

## **Minutes of St Austell U3A AGM Meeting**

**Thursday 6 October 2022 at St Austell Arts Centre**

Doors opened at 9.30am, Free tea and coffee until 10.15am

AGM started at 10.40am, Speaker started at 11.15am

**1** Maryanne Thomas chaired the meeting in the absence of a permanent Chair. Apologies were received from Chris Crane and Joan Hooper.

**2** Maryanne Thomas stated that as acting chair for today she was pleased to say that we had the quorate number of 75 members present which meant that she could welcome everyone to the U3A AGM for 2022.

Maryanne read out her report: it has been a couple of difficult years in many ways for everyone, but hopefully we were now on the road to more normal times.

Great thank you's must go to all the dedicated volunteers who run our many interesting sessions. We have a total of 49 groups of which 46 are currently active. Without these members we would not have a U3A in st Austell.

I do stress that all people involved in running the U3A be it the car parking people, the refreshment team, as well as the group leaders do this voluntarily. Whatever the role it takes up time and effort and please be assured that I am sure I speak for all members when I say that your efforts and dedication is very much appreciated.

I would like to introduce to you the current committee whom you will be able to vote to continue that role or choose new proposed members a bit later in the proceedings. The members standing are: Lucinda Davison, Carole Folley, Joan Hooper, Chris Scott, Jenny Skipp, Pauline Weir, Sandra Matta and myself Maryanne Thomas.

Without further ado I will hand over to our treasurer Chris Scott who will give his report followed by Helen Nielsen for the social group. This will be followed by the adoption of the Constitution and Election of Committee Members.

### 3 Chris Scott read out the Committee Report.

As we do not currently have a chair in post this report will cover some elements which would normally be under the chair's statement. Unlike many other U3A's we have actually seen the growth in membership together with new groups commencing it is thanks to the membership. We are in a strong position with new ideas constantly coming forward please continue with these ideas for the future.

I would personally like to thank all members who have worked behind the scenes over the past few years which ranged from the committee members group leaders meeters and greeters the catering team who constantly provide us with drinks at our two meetings per month the car park team (perhaps the least popular of all teams to join because it means they often work outside in the rain but they constantly work hard to ensure that as many members can park freely outside of the arts centre.

Speaking about the arts centre, there is someone who **is not** a member of our u3a but is very important to us. I would personally like to thank Johnathan and his team.

Without all these teams working in the background we would (my predecessor of my fellow trustees made a very interesting comment to me the other day our u3a is so enjoyable and friendly just like when I was young and used to attend youth clubs. .... The term university of the third age perhaps put people off joining .....however think of it more as a place to meet friends learn together and have an enjoyable time.

I would also like to thank the following committee members who have stood down since the last report...Sharon Wood, Dennis Rayner (my predecessor as Treasurer), Pippa Boardman, Barbara Waddington, Chris Palmer who sadly passed away during lockdown and Jan Badger

Today will be Ann Smiths last day of serving on the committee ....thank you Ann.

Before I hand over to Maryanne our group co-ordinator I have one final ask .....please we need more help in all areas think about think about joining the committee and help steer us through what appears to be a difficult time in the world over the next few years .....also many of the other groups and teams need support thank you.

**4 Social and Group Reports** were read out by Helen Neilson.

Report for Social Events Committee April 2020 to March 2022 – and onwards

Although a lot had been planned during this time, unfortunately no events happened due to Lockdown for Covid.

However, our first committee meeting was held in September 2021 where we discussed the programme for 2022. We also discussed the new ways of paying using the card reader and ways of recording ticket sales using an event code.

Since March 2022 we have had many successful events:

- In April many of us enjoyed an Italian Evening of food and music at Charlestown Church Hall
- May saw a visit to the Japanese Garden at St Mawgan
- In July we had a Mini-bus to take us to the Royal Cornwall Show where many of us saw Royalty, Charles and Camilla, and Boris (not royalty!)
- In July 39 people went by coach to Plymouth for a Harbour Cruise and Gin Distillery Tour (We came away quite sober!)
- In September many of us enjoyed a Carvery at the Victoria Inn where we were to have enjoyed the Last Night of the Proms. This had been cancelled due to the death of the Queen but instead we were shown a recording of last year's Prom kindly provided by the staff at the Victoria Inn.

We are now looking forward to a Pasty & Quiz evening next week, a tour of St Austell Brewery in November and a trip to see the Garland at Cotehele House in December.

Next year's programme is in its early stages of planning.

Since May I have taken over as chair of the Social Events Committee after Sandy Capelin stepped back. I would like to take this opportunity to thank Sandy for all her hard work over the previous years.

Our group is now on the U3A Beacon email system so we will be able to directly email people who may be interested in joining events even if they cannot attend meetings in the Arts Theatre. There is also the facility to pay for tickets via the online banking system BACS. If you are interested but not already on the group list please let me know and I will add you on

I would also like to stress the importance of using your membership number at all times as we can trace and contact people easier that way.

We are looking forward to a varied and eventful year in 2023 and hope that as many of you as possible will join us.

5 Chris Scott read out the Treasurer's Report.

## **TREASURER REPORT**

I have been the treasurer for the past two years and have been ably supported by my colleague Jenny Skipp.

During the first year in post are U3A was almost in mothballs due to COVID however there was a lot of work going on behind the scenes by the committee to ensure that when we

were able to reopen and we could hit the ground running ..I would like to thank all the committee members for their support and efforts.

For 2021 year I took the decision to recommend to the committee that the previous years membership be extended to cover 24 months. That is to say existing members had a free years membership.

