

**Stafford u3a Annual General Meeting  
held on Monday 11<sup>th</sup> March 2024  
at Rising Brook Baptist Church Stafford**

1. **Welcome:** Geoff Rowlands welcomed members to the meeting.
2. **Apologies** were received from Susan Harris, Nancy Rae, Michael Burton, Rose Burton, Jan Palmer, Susan Jeffrey, Gwen White, Anne Marsden, Marie-Louise Duke, Stephanie Marston, Norma Jackson, Bill Jackson, Freda Greaves, Debbie Gallagher, Ray Braziel, Linda Adey, Robin Adey.
3. **Minutes of the AGM 2023:** One amendment received: Rommy Bowers. Proposed as a true record by Norman Spearman and seconded by Pauline Blackmore. Accepted unanimously.
4. **Chair's Report:** Before proceeding the Chair checked that anyone who had not voted by post or e-mail had had an opportunity to do so.

Geoff Rowlands reported thus:- In this my first report as Chair, thanks must go to Linda Adey for her hard work as Chair over a difficult previous three years, a period which started almost immediately with our going into Covid lockdown. The committee continued to meet via Zoom to ensure Stafford u3a continuing and Linda chaired us through a difficult new experience and led us out on the other side.

Your committee, this year has implemented the new constitution which was agreed at the last AGM, update and devised a number of policies and guidelines. As previously announced, we have offered members, from renewal, the opportunity of receiving the Third Age Matters magazine by post, or by internet. We are starting to discuss and respond to ideas on nationwide u3a development being put forward by the Third Age Trust.

As mentioned above, this is the second year of our recovery from covid lockdown. Our groups are now functioning again face to face. For a variety of reasons, we have lost a small number of groups, others have expanded and a number of new ones have started. We are always looking at new possibilities and especially, new leaders. If you have any ideas or can offer help please do speak to a committee member. The loss of some town centre venues has resulted in groups relocating. The Coronation was celebrated with a well-supported Coronation Tea and Monthly Meeting attendances are on the rise. We look forward to growing further in the year ahead. At this stage, before memberships are due for renewal, our numbers remain similar to those of this time last year.

I know, from editing the Monthly Bulletin, the huge effort our group leaders put into organising, planning and running the activities that clearly we enjoy. I join all members in saying a big thank you to all group leaders – we do appreciate your efforts even if we do not tell you often enough!!

I would like to personally thank all the committee for their support this year. New officers on the committee were Heather Stern taking on the role of Business Secretary and Jeanette Gillen, the role as Treasurer.

We are losing some members of the committee this year as their terms of office come to an end.

Pauline Blackmore has worked hard on displaying the activities of groups at our monthly meeting and organising coffee mornings for new members. Gerry Robinson has been our almoner and our link with other local u3as. We thank them for their service. There are many other volunteers who work in front and behind the scenes to ensure our enjoyment. To them I would like to say a big thank you for all their efforts.

5. **Financial report:** given by the Treasurer, Jeanette Gillen. The Financial statement was circulated with the AGM papers. *Text of Jeanette's explanation here.*

The Treasurer brought to the AGM a proposal by the Committee to alter the Financial year dates to 1<sup>st</sup> January to December 31<sup>st</sup>, proposed by Helen Hood and seconded by Janet Billings. Accepted unanimously.

The treasurer then invited any questions.

Norman Spearman asked why the £6000 could not be transferred to the No 1 account. Helen Hood explained that these funds were already committed to payments of expenses for the theatre trips/visits etc., it is not a surplus but a rolling balance.

As Visits Treasurer Helen Hood clarified the position as to the £2,500 paid over during the year. She explained that some reserve was required to cover late payments and pre-payments for activities.

Sue Williams asked why there was no appendix showing debtors and creditors. Jeanette Gillen had hoped to simplify the accounts for everyone. She will take this on board and provide these figures next year.

Sue Williams also felt that there should be more clarity on the losses on the Monthly Meetings: the accounts ought to show where the losses are being made in detail i.e. cost of venue/speaker fees.

The Examined accounts were then proposed for acceptance by John Loughran and seconded by Pauline Balckmore. Accepted unanimously.

