

# GARFORTH, KIPPAX & DISTRICT U3A

## Minutes of AGM Wednesday 7th June 2023

1. **Welcome:**

The Chair welcomed everyone to the meeting

2. **Apologies:**

Apologies were accepted from a number of members, and following members of the current committee: J Brown, J Evans

3. **Quorum:**

A count of members was taken on entry and a quorum was confirmed.

4. **Minutes from 2022 AGM:**

These were accepted by a show of hands.

5. **Trustees Report:**

The Chair (Graham Isley) gave the Trustees Report to the meeting – See Appendix 1

6. **Treasurer's Report:**

The Treasurer (John Arnott) gave a presentation of the accounts to the meeting – See appendix 2

7. **Proposal of changes to our Constitution:**

Please see Appendix 3. The Chair explained that changes had been made by the Third Age Trust, our National U3A body, to the recommended Constitution and that much debate had taken place in committee before we elected to put this to the members.

A show of hands was taken and the motion to change the constitution was passed. The incoming committee are to take the steps to ratify the new constitution with Third Age Trust during June 2023.

9. **Election of the new Committee:**

Before moving into the election itself the Chair explained that as only four nominations had been received for the eight non-officer roles, the following procedure may be implemented during this AGM meeting according to our current (and new) Constitution:

‘If there are insufficient candidates standing for the vacancies the Chair of the meeting may, as a last resort, appeal to any willing member present to agree to stand. A vote must be taken and carried by a simple majority for such an appeal for volunteers at the meeting to be permitted. Any willing candidate may then offer themselves and be proposed to the meeting for appointment in accordance with the constitution.’

The Chair then asked for a show of hands for this process to be allowed by the attending members: the vote was a large majority.

The Chair then asked for a show of hands from the assembled members for anyone willing to stand. There were no volunteers.

The Chair proceeded to ask for objections to the four officer nominations: there were none.

The Chair then asked for any objections to the four none-officer nominations: there were none.

The Chair then announced that all the nominations were accepted, and that the eight persons listed in Appendix 4 were duly elected to form the next Committee.

#### 10. **Questions from the Meeting:**

The meeting chair asked if there were any questions from the members present, there were none, so Graham (as his last duty as the outgoing Chair) thanked everyone for attending and wished the in-coming Chair, Penny Brighten, and the remainder of the newly elected committee good luck for the next year.

Graham then declared the meeting closed.

These minutes, with Appendices 1 to 4 will be presented to the members prior to the 2024 AGM, when members will be asked to accept them as a true record.

**Signature of Chair on Acceptance of Minutes:** accepted by the membership attending the 2024 AGM, held on Wednesday 5th June 2024

*P. Brighten*

Signed digitally for Penny Brighten, Chair  
Garforth, Kippax & District u3a

Date: 7 June 2024

**Report of the trustees of Garforth, Kippax & District U3A for presentation to the AGM on 7th June 2023**

**Membership**

Thanks to the efforts of our Membership Secretary Heather Mitchell our membership has now risen to 216 members from a post-pandemic low of 196.

This is still relatively low – at its pre-pandemic peak our membership had been 250 - but we are on the increase again having been down to 78% of our pre-pandemic membership. Such a 20% loss was by the way, typical of U3As across the country during the pandemic.

The Executive Committee who are our charity trustees have continued to meet monthly and to carry out those functions essential to keeping our U3A running.

**Finances**

The committee agreed a budget for the year proposed by our Treasurer John Arnott based on our membership subscriptions as income and determining the limits of spending on groups, administration, members' meeting and committee meeting venue fees etc.

**Policies**

The committee has continued to maintain a set of policies which govern our U3A's functioning and behaviour. These are reviewed annually and updated if necessary and include our data protection and a privacy policy, our finance policy which sets out what expense claims our treasurer may reimburse, our members' code of conduct, complaints policy, grievance policy, disciplinary policy, equality diversity inclusion policy and safeguarding policy. We also have an activities check list and an incident report form. These are all available to view and download on our website.

