



24 May 2017

**Formal Notice and Agenda of the second Annual General Meeting on
Wednesday 14 June 2017 at 10.00 am**

Venue: Fox Lane Sports and Social Club Fox Lane. Leyland. PR25 1HB

AGENDA

1. Apologies for absence
2. Minutes of meeting from AGM 8 June 2016
3. Chair's report for the year ended 31 March 2017
4. Treasurer's Annual Report and the statement of accounts** for the year ended 31 March 2017
5. Election of officers and committee members

The following remain in post within their current term:

| | |
|------------|----------------|
| Chair: | Edward Almond |
| Secretary: | Pamela Carroll |
| Treasurer | Andrew Vurley |

6. Resolutions proposed by members
No resolutions are proposed by members
7. The Annual General Meeting is formally closed.

The Monthly Social Meeting, including our first bake-off competition, will take place.



THE UNIVERSITY OF THE THIRD AGE

**Minutes of the First Annual General Meeting of Leyland U3A
At Fox Lane Sports & Social Club, Fox Lane. Leyland.PR25 1HB
On Wednesday 8th June 2016 at 10.30am**

Present 51 members, (just under 40% of the membership) attended the meeting.
A list has been retained by the secretary

1. **Apologies for absence** Two members gave apologies to the chair and a further 5 members emailed apologies to the secretary
2. **Chairman's report.** The chairman, Edward Almond, referred to his report on the first year of Leyland U3A, which had been previously made available to members and can be found on <https://u3aleyland.wordpress.com/> He thanked Committee members, Group Coordinators and members for their work and support.
3. **Constitution,** The Constitution of Leyland U3A was approved unanimously by the members and signed on their behalf by the secretary, Pam Carroll
4. The Treasurer', Andy Vurley had previously made available his Annual Report and the statement of accounts for the period from 10 June 2015 to 31 March 2016 ,which can be found on <https://u3aleyland.wordpress.com/>
The financial position is such that
 - Group meeting attendance fees will be reduced to £1 from 1 July, where a venue needs to be hired.
 - No attendance fees will be payable where there are no venue costs.
 - £480 has been set aside for groups to purchase assets
5. There being no other candidates, the Executive Committee Members for 2016/17 are:

Members of Leyland U3A Committee to be appointed 8 June 2016

| | |
|----------------------|------------------------------------|
| Edward Almond | Chairman, Speaker Secretary |
| Teresa Ball | Groups Liaison |
| Ian Barrow | Publicity and Social Media |
| Pam Carroll | Secretary |
| Alan Fairey | Vice Chair |
| Jim Porter | Membership Secretary |
| Roger Taylor | Venue Registrar |
| Janet Thomas | Newsletter editor |
| Andy Vurley | Treasurer |

6. The Annual General Meeting closed at 10.45am

Edward Almond
66 Langdale Rd
Leyland
PR25 3AS
Tele: 01772 432983



Chairmans report 2017

How quickly the year has passed. It has been an eventful period, with progress being made with new groups and members and continuing success and enjoyment being offered by existing groups. I am pleased to say that we had over 130 members at the end of March 2017, as well as a vibrant collection of group activities and I believe our prospects are rosy.

Of course, our success is due to your support in attending monthly meetings, participating in group activities and assisting in many constructive ways. Not everything has gone to plan, but you have rallied round and helped to surmount any problems

The committee have spent the last year trying to improve what we have to offer, to make administration easier and trying to communicate better. Our website is now of exceptional quality and full of information about our activities, as is our regular newsletter. In our task, we have had the assistance of our inspirational and organised group coordinators and I would like to thank them for their efforts.

All the committee members deserve praise for their commitment & hard work and I thank them on your behalf

Finally, have you considered joining our committee? We meet monthly over coffee and biscuits, to discuss everything from Monthly meetings to Leyland Festival. I look forward to welcoming you all in the coming year

Edward Almond
E. Almond
Chairman

17 May 2017

Annual General Meeting – 14th June 2017

Thanks to Pam Carroll for ratifying the accounts and to Colin Holden, independent accountant, for examining the accounts and making recommendations for future returns.

This is our first full year period of accounts since the inaugural meeting in May 2015 so it provides a more meaningful picture of our cash flow. This has been a time of positive consolidation both financially and for group activities.

We now have two bank accounts, our main account and a separate social fund is maintained for monies received/paid for visits & trips. A detailed statement can be requested from the treasurer.

The progress to-date has been reassuring as those members that didn't renew have been replaced by more active members which is heartening. We are also attracting new members outside Leyland but still in the South Ribble area, which could be promising.

The bank balance is very healthy, considering the decision to reduce and even curtail some group subscriptions which has not caused any major financial burden on our funds and may have encouraged more group participation.

Income:

Our total income for the year was £3,626.10 consisting mainly from contributions of Annual Membership Fees, Group Subs and Monthly Meeting fees.

Expenditure:

Our total expenditure for the year was £2,870.78 The main sources of expenditure are room hire costs, a full years capitation and magazine fees to U3A trust and speaker fees.

