

**Draft Minutes of the Annual General Meeting of Littleborough
u3a
held on Monday 9th June 2025.**

1. Welcome

Sue welcomed 85 members to the meeting.

2. Apologies for Absence

Denise and Mike Rowley, Mark and Gillian Pearson, Chris and Anthea Wood, Lynn Wild, Jo Wiggins, Brenda Brown.

3. Notices

Sandra Kokocki promoted the upcoming Liverpool Dock trip and advised of the dates for the next quiz and craft group.

4. Minutes of the AGM held on Monday 10th June 2024

The minutes of the AGM held on Monday 10th June 2024 were presented. There were no matters arising from the minutes.

Proposed by: Howard Gott

Seconded by: Steve Lister

Agreed unanimously by a show of hands. There were no abstentions.

5. Chair's Annual Report

This, our tenth anniversary year and my first year as Chair, has been an eventful and very busy one for the Committee in one way or another!! We set off last June with several new members on the Committee, and we hit the floor running. From the start, we wanted to promote our u3a as a group ***'for the members by the members'*** and that is what we continue to focus on: encouraging more members to play an active part in what goes on. This is *our* u3a and we want every member to have a voice and feel they can be involved in how we develop.

Because we were very busy organising the 10th Anniversary celebrations before Christmas, we decided against holding an Open Day last September. Nevertheless, our membership has increased from 376 last June to nearly 400 now - an increase of 6%. This success is, we believe, down to word-of-mouth, the diligence of our Membership Secretary and our new website. This increase, as you

know, has created its own challenges, particularly at monthly meetings, which the Committee have focused on as a priority and, with members' help, we are finding solutions.

The number of groups on offer continues to expand – 43 at the last count – and their success is down to the hard work of our Group Convenors. Group Convenors form the backbone of our u3a and I would like to thank you for all you do.

Some of the stand-out events for me over the past 12 months have been

1. **Our 10th Anniversary Celebrations at the Town Hall** – the organising committee put their heart and soul into the preparations for this event paying attention to every last detail and the amazing fund-raising effort by so many members meant that we were able to heavily subsidise the event for members. This resulted in 240 seats being booked to join the celebration. I will never forget the excitement of walking into the magnificent Great Hall to Graham Chamberlain's organ playing and seeing the amazing table decorations made by Sandra and her team and we were also well entertained by the Hoyle string quartet and the 3 Valleys Gospel Choir all overseen by our Toastmaster. The Town Hall catering problems we experienced and the resulting extra work load that that created for us all was soul destroying, but following the event, the positive support the Committee received from members was heart-warming and I was delighted that we were ultimately able to negotiate a full refund from the Town Hall for members.
2. Hot on the heels of that event was the **Christmas Monthly meeting** at the Cricket Club – after the Town Hall disappointment on the previous Saturday, this event was just what we needed! We packed into the Cricket Club and were well entertained by our members. You could feel the love.
3. **The New Members' meetings** – This has been a new initiative led by Marilyn Aldred. The Committee have met up with groups of new members to explain what the u3a is all about and give them a chance to ask their questions.

4. **The April Coffee morning** – this was the start of another new initiative as we work towards encouraging more members to get involved and to hear their ideas and suggestions. There are more coffee mornings planned as well as several other exciting social events in the pipeline as a result of members' feedback.
5. One of those exciting extra social meetings was last Monday when **Listen Up** took place here organised by the Creative writing Groups, Poetry Appreciation Group and the Play Reading group. It was well-attended and good fun – and there was cake!!
6. The commitment of **Our volunteers** who help with refreshments, setting out chairs, meeting and greeting each month has been invaluable and I thank you for all that you do. As we move forward, we are encouraging more members to get involved in different ways – maybe shadowing a committee role, organising an event, assisting a committee member and I thank those members who have already come forward to help in this way.

Speaking of volunteers, no u3a can exist without volunteers for the Committee and I am very grateful for the support and hard work of ours. They have worked non-stop this year! In a busy u3a like ours, there is always something to organise! And they deserve a mention. Each month we have been entertained by speakers organised by **Vice Chair Marilyn Aldred**. In addition, she has organised introductory sessions for new members as well as organising the raffle each month as we fund-raised for the Town Hall event. Thanks, Marilyn for this, and for your constant support.

Denise Rowley joined the Committee last June as **Business Secretary** and I am most grateful to her for the efficient way she has taken on this role, taking minutes, organising the AGM and making sure we comply with Charity Commission regulations as well as generally getting the Committee organised!

One of the most responsible and onerous jobs on the Committee is that of **Treasurer. Julian Richardson** took on this complex role in June little knowing what lay ahead! Having to refund 240 members

after the Town Hall event created a massive extra workload for him, and certainly was not what we expected. Words cannot express how thankful I am to him. Surely, next year will be more straightforward for him. For all of us!

