

**Minutes**  
**39<sup>th</sup> Annual General Meeting of Craven u3a**  
**15<sup>th</sup> May 2024 2.30pm**  
**St Andrew's Church Hall, Skipton**

The Chair, Mick Richings, welcomed everyone to the meeting.

This year's meeting has reverted to pre-covid date of mid-May; the June date compressed all our administrative activities into one month. Mid-May ensures there is sufficient time for all events and activities to be completed before the Open Event.

**1. Apologies for absence:**

Apologies had been received from 30 members (Annex A)

**2. To receive and approve draft minutes of the AGM held on 21<sup>st</sup> June 2023:**

The minutes, previously circulated were accepted as a true record.

**3. Any matters arising not covered elsewhere on the agenda:**

None

**4. To receive and approve the Chair's Annual Report:**

The Chair presented his report (Appendix B) which was accepted and approved by members.

Proposed: Marcus Caxton

Seconded: Keith Berrington

**5. To receive and approve the Treasurer's Report and Financial Statement:**

2023-24 had been a successful year, with reduced expenditure and increased income.

- Anne MacDonald was thanked for her work as Venue Secretary in managing the use of venues. Group venue charges had been introduced two years ago. This year they had raised approximately £25,000.
- Contributions to the surplus had been made by the Summer Programme, Saturday morning coffee mornings and the creative writing leaflet produced by Laurie Prowse.
- 160 new members had increased income, plus gift aid.
- The closure of the Barclays Bank branch had presented challenges, but Group Leaders had been successful using the Business Deposit Cards to pay in venue charges at the Post Office.
- Craven u3a's Gift Aid claim had been successful; just under £3000 had been received.
- HMRC rules limit the amount of subsidy to groups to 75%; group venue charges allow us to meet this rule.
- Part of the Derek Woolley Fund has been used to support groups access venues and to support anyone who is disadvantaged financially.
- The u3a provides a lot of income for venues in Skipton and local villages.

- Thanks must go to Lesley Perkins has undertaken a lot of work on the accounts this year, involving much detail.

The committee has decided to reduce the membership fee for 2024-25 from £35 to £25 for members, and to £15 for group leaders.

**Question:** *Does the u3a have a target for the surplus?*

**Answer:** *Group leaders are aware that the Third Age Trust wants all groups to be self-funded. The u3a takes the financial risk of venue bookings and therefore we need to cover those costs by 100%. The reserves are currently about 25% above what is required.*

**Question:** *As, for 2023-4, the income was over £27k more than the expenditure can we revert to subsidising the payment for venues for 22 sessions per year (rather than the 20 paid for this year)? 11 sessions per 'term' fits nicely between the beginning of October and Christmas and mid-January to Easter.*

**Answer:** *The committee will be considering 22 sessions for the year after next once the impact of reduced membership fees is known.*

**Question:** *In the Group Leader Guidelines, which the Committee approved, under meetings held in peoples' homes, section 9, it says: " ... small annual sum referred to above is paid." There is no mention of this 'above' ! In the past a £10 'heating allowance' used to be paid; is this still the case?*

**Answer:** *The heating allowance will be discussed at the next committee meeting.*

The members accepted the Treasurer's Report and Financial Statement.

Proposer: Keith Berrington

Seconder: Albert Bonham

## **6. Election of officers and committee members:**

The Chair thanked the committee for their hard work in the past year. Nigel Holden, Nick Jarvis, James Enever and Ronnie Dancer are all standing down this year.

Block approval was given to the appointment of the following members to the committee:

Mick Richings (Chair)

Anne MacDonald (Vice-Chair)

Linda Hoole (Secretary)

Lesley Perkins (Treasurer)

Doug Hirst (member)

Jacqui Eames (member)

Adrienne Gilchrist (member)

Sandra Firm (member)

John Bashall (member)

**7. Appointment of Independent Examiner**

The Independent Financial Advisor, Dave Smith, has signed off the accounts. He has worked closely with the Treasurer this year, with helpful advice and guidance. Members agreed to appoint Dave Smith again as Independent Financial Examiner.

**8. Any other business (previously notified):**

The Chair thanked members for attending and for their donations to Homeless Not Helpless.

**9. Close of Annual Meeting:**

The meeting closed at 3.10 pm.