTURY.

Margaret was pleased with the response from the audience regarding the Social afternoon. We have had some good suggestions and will decide which would be the best option for this afternoon.

Margaret again thanked all for attending and looked forward to another successful year of U3A.

The Meeting was then officially closed.

(Minutes taken by Brenda Austin)

Signed:

Dated:

Basingstoke - Old Basing U3A

Nomination Form for Officers

I wish to nominate the person(s) mentioned below for the posts specified for the 2020/2021 year. I confirm that those nominated and current incumbents have agreed to serve, if elected.

Notes: This is for any member to nominate anyone NOT included in the list of current committee member proposals.

Post	Nomination	Nominated by
Chairman		
Vice Chairman		
Business Secretary		
Treasurer		
Membership Secretary		
Group Organiser		
Programme Secretary		
Systems Manager		
Website		
Committee Member		
Committee Member		
Committee Member		

Please complete and return to Margaret Hayes at:
42, Stratfield Road, Basingstoke, RG21 5SD

Mhayes274@aol.com

The form should arrive by Friday 7th August 2020