**Publicity**

Our Publicity Secretary Isi Todd has looked after our Facebook pages, published our regular newsletter together with our Vice Chair Penny Brighten and has co-ordinated with our webmaster to keep our website updated.

At this point we would like to offer the trustees' thanks to webmaster Tony Robinson, unfortunately not able to be here today, for all his voluntary work in keeping our website up to date.

**Interest groups**

We currently have 23 interest groups up and running and these range from art, theatre visits and singing to easy cycling, walking and walking netball to name just a few.

Sadly we lost our excursions group during the year as the retiring convenor could not find a replacement. We do however have 3 new fledgling groups in the making this year, namely conversational German, classic guitar and chamber music and a luncheon group.

This total of 26 interest groups exceeds the minimum that the U3A National office tell us represents a healthy U3A. They say we should aim at a number of groups approximately equal to a tenth of our membership.

I have been covering the role of Groups Co-ordinator from the Chair and have worked with our Group Convenors to ensure the smooth running of our interest groups, meeting twice a year with convenors to pass on essential information and to hear and resolve any problems that they might have encountered in running their groups while our Venues Secretary Joan Brown has maintained a list of local venues suitable for our groups to use with information, prices and a risk assessment for each venue.

### **Speakers**

Our Speakers Secretary Carol Glover has found and engaged the speakers for our monthly members' meetings. To name just a few these included Mr Liquorice, Tom Dixon who was one of the last apprentice liquorice boilers in Pontefract, Stuart Atkins, a professional musician who discussed and played from The Great American Songbook, Bex Lynam, Marine Advocacy Manager for the Yorkshire Wildlife Trust who talked about Whales and Dolphins of the North Sea and Andy Wilson, Research Engagement Manager of Yorkshire Cancer Research who told us about The Immortal Life of Henrietta Lacks.

### **CYGNET**

This year we started on a new venture. U3As throughout the country have formed together in groups known as networks, each consisting of a number of U3As local to each other. These perform two main functions: to provide a forum for those responsible for running the U3As, the executive committees, to compare notes and share their experiences, problems and successes in running their respective U3As but also to put in place a sharing of each others interest groups. From next month onwards we will belong to a new such network called the Central Yorkshire Group Network, "CYGNET". Our members, with the permission of their local convenor, will be able to participate in for example, Sherburn and Villages U3As country dancing group while members of Selby U3A, with Dave Swindells' permission, will be able to come on rides with our easy cycling group for example. Discussion of the details of CYGNET are still ongoing so please keep an eye on our website for updates.

Finally, the trustees would like to thank everyone who has helped to keep our U3A running smoothly especially our interest group convenors without whom our U3A could not function.

G. Isley

31.05.23

APPENDIX 2

**Income and Expenditure Account  
Garforth, Kippax and District u3a  
For The Year Ending 31 March 2023**

AGM Appendix 2    AGM    June 2023

Opening Balance Virgin Bank		£7,880.13	Singing Group		£73.62
Critch Trip	£400.00		Bank Charges Virgin		£31.00
	-				
	<u>£400.00</u>	£0.00			
Garden Visits	£142.50		Christmas Raffle Prizes		£100.73
	-				
	<u>£242.50</u>	-£100.00	Garforth WMC Meetings	£835.00	
Membership Subscriptions 2022-2023		£2,142.00	GWMC AGM Refreshments	£180.00	
			GWMC Christmas Refreshments	<u>£166.60</u>	£1,181.60
Membership Subscriptions 2023 -2024		£1,788.00	General Admin		£60.45
Pontefract Castle Trips	£131.00		Container Hire Kippax Parish Council		£100.00
	-				
	<u>£126.00</u>	£5.00	LS25 Web Solutions		£29.88
Ripon Cathedral Trip	£80.00		Miscellaneous Expenses		£492.20
	<u>-£80.00</u>	£0.00			
Fishermans Friend	£924.00		Tech It Easy Projector Screen		£46.90
	-				
	<u>£924.00</u>	£0.00	Newsletters		£138.30
LCC Discovery Centre Trip	£280.00				
	-		Speakers Fees	£195.00	
	<u>£280.00</u>	£0.00	Speaker Donation	<u>£50.00</u>	£245.00
Theatre Trip Jersey Boys	£602.00				

