

## ANNUAL GENERAL MEETING 2025

### DRAFT MINUTES

Venue: EMMANUEL CHURCH, FOREST ROAD, LOUGHBOROUGH

Date & Time: Wednesday 12<sup>th</sup> March 2025 2.30pm

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The Chair, Pam Upton, welcomed 100 members to the Annual General Meeting. An additional 8 proxy votes ensured that the meeting was quorate.

- 1. Apologies for absence** were received from: Margaret Pate, Hilary Dyer, Rita Packe-Drury-Lowe, Janina Holubecki, Roger Wilson, Diana Harper, John Bell, Duncan McNeil, Bruce Wright, Linda Reidie, Hazel Fish, Linda Lawson, Peter Reid, Sue Griffiths, Gordon & Anita Lancaster, Elizabeth Peers, Stephen Timerick, Marilyn Upstone, Brenda Wildig, Jill Myring, Dorothy & Tony Winfield, Gill & Geoff Bayley.
- 2. Minutes of the previous AGM held on Wednesday 13<sup>th</sup> March 2024 to be approved and signed.**  
One correction: apologies to Diana Harper for the misspelling of her name.  
Subject to the correction the minutes were unanimously approved.
- 3. Reception and Approval of the Chair's Annual Report 2024-5**  
Pam Upton highlighted elements of her report.  
A busy and successful year in which Membership had remained steady at around 1000 members.  
There had been a few changes to the group list and although we had lost some groups, we gained Drama, Opera Visits & IT for Everyone. Members were urged to keep ideas coming for new groups.

During the year the Committee reviewed and revised a number of documents, all available on the website, including the Members Handbook, copies of which were available in the foyer for those without access to the internet.

Pam thanked Martyn Speight and Stephen Morris who have been central to the ongoing development of the website, Martyn as Web Manager and Stephen as Systems Administrator. She encouraged all members to login to the website, explore all the information available and ensure that personal details are correct, including emergency contact details.

In finishing her report, Pam paid tribute to all the volunteers who give their time and expertise to the u3a.

The Chairs report was unanimously approved.

#### **4. Reception and Approval of the Treasurer's Report, Annual Accounts and Budget Forecast.**

After an interesting and challenging first year as Treasurer, Pam Towers reported a healthy bank balance of c. £31,000: £12,000 belonging to groups and the rest in central funds. A reserve of £7500 had been set aside in a savings account to allow for anything unexpected. Since our total income for the year (including group funds) is around £68,000, under Charity Commission rules we have to have an independent examiner for the accounts. During January and February an independent examiner (Rachael Thorpe, a qualified accountant) conducted a rigorous process which resulted in her approving the accounts. These will now be submitted to the Charity Commission. Rachael has also agreed, with members' approval, to be our auditor for 2025. In response to a question, the Treasurer confirmed that the auditor would not be paid from Cu3a funds. The appointment was approved.

The budget for 2025 shows that postage has increased by 16% along with other venue costs at 10% but these costs can be absorbed by the current subscription fee.

The Treasurer outlined two new facilities available to group leaders. The Group Start-up loan is available when funds are insufficient to cover the initial outlay for a new group. If for some reason the group became unviable the loan would be written off by the committee, with no responsibility on the group leader to repay. Secondly, an online payment system for groups is now available, at the request of individual group leaders, to pay for group subscriptions or events by using a debit/credit card or PayPal. There is also a Cu3a charge card available. Members needing further information should contact the Web Manager, Systems Administrator, Treasurer or IT Help Desk.

The Treasurer's Report was unanimously approved.

The 2024 Accounts were unanimously approved.

The 2025 Budget was unanimously approved.

## **5. Motion requiring a vote.**

The motion for debate from the Committee was “That the annual subscription for postal members be raised to £25 from August 2025 to take into account increases in printing and postal costs.”

The Chair explained that this proposed increase would apply only to members receiving the newsletter and other documents by post because they didn't have an email account or access to the internet. Currently these members pay an additional subscription of £5 towards the cost of printing, postage, envelopes and labels. When that was agreed around 3 years ago the cost to Cu3a was around £11, representing a 50% subsidy to postal members. That cost is now around £17.50 so the proposed increase still represented a subsidy of over 40%.

In response to a question from the floor, Helen Reid said that there were currently 28 members in that category. She also mentioned that there were copies of the newsletter available at the monthly meetings, free of charge, to those members.

The motion was formally proposed by Helen Reid and seconded by Char March.

The motion was approved by a substantial majority, with one vote against and three abstentions.

## **6. Election of Officer and Committee Members.**

The Chair explained that in accordance with our Constitution, Trustees are initially elected for three years. They can serve for a further three years if re-elected.

After a break in service, they would be eligible for re-election to serve for a further six years (two additional terms of 3 years). The maximum length of service for a Cu3a Trustee is twelve years.

The nomination of Garry Rigby, for re-election to Vice-chair, was proposed by Jane Peck, seconded by Brenda Hughes and unanimously approved.

The re-election of Beverly Gillman, was proposed by Linda Gardner, seconded by Catherine Way and approved by a substantial majority, with one abstention.

During the year, the Committee co-opted two new members. Under our Constitution the Committee can co-opt up to 3 new members but these new members have to be officially elected at the AGM.

Sam Hardwick, proposed by Pam Towers and seconded by Garry Rigby, was duly elected, with one abstention.

Jennie Lock, proposed by Susan Young and seconded by Linda Lawson, was duly elected with two abstentions.

An additional nomination for Char March was proposed by Janina Holubecki and seconded by Avril Wilkinson. Char was unanimously elected.

The Chair confirmed that the Constitution allows for a maximum of 12 Committee Members. We are now at 11, leaving one vacancy, but we are also allowed to co-opt a further three people. She asked that anyone interested in joining the Committee and supporting our u3a contact her. This year two Committee Members were stepping down: Margaret Kelvey and Helen Reid. Pam was pleased to announce that Margaret would continue as part of the Speaker Programme team and that Helen would continue to produce the newsletter each month. This prompted a round of applause for both.

Finally, before closing the meeting, the Chair thanked the various support teams of Cu3a, who put in their time, voluntarily, behind the scenes to make monthly meetings enjoyable, sociable and well organised. Rounds of applause followed for Pat and Doris and the refreshment team; Margaret, David Peter and Geetha for their hard work in creating a varied and interesting Speaker Programme; Sue and the Welcome Team, and Andrew and Garry for their technical support. Char then proposed a vote of thanks for Pam as Chair and Debra as Secretary for all their efforts on behalf of the u3a.

## **7. AOB**

That concluded the business of the AGM as there was no AOB.

The meeting closed at 14.59pm.

Accepted as a true record. Pam Upton-Chair.

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