We have worked hard to review our accommodation needs but it was decided that the art centre provided the best option for accommodation and car parking. any such relocation would have resulted in a rental commitment increasing in the region of 300% to 400% this obviously would have had an impact on the level of membership fees and meeting fees.

From my point of view the treasury team were asked during lockdown to see if we could modernise the way our u3a operate and if possible to introduce an electronic process and move away from the former cash driven method of working.

This proved a challenge for the team when designing the new financial way of operation. I examined every process to seek to reduce the effect upon members and group leaders although unfortunately it is increase the workload of the treasury team. As a team we now have to monitor every account to ensure that monies are allocated to the appropriate event and group.

I would like to thank all of you for being patient and cooperative particularly with using your membership number and alpha codes because this has made our monitoring much easier as we can easily identify a payment into a wrong

account. Jenny and I can easily make the correction if paid into the wrong account.

As you will be aware we unfortunately no longer are able to take cash payments but monies can be paid in by BACS ( bank transfers), Cheque, credit and debit cards.

We have also introduced prepayment cards which you purchase in advance to use these for attendance at any meeting at the art centre or for purchase of tea or coffee when attending the coffee morning or monthly meeting in this building. Again thank you for supporting using with this new way of operating.

We currently hold five bank accounts with Barclays they are the main account which is used to control the monies we need to function from day-to-day at the end of March the balance was **£13,810.80 for the last financial year.** [For the previous year it stood at £15,096.64.](#)

The accounts are healthy because unlike a lot of u3a's where numbers have declined we've been successful increasing our membership and therefore our income has increased From the main account we have three monthly fixed payments one for the art centre secondly for our zoom contract and thirdly for our website management contract .....additionally we make payments to be members of national U3A this year the fee has increased by 15% we also have to pay for the TAM magazine,..... a licence fee for u3a copyright.... Insurance which covers our membership of u3a, therefore it is essential that all members belong to our u3a ensure that the insurance is not invalidated.

we hold a small business account which we use for payment of monies into our u3a for such things as annual membership, some BACS payments and transfers from our card machine provider. This bank account is kept at a low level because Jenny and I are regularly transferring receipts to the appropriate bank accounts held with Barclays.

Our card provider is SUMUP, this facility was set up towards the end of last year and seems to be working very well. From a member using the card payment method money is normally within our accounts within 72 hours. Prior to purchasing the system I investigated it and found it to be the cheapest on the market at 1.7% management fee no other payments were due in the future and the benefit of the card machine is it both works on the Internet or mobile phone a Sims card is inbuilt so we can use the phones networks free of charge.

We hold three further accounts with Barclays namely for specific types of functions the first account is the TAM account which Jenny oversees ..this is run for social events at the end of the last financial year the balance was **£2760.23**. [For the previous year it stood at £3,212.23](#).

We also hold account for the theatre group and a further dedicated account for the wine group. For these two groups money is paid in by either BACS or cheque. the group leader for each of these groups monitors the payments as do Jenny. **No** expenditure can be made without Jenny and I first approving and actually making such payments.

The new way that we function within our u3a is that all payments from all accounts are made by BACS for invoices we have standing orders for fixed expenditure which I've mentioned previously also Jenny and I hold a debit card for use in an emergency.

All payments from any of the accounts is subject to dual Mandate...Jenny or I can set up a payment but the other one then has to authorise and approve ..... this is done by constant liaison between the two of us.

The accounts for 2020 to 2021 were verified by Dennis Rayner and approved by the committee and reported to the Charity Commission for 2021 to 22 the accounts were verified by the treasurer of the Pentewan village Hall Trust and further by Barry Smeath as representing a true and accurate record of our finances and subsequently approved by this committee.

I'm formally ask a member present at this AGM to propose the adoption of the finances

Additionally, I ask that a member to second the proposal that they be adopted so that I am able to submit the information to the Charity Commission.

**6** Approval of the 2020/2021 Year End Accounts/Minutes. There were nil objections or abstentions.

**7** Approval of the 2021/2022 Year End Accounts/Minutes. There were nil objections or abstentions. A Question was asked by a member about sundries relating to the purchase of access ramps and IT equipment. Chris informed the members that the ramps and 2 laptops had been purchased via a Grant received. The ramps were covered by U3A Insurance for U3A use and for use

at other venues for the use of U3A members only. 2 Laptops had been purchased for U3A committee members use and all U3A members.

**8** Maryanne handed over to Mark Stephenson, Karen Scott and Robert Trump to oversee the Election of the Committee Members. The proposed Committee Members left the Theatre. After voting the proposed Committee Members were asked to return to the Theatre. Voting was unanimous for all proposed Committee members to form a new Committee.

**9** Chris Scott asked if there were any objections or abstentions to adopt the updated Constitution. One abstention noted. Chris Scott informed members that there was one change in the Constitution which was that Committee Members can serve a longer term is no other member came forward to take on the role.

**10** Chris Scott stated the Vote to elect an Honorary President was being deferred.

**11** Any Other Business – it was proposed that an email be sent to members regarding all social events being held so that all members were aware of what was available. More group leaders have a table at Coffee Morning and Speaker Meetings to advertise their groups. Any articles from Group Leaders could go in the monthly newsletter to show what their group had to offer.

Maryanne thanked everyone for attending the AGM then handed over to Mark Stephenson to introduce the Speaker Andrew Johnson “An Yeth Kernewek” – the Cornish Language Past, Present and Future.

End of AGM.