	-				
	<u>£559.00</u>	£43.00	Third Age Trust:		
			Magazine	£462.19	
Marigold Hotel	£380.00		Beacon Licence		
	-		Fee	£205.00	
	<u>£380.00</u>	£0.00	Copyright Licence	£60.00	
Murder Mystery	£315.00		Membership Subs	<u>£776.00</u>	£1,503.19
	-				
	<u>£315.00</u>	£0.00	Tech It Easy Venue		£5.00
Out of Order	£147.50		Venue for Art		
	-		Group		£48.00
	<u>£147.50</u>	£0.00			
Wish You Were Dead	£320.00				
	-				
	<u>£320.00</u>	£0.00			
Strictly Ballroom	£816.00				
	-		Closing Balance		
	<u>£816.00</u>	£0.00	Lloyds Bank		£7,702.26
		<u>£11,758.13</u>			<u>£11,758.13</u>

**Provided by Treasurer John Arnott**

## APPENDIX 3

### **Garforth, Kippax & District U3A AGM on 7th June 2023 Proposal for a new constitution**

Our U3A's current constitution which was written by our original committee when we formed in 2018 and formally adopted by the membership at our first annual general meeting the following year has served us well since then and it has never been brought to subsequent AGMs for any changes to be proposed.

However, the Third Age Trust, the national U3A body to whom we all pay part of our annual subscriptions, have brought out a new proposed constitution which they urge all U3As to adopt.

Having spent several hours going through this new constitution and comparing it clause by clause with our current one we can say that it substantially does the same job as the current one but with updated guidance related to casual vacancies in the executive committee, proxy voting, electronic voting and holding Trustee meetings online.

The Executive Committee are therefore asking this AGM to vote for the adoption of the new constitution.

Any proposed constitution changes brought to an AGM would normally be limited in scope and read out in detail to the meeting for approval. We can't however do this in the case of a whole replacement constitution so instead this was recently emailed in its entirety to everyone by our business secretary for your perusal so may I ask if anyone has any questions or comments relating to the proposed new constitution.

*The constitution may be altered in any way by a resolution passed by not less than two thirds of the members present and voting at a General Meeting.*

APPENDIX 4

Garforth Kippax & District 2023-2024 AGM nominations

Applications, nominations and seconded received hard copy and via email.

Position	Applicant	u3a no.	Date received	Nominated by	u3a no.	Date received	Seconded by	u3a no.	Date received	Confirmed all current paid up members
Chair	Penny Brighton	1059	24/04/2023	Lizzie Mussett	1014	24/04/2023	John Mussett	1015	24/04/2023	Y
Vice-chair	Heather Mitchell	1084	17/05/2023	Judith Robinson	1080	17/05/2023	Barbara Gough	1331	17/05/2023	Y
Treasurer	John Arnott	1270	02/05/2023	Susan Isley	1003	02/05/2023	Virginia Urwin	1103	02/05/2023	Y
Secretary	Wendy Bartholomew-Esders	1328	28/04/2023	Elaine Lees	1371	30/04/2023	Len Fisher	1325	28/04/2023	Y
Non officer member										
	Joan Brown	1268	03/05/2023	Lynda Johnson	1246	03/05/2023	Gareth Johnson	1247	03/05/2023	Y
	Isobel Todd	1032	03/05/2023	Denise Blackburn	1205	15/05/2023	Christine Freeman	1002	16/05/2023	Y
	Carol Glover	1301	09/05/2023	Dave Swindells	1203	09/05/2023	Carol Jinks	1043	11/05/2023	Y
	Jenny Evans	1046	20/05/2023	Micheal Evans	1209	21/05/2023	Martin Glover	1300	19/05/2023	Y