Forecast:

From a closing net worth of £2,469.61 we are in a very healthy position to secure another full year of all required fees to the U3A Trust, venue costs and encourage introduction of more activity groups. I'm not making any projections for the next twelve months as steady slow growth of members who get involved and volunteer to help others to learn, live and laugh are the bedrock of Leyland U3A, not money. We'll continue to fund start-up of new or dormant groups that encourage all members to participate. Finances will continue to be monitored monthly and controlled in a cost-effective manner to ensure sustainability for new and ongoing groups at affordable venues.

Summary:

Thank you to everyone who has volunteered to help out and especially the committee, who work tirelessly to keep Leyland U3A a happy sustainable venture for it's members. To grow our membership steadily, we need folks to spread the word and be prepared to lend a helping hand in the running of the groups, support co-ordinators and don't be afraid to start a new group, we'll help!

Andy Vurley, Treasurer, Leyland U3A



LEYLAND U3A INCOME & EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2017

| | 2016-2017 | 2015-2016 |
|------------------------------------|------------------------|------------------------|
| | 1/4/16 TO 31/3/17 | 10/6/15 TO 31/3/16 |
| <u>INCOME</u> | | |
| Membership Subs | 1,807.00 | 1,767.50 |
| Monthly Meeting Subs | 676.50 | 534.90 |
| Group Subscriptions | 1,032.10 | 923.75 |
| Fundraising - raffles/tombolas etc | 68.00 | 55.30 |
| Donations - all sources | 42.50 | 250.00 |
| Social fund surplus | 0.00 | 34.50 |
| <u>TOTAL INCOME</u> | <u>3,626.10</u> | <u>3,565.95</u> |
| <u>EXPENDITURE</u> | | |
| Capitation Fees | 455.00 | 173.25 |
| Magazine Fee | 247.30 | 65.12 |
| Room Hire | 1,205.00 | 1,173.50 |
| Speaker Fees | 305.00 | 260.00 |
| Refreshments | 54.46 | 89.92 |
| Stationery, Printing & Postage | 152.10 | 66.00 |
| Advertising | 25.00 | 11.98 |
| Depreciation | 68.47 | 11.89 |
| Catering and social | 208.45 | 0.00 |
| Training costs | 150.00 | 0.00 |
| <u>TOTAL EXPENDITURE</u> | <u>2,870.78</u> | <u>1,851.66</u> |
| Surplus for year | 755.32 | 1,714.29 |



LEYLAND U3A - Balance sheet as at 31/03/17

SUMMARY OF FIXED ASSETS 31.03.17

| | | |
|-----------------------------|---------------|--------------|
| Equipment this period | 236.47 | 48.89 |
| Add equipment previous year | 37.00 | 0.00 |
| Sub total value | 273.47 | 48.89 |
| Less depreciation @ 25% | 68.47 | 11.89 |
| TOTAL Asset worth | 205.00 | 37.00 |

CURRENT ASSETS

| | | |
|-----------------------------|---------|----------|
| Lloyds Bank Current Account | 2247.49 | 1,670.71 |
| Cash Box | 17.12 | 20.00 |
| Social Account (Santander) | | 4.58 |
| | 2264.61 | 1,695.29 |

CURRENT LIABILITIES

| | | |
|------------------|---|-------|
| Social Fund Debt | 0 | 18.00 |
|------------------|---|-------|

| | | |
|-------------------------|---|-------|
| <u>SUB-Total</u> | 0 | 18.00 |
|-------------------------|---|-------|

| | | |
|--------------------------------|-----------------|-----------------|
| <u>TOTAL NET ASSETS</u> | 2,469.61 | 1,714.29 |
|--------------------------------|-----------------|-----------------|

Represented by surplus of income over expenditure

| | | |
|-------------------------|----------|----------|
| Balance at 1 April 2016 | 1,714.29 | 0.00 |
| Surplus for year | 755.32 | 1,714.29 |
| Surplus at 31/3/17 | 2,469.61 | 1,714.29 |

Prepared by: Andy Vurley, Treasurer, Leyland U3A 19/05/2017

Ratified by: Pam Carroll, Secretary, Leyland U3A 20/05/17

Examined by: Colin Holden Independent Examiner 22/05/17



Members of Leyland U3A Committee at 19 May 2017

| | |
|----------------------|------------------------------------|
| Edward Almond | Chairman, Speaker Secretary |
| Teresa Ball | Group Liaison |
| Ian Barrow | Publicity and Social Media |
| Pam Carroll | Secretary |
| Alan Fairey | Vice Chair |
| Dave Hambley | Minutes Secretary |
| Jim Porter | Membership secretary |
| Roger Taylor | Venue Registrar |
| Janet Thomas | Newsletter |
| Andy Vurley | Treasurer |



Committee Nomination Form 2017

Position for which nominated.....

Name of member nominated.....

I understand that if elected to the main committee of Leyland U3A, I shall, under Charity Law, be regarded as a trustee of the said organization.

Tick here if you require a copy of the Charity Commission booklet "The Essential Trustee – What you need to know" []

Signature of nominee

Proposer's name and signature

Seconder's name and signature

NB: It is important that any nominee is personally known to their proposer and seconder. If this is not the case then the nomination shall be deemed to be invalid.

When completed, all nominations should be handed to Edward Almond, Chairman or Pamela Carroll, Secretary at the April or May monthly meetings, or emailed to the Secretary at:—
secretaryleylandU3A@gmail.com