6. **Appointment of Examiner of Accounts:** Robin Adey has confirmed that he is willing to be Examiner of Accounts again next year. Proposed for acceptance by John Loughran, seconded by Pauline Blackmore
7. **Officer and Committee Vacancies and Nominations:**  
**Vice Chair:** Helen Hood proposed by Steven Parsons, seconded by Joyce Young  
June Williams proposed by Janey Billings, seconded by Jennifer Jewell  
Before the vote went ahead Geoff Williams asked for the opportunity to speak. As a member for ten years he knows both those nominated (June Williams is his wife). Both are long serving committee members and both more than qualified to take the role. He questioned the decision of the committee to choose to have an election as the Constitution allows for up to 2 Vice Chairs. He believed that to vote for just one was inconsistent with the wording of the Constitution.  
He therefore wished to propose that the election was cancelled and that both nominees be voted in.  
Nicola Woodhouse spoke in favour of keeping both to retain their valuable experience on the committee.  
Sue Williams felt that with the u3a demographic having two people was a good idea.  
Trevor Fisher proposed a job share. Kath Squire was concerned that maybe they did not want to do it as a job share.  
Victoria Wood felt that many members had no idea who would be best in the role.  
Geoff Rowlands explained that Stafford u3a has never had, nor felt the need for two people in this position, in fact the committee worked for the past year without anyone in place. There were other more important jobs to be done by committee members, several of whom fulfil more than one role.  
The proposal to abandon the vote as put by Geoff Williams was seconded by Trevor Fisher and a vote was taken by a show of hands. Scrutineers were asked to count: 53 in favour, 24 against, 13 abstentions. The motion was therefore carried.  
**Business Secretary:** Heather Stern proposed by Richard Charnah, seconded by Stephen Shippard.  
Accepted unanimously.  
**Committee Members:**  
David Benge proposed by Peter Sparkes, seconded by Ian Newcombe  
Ray Braziel proposed by Chris McDonnell, seconded by Gerry Walsh  
Audrey Bright proposed by Joan Makinson, seconded by Jenny Poole  
Clifford Horobin proposed by Lynda Newton, seconded by Lyndon R Farr  
Graham Millington proposed by Kevin Westwood, seconded by Phil Hood  
Accepted unanimously en bloc.

The meeting closed at 2.50 p.m.

**Stafford U3A Accounts February 1st 2023 to January 31st 2024**

<b>Expenditure</b>	<b>£</b>	<b>Receipts</b>	<b>£</b>
<b>Third Age Trust Payments</b>			
Capitation Fees ,CLA licence renewal,	7,744 ✓	Subscriptions	11,239 ✓
U3A News Direct Mail, Beacon		Gift Aid reclaimed	2,088 ✓
<b>Sub-total a</b>	<b>7,744 ✓</b>	Group Income	22,085 ✓
		Monthly Meeting	1,724 ✓
<b>Asset Costs – see Note 1</b>		Donations	47 ✓
No new assets purchased	0	Sundries	18 ✓
<b>Sub-total b</b>	<b>0</b>	Hostelling & Trailwalking receipts	20,625 ✓
		Hostelling & Trailwalking outgoings	18,453 ✓
<b>Running Costs</b>		Days Out & Theatre Visits receipts	17,724 ✓
Room Hire	14,842 ✓	Days Out & Theatre Visits outgoings	19,134 ✓
Group Expenditure	4,845 ✓	HF Holidays receipts	33,743 ✓
Committee Costs (Print, post, meetings)	3,219 ✓	HF Holidays outgoings	32,114 ✓
Group Leaders Lunch	0	Other Social & Sundries receipts	3,316 ✓
Sundries (ICT support, honoraria)	51 ✓	Other Social & Sundries outgoings	3,316 ✓
		Bank interest	26 ✓
<b>Sub-total c</b>	<b>22,957 ✓</b>	<b>Total Receipts</b>	<b>39,619 ✓</b>
<b>Social events</b>			
Monthly Meeting	3,754 ✓		
<b>Sub-total d</b>	<b>3,754 ✓</b>	<b>Less Surplus: Receipts over Expenditure</b>	<b>5,163</b>
<b>Total Expenditure ( a + b + c + d)</b>	<b>34,455</b>		<b>34,455</b>

<b>Liabilities</b>	<b>£</b>	<b>Assets</b>	<b>£</b>
Cheques not presented (No.1)	100 ✓	<b>Balances as at 31-01-24</b>	
Cheques not presented (No.2)	23 ✓	No. 1 account	7,033 ✓
<b>Sub-total</b>	<b>123 ✓</b>	No. 2 account	6,020 ✓
		Reserve Account	1,091 ✓
Funds brought forward from 2022-23	19,055 ✓	Cash/post in hand	198 ✓
Plus surplus for 2023-24	5,163 ✓	Credits to be paid in	
		Fixed Term Deposit	10,000 ✓
<b>Funds as at 31-01-24</b>	<b>24,219</b>		
<b>Grand total</b>	<b>24,342</b>	<b>Grand total</b>	<b>24,342</b>

**Notes to Accounts**

1 Costs of Equipment is charged in full in "Expenditure", and written off in full.

No depreciation of assets is therefore required. An Asset custody book is maintained.

2 All figures are rounded off to the nearest pound, as per the Charities Commission accounting guidelines.



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

STAFFORD U3A

On accounts for the year  
ended

31-01-2024

Charity no  
(if any)

1120043

Set out on pages

NOT APPLICABLE

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

16/2/2024

Name:

Robert H Adey

Relevant professional  
qualification(s) or body  
(if any):

ACWA (1966)

AIB (1967)

Address:

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Stafford

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