At every event the catering is meticulously organised by **Brenda Brown**. She quietly gets on making sure we have supplies and organising members to help serve refreshments and 'meet and greet'. It is a huge relief to know Brenda has it all sorted. Many thanks to Brenda.

Whenever you get an email from the u3a it comes through our secure on-line management system Beacon. **Lynn Wild** is our **Beacon Administrator** and is a fount of all knowledge regarding Beacon, supporting the Committee as well as running training sessions for the Committee and Convenors. Not only this, she is a loyal and experienced member of the team and always there to help, for which I am very grateful.

Mike Rowley is our **Membership Secretary**. Another safe pair of hands, I am thankful to be able to rely on him keeping membership records up to date enrolling new members, sorting the renewal process ...and chasing late payers!

Any organisation's voice with the outside world is its web-site. It is a vital lifeline. This year **Barrie Whitehead**, our **Website Manager**, deserves a real cheer for setting up and transferring our old website to our current one. This involved a lot of hours on Barrie's part first learning how to do this and then implementing his knowledge – before running sessions for Convenors to learn how to use it. This has been a major challenge that I was very thankful Barrie was prepared to take on for the benefit of us all.

Cindy Drinkwater our **Groups Coordinator** over-sees all of 43 interest groups. She liaises with Convenors, supports the setting up of new groups and organises Convenors' training. She also co-ordinates the groups' entertainment at Christmas and the AGM. On top of all this, she decided this year to visit groups and get their feed-back face-to-face which has been most useful. I thank Cindy for her hard work, commitment and support.

Christine Longhurst joined the Committee last June and has assisted Sandra with the trips' organisation, which she will now be taking over. I was also very grateful for Christine's concert experience in helping Cindy organise the many performers at the Christmas monthly meeting. No easy task!

Jo Wiggans is our wonderful Newsletter editor. She keeps us informed and entertained every month. But Jo is much, much, more! She has been a huge support to Julian and myself particularly with the Town Hall follow-up and I really appreciate her support and all that she does for the Committee.

Ellen Cruise joined the Committee last June and immediately said 'I'll do anything to help!' Well, I am so pleased she did! Whenever we have needed someone she has been there. Recently Ellen ran a sub-committee to organise how we can get feed-back from members, resulting in the first Coffee Morning in April where we got some valuable ideas from members. I regret that Ellen is having to step down this time and her input will be missed.

And that leaves **Sandra Kokocki**. For 9 years Sandra has given her all to Littleborough u3a Committees as

Chair from 2018 til 2021,
Organising endless trips,
Convening endless groups,
Helping at every event
and generally working her socks off!!

Alas, as she has now completed 9 years – the maximum allowed on the committee, Sandra is stepping down this time for a well-earned break.

She has been a tour de force always there with suggestions and practical help and I will really miss her valuable input and experience. Thank you, Sandra.

And finally, I would like to thank you, the members, for making Littleborough u3a such a vibrant, exciting and fun group to be a part of. With your support and your input of ideas I'm sure we will continue to develop, making Littleborough u3a a place to Learn, Laugh and Live!!

S Temperley June 2025

6. TREASURER'S REPORT AND PRESENTATION OF THE ANNUAL ACCOUNTS

Littleborough u3a is a registered charity which holds two bank accounts, a Management Account (for the operation of the organisation) and a Social Account (for the operation of active interest groups).

The financial year is from 1st April **to** 31st March and it banks with Barclays Bank.

We have verified both sets of accounts with our local accountants Latham Costa Ltd, who produced the balance sheets which we have attached to an email issued to all U3A members for the financial year ending on 31st March 2025 sent on the 31st May this year.

In April 2024, the Business Account starting balance was **£5575.38**, during which we prepared for Littleborough's U3A 10th Anniversary celebration which we subsequently refunded all attendees due to the catering set backs, and for April 2025 we have a starting balance **£5658.11**.

Our annual income is mainly from membership subscriptions and small donation requested from members attending the ten speaker meetings held over the year. The AGM and Christmas Social meetings are provided solely from within the charity funds. We currently have 405 members and encouragingly growing.

Our main expenditure over the year comprises of annual fees payable to the u3a national office (a capitation fee of £4 per member for operation of the national u3a, and a license fee of

£1 per member for use of Beacon, which is a secure membership database and communication tool). Not forgetting our U3A website fees. We also have the operation of the monthly members' and committee meetings, and production/distribution of our monthly newsletters.

The Capitation/Beacon fees are paid in arrears based on the number of members at 31st March annually.

