

**UNIVERSITY OF THE THIRD AGE
FERNDOWN AND DISTRICT**

Minutes of the 12th Annual General Meeting held at 1.30 p.m. on Tuesday, 5 December 2008 at Ferndown Village Hall

Present:

Betty Wraw (Chairman/Groups Co-Ordinator)
Margaret Wilson (Vice Chairman, Newsletter Editor and
Publicity Officer)
Brian Ford (Treasurer)
Joyce Gallaher (Secretary)
David Godfrey (Accommodation Booking Officer)
Sheila Goode (Programme Editor/Computer Liaison Officer)
Gerry Lewis (Centre Manager)
Edith Stannard (Catering Co-ordinator)

Plus 70 members

Apologies for Absence

Tricia Page (Bridge Co-ordinator)

1. Minutes of the previous Annual General Meeting

The Minutes of the AGM held on 11 December 2007, having been posted on the Notice Board, it was proposed that these should be agreed and taken as read and signed by the Chairman. This action was proposed by George Yossava and seconded by Jill Archer. One member felt that the minutes should be tabled along with the Treasurer's report

2. Chairman's Report

The Chairman welcomed members to the meeting and introduced and thanked the Committee individually for their efforts and support during 2007/8. Unfortunately Tricia Page was unwell and best wishes were sent to her for a speedy recovery.

The Chairman thanked all the group leaders for the wonderful work they do and for coping with any difficulties with the changes in accommodation when the Youth Centre was closed for over a term for refurbishment. We resumed our sessions there in much brighter and cleaner accommodation. Following our return we found that new regulations were in force and the group leaders adapted to these admirably.

She also congratulated all the members for their support of the group leaders in listening, questioning, learning and putting out the chairs and equipment.

The Chairman also extended thanks to the following members who ran events outside the normal classes:

John Smith who organises the monthly programme of 5 mile walks and for the members who lead these walks;

Richard Buxton who organises the monthly programme of 3 mile walks;

Pat O'Riordan who arranges our monthly singles lunches.

We also enjoyed the monthly coffee mornings with speakers and quizzes and skittles events.

We must also thank Gina Pointing for organising the many outings and holiday trips.

A very enjoyable lunch was held last October to celebrate our 10th anniversary and we had our very successful annual lunch at the Lansdowne.

Membership number remained at a healthy level of about 480. The new database for enrolments was set up last year and like most new systems needed reviewing and improving and is still being tweaked to make sure it delivers what is required.

She reported that we introduced a system of sending regular newsletters by email and making them available to all groups, so hopefully everyone should be aware of forthcoming events and general news items. She asked members to let a Committee member know if they were not receiving these newsletters so that any problems could be sorted.

The Committee had discussed our policy for sending cards etc to members who were unwell. It was felt that the best way to deal with this so that no-one got left out was for the Committee to send cards to group leaders and that each group should be responsible for keeping in touch with the members of their group.

3. Treasurer's Report

The Treasurer advised members that a summary of the finances for Ferndown and District U3A for the year ending 30th June 2008 had been tabled and that any member could request to inspect the more detailed accounts if they wished.

The Treasurer drew attention to the following points relating to the Accounts:

Subscriptions and Gift Aid

Membership subscriptions rose by £2038.50 due to the annual subscription rate increasing from £28 to 33 (in anticipation of increases in the cost of accommodation).

There was a slight increase, from 48% to 53%, of member signing up for Gift Aid resulting in an increase of £466 in income. He reminded members that for every £1 paid in subscription Ferndown U3A received 28p from the Inland Revenue.

Income

83.9% of our income was raised through subscriptions, 12.3% through Gift Aid and 4.7% from bank interest and sundry income.

In accordance with Third Age Trust recommendation a separate account has been set up for social transactions. The balance sheet therefore indicates Net Social Income as not applicable.

Expenditure

The Treasurer advised that a capitation fee £2.50 per member was paid to U3A HQ as well as for tutors and members of the committee, who are not required to pay a subscription. It is likely that this levy will increase to £3.50 in the near future. The capitation fee covers every

member for insurance, four copies per annum of the U3A news, as well as a variety of services.

Equipment

The Treasurer advised that no purchases had been made during the year and the amount under the heading of equipment is for insurance.

Cost of Accommodation

The major part of the surplus in accommodation costs can be attributed to the fact that the increase in accommodations costs was less than expected and that no accommodation had to be booked in Verwood this year. It should be noted that the amount raised through subscriptions is less than our total expenditure for accommodation.

Reserves

Our reserves stand at £10,314.65, which is 60.7% of current expenditure. This is in line with the recommended reserve of between 50% and 100% of costs.

Receipts

The Treasurer emphasised the importance of obtaining receipts for all payments. Payments are made by cheque and require both his signature and one other signatory on the Committee. Not all organisations and individuals send receipts and this presents problems for our Accounts Examiner.

Scrutiny of Accounts

The balance sheet, this report and the Chairperson's report and details of Trustees are required to be submitted to the Charity Commission annually.

Examiner of Accounts

Finally the Treasurer thanked Mr Edward Whittingdale, our Accounts Examiner, who reviews in detail the accounts to check all is in order. He invited Mr Whittingdale to say a few words on the importance of obtaining receipts. Mr Whittingdale pointed out that 18 receipts were missing during 2007/8 and this was far too many and he impressed on members the necessity to press for receipts. He also advised members of the many hours of work which the Treasurer had to do in preparing this balance sheet and making sure our finances were in order.

The Treasurer invited any questions concerning the accounts before they were approved.

4. Approval of the Accounts

Approval of the Accounts for 2007/8 was proposed by George Yossava and seconded by Tony Chant.

5. Election of Committee

One nominee to the Committee had withdrawn leaving two vacancies, not one as indicated in the ballot papers sent to members. It was therefore proposed that Helen Tremain and Laurie Shields should be asked to fill these two vacancies along with eight existing Committee members who had agreed to stand again. This action was proposed by Judith Church and seconded by Edward Whittingdale.