The Committee also agreed to purchase a memory bank to maintain a backup of our website.

We use Square, one of several low-cost card payment systems. The fees over the year 2024/2025 was £19.54. This is a small commission taken by Square, which provide excellent transactional and reporting system at no additional cost.

The Square payment system also provides an excellent audit trail for all payments made, which assists when balancing the books after our monthly meetings.

Card payments and bank transfers remain the two favoured options for payment as this reduces the cash in transit, which is the responsibility of the Treasurer.

Over the year, we still have occasions when cash payments have to be taken at a monthly meetings, which we formally account for and pay them into our local post office.

The current Littleborough U3A rates are deemed still reasonable for this financial year but may change if we find a bigger venue to support our increasing number of members.

The cost of operating our u3a is reduced significantly by the time given freely by committee members, interest group co-ordinators and other volunteers such as those offering meet/greet and refreshment services at the monthly meetings.

Members who offer to entertain us at monthly meetings with talks based on their own interests also helps to reduce outgoings. This level of voluntary work on behalf of the charity is at the core of U3A beliefs.

The Social Account comprises funds ring fenced to some of the interest groups that operate within our U3A and is used for income and expenditure relating to any trips or social occasions for which members pay a fee and for which all income is then disbursed into providing the event.

As Treasurer, I manage this ring fenced money on behalf of these groups' convenors, paying room hire and transport invoices, meal deposits, and the like. If an interest group ceases to operate, any residual funds remaining in this account are added to the unallocated funds, in accordance with national u3a policy.

The unallocated funds within the Social Account are used to seed fund new interest groups (for example by underwriting the cost of first meetings or providing refreshments at taster events).

I would like to say a big thank you to our committee members for their support during the year and of course to all our Littleborough U3A members.

Julian Richardson

Copies of the examined accounts, examined by David Costa, local independent accountant, had been circulated prior to the AGM.

Approval of the Examined Accounts –

Proposed by: Marilyn Aldred Seconded by: Mae Chatham

Approved unanimously by a show of hands. There were no abstentions.

7. ACCOUNTS VERIFICATION FOR THE CURRENT YEAR

The treasurer confirmed that the Annual Accounts had been verified by local accountants, Latham Costa. Approval of the continued appointment of Latham Costa as Examiners for the accounts:

Proposed by: Maureen Harrison

Seconded by: Sandra Kokocki

Agreed unanimously by a show of hands. There were no abstentions.

8. COMMITTEE STANDS DOWN AND CHAIR IS TAKEN OVER BY JANICE BRAY WHO READS OUT THE NOMINATIONS FOR CHAIR

At this point the current Committee stood down and Janice Bray took over the Chair. She thanked the Committee on behalf of the Members for all their hard work over the past year.

She then read out the nomination for the role of Chair:

Name - Sue Temperley Proposed by: Janet Taylor Seconded by: Denise Greenall

Carried unanimously

Marilyn Aldred thanked Sue Temperley for her work as chair for this past year.

9. ELECTION OF NEW COMMITTEE

Sue Temperley, once elected as Chairperson, then took back the Chair. The following had been nominated and offered themselves for election:

Vice Chair:

Name – Marilyn Aldred Proposed by: Sylvia Wild Seconded by: Liz Walker

Carried unanimously

Treasurer:

Name – Julian Richardson Proposed by: Russell Bray Seconded by: Anthony Cragg

Carried unanimously

Business Secretary:

Name – Denise Rowley Proposed by: Judith Lees Seconded by: Margaret Upton

Carried unanimously.

The following had been nominated as new Committee members:

Name: Brenda Brown Proposed by: Irene Rankin Seconded by: Elizabeth Walker

Name: Cindy Drinkwater Proposed by: David Cannon Seconded by: Trevor Wrigley

Name: Christine Longhurst Proposed by: Laura Barrett Seconded by: Gill Clark

Name: Jacqui Mellor Proposed by: Ian Douglas Seconded by: Doreen Douglas

Name: Mike Rowley Proposed by: Melanie Goulding Seconded by: Gail Kershaw

Name: Jo Wiggins Proposed by: Dianne Rowell Seconded by: Helen Ward

Name: Barrie Whitehead Proposed by: Pauline Rowe Seconded by: Louise Butterworth

Name: Lynn Wild Proposed by: Pauline Rowe Seconded by: Kate Wolstenholme

As there were no contested posts it was proposed the nominations be considered en bloc.

Agreed unanimously by a show of hands. There were no abstentions.

The above nominees were duly appointed to serve as members of the Littleborough u3a Committee for the year 2025-2026.

The next scheduled AGM will be held on 8th June 2026.
The meeting ended at 2:35 pm