

**Moseley, Kings Heath and District u3a
Annual General Meeting**

**Minutes of the meeting held on Tuesday 10 June 2025 at 14.00
at The Shires Retirement Village, 218 Wake Green Road, Birmingham B13 9PQ**

Committee members present: Carey Baff (chair), Sue Charvis, Ray Tier, Janet Burgess, Liz Rasheed, Ros Napier,

Apologies from the following committee members: Faith Walsh, Mark Sharp, Ken Fisher

The total number of members attending the meeting to vote in person was - 48

The total number of Proxy Votes submitted by members was - 27

1. Apologies from the three committee members noted above were accepted. In addition to the 27 members who had submitted proxy votes, 12 apologies were received from members who had not done so, giving 39 apologies.

2. The Constitution requires participation by 10% of the membership (currently 500) to form a quorum. As the total number of members present or voting by proxy was in excess of that 10%, the Chair declared the meeting to be quorate.

The Minutes of the Previous Meeting and Reports from the Chair, the Treasurer and the Interest Group Coordinator had been circulated with the agenda, together with a list of Resolutions to be voted on.

3. Minutes of the previous AGM on 11 June 2024. A member had submitted one correction, to Appendix C (first paragraph) - Highbury Lodge in Kings Heath is where the Scrabble group meets, not Highbury Court as minuted. Subject to this amendment, the minutes were unanimously agreed. There were no matters arising.

4. Chair's Report (see Appendix A) was accepted without any questions being raised

5. Treasurer's Report (see Appendix B). A question was raised about our level of reserves. In line with national u3a guidance, our u3a keeps reserves equivalent to 6 months running costs to enable it to continue in the event of loss of funds. No other questions were raised and the report was accepted.

5. Interest Group Coordinator's Report (see Appendix C) was accepted without any questions being raised

6. Resolutions

Resolution 1 - *The AGM authorises the Executive Committee to appoint an independent examiner of Accounts for the 2025/26 financial year.*

All votes were in favour. Resolution 1 was therefore passed

Resolution 2 - *The AGM authorises the Executive Committee to decide an appropriate membership fee for the year 2026/27.*

All votes were in favour. Resolution 2 was therefore passed

Resolution 3 - *The AGM approves the proposed Trustees to serve on the Committee, as follows:*

Officers

<i>Carey Baff</i>	<i>Chair</i>
<i>Mark Sharp</i>	<i>Vice Chair</i>
<i>Sue Charvis</i>	<i>Treasurer</i>
<i>Ray Tier</i>	<i>Secretary</i>

Non-Officers

<i>Rosalind Napier</i>	<i>Interest Groups Coordinator</i>
<i>Elizabeth Rasheed</i>	<i>Interest Groups Coordinator</i>
<i>Kenneth Fisher</i>	<i>Communications Secretary</i>
<i>Jude Kearns</i>	<i>Membership Secretary</i>
<i>Sylvia Butler</i>	<i>Speaker Secretary</i>

The Chair explained that nominations had been duly received from Jude Kearns and Sylvia Butler after AGM papers had been sent out to members and therefore did not appear in those papers

The constitution allows up to three people to be co-opted to the committee during the course of the year, subject to an overall maximum of eleven committee members. Members were encouraged to apply to assist with the running of the u3a.

The Committee recommends that the membership accept the nominees listed above.

All votes were in favour. Resolution 3 was therefore passed

7. Any Other Business

The Chair thanked retiring committee members, Faith Walsh as Membership Secretary and Janet Burgess as Social Secretary, for their outstanding contributions to the successful running of the u3a during their terms in office. Presentations were made to thank them for their efforts.

No other business was raised and the meeting was formally closed.

Appendix A Chair's Report by Carey Baff

I write this as I complete my first year as Chair, following Ray Tier who had served us very well for 3 years, bringing us out of the Covid restrictions to continue being a vibrant U3A. Our membership numbers have stayed about level for a few years, but I'm pleased to say increased at the beginning of this year.

In taking up the role of Chair I have been well supported by a strong committee, with some established members joined by new ones following last year's AGM. Faith Walsh, our Membership Secretary and Janet Burgess, Speaker Secretary, are standing down from the Committee this year after serving 3 years in their roles, the maximum period for people to act as Trustees permitted under our constitution. They have both been excellent and leave strong foundations for successors to take up the reins. We are looking for volunteers to do this, if you think you could help just get in touch with them, or with any member of our committee who can put you in touch.

I am very pleased that Ray Tier has remained on the committee, now as our Business Secretary, and of course Ken Fisher, as Communications Secretary, puts together the newsletter and gets out to you. Mark Sharp joined the committee last year as Vice Chair and has taken responsibility for coordinating our reviews and adoption of policies and procedures, clearly having the excellent eye for detail needed. Sue Charvis took on the position as Treasurer during the year and has kept our finances in very good shape, while maintaining the subscription at the same level for the third year. Liz Rashid and Ros Napier also joined the committee as Interest Group Co-Ordinators (and more on that below).

Beyond our own u3a we continue to be members of the South Birmingham Network, with Kings Norton and Harborne & Edgbaston branches. Ray Tier represents us on this. Together we hosted a visit from Iain Cassidy, the new CEO of u3a nationally, and our 2 Council Representatives, Jean Jackson and Rob Rowberry. This was well attended by members of our branch, and not only Committee members, but others too.

It has been a pleasure to be our Chair. I have met more members, and a great bunch you are! We have almost 60 groups, many of which are full but with other members wanting to join, so we really could do with some new groups, and volunteers to lead them: Interest Group Leaders are the true bedrock of our u3a. I know it may sound daunting to some, but it doesn't need to be! As IGL for General History I do no more than facilitate the group, we have many very knowledgeable and committed members who lead sessions, so all I need to do is keep the diary. I understand that many of you have other commitments, but for others I think it's just the confidence in themselves to be an Interest Group Leader (or facilitator) which is needed. So, if you think you could give it a go, either building on an existing group, or on a seed of interest you have, we'd be very pleased to hear from you. Initially you should contact Liz Rashid or Ros Napier, our Interest Group Coordinators, who will offer excellent guidance and support to you along the way.

Thank you for electing me last year, I hope to continue serving you, it has been my pleasure.

Appendix B Treasurer's Report from Sue Charvis

The year referred to is the financial year 1st April to 31st March. Our accounts for the year ending 31 March 2025 were finalised for the committee meeting in April and will be sent for audit as soon as possible. Unfortunately due to the transition to a new treasurer, it is unlikely that they will be available for the AGM but I will report the outcome in the newsletter. I would like to thank Helena Mandleberg in anticipation for giving her time to do this for us.

You may remember that I gave a summary of the projected figures for the end of the year in the February newsletter. Please find below updated figures. Please feel free to ask if you would like any more information.

The table below details our income and expenditure for 2024- 2025.

SUMMARY

Income		Expenditure		Balance income/spend
Subscriptions	9,466	Monthly meetings, speakers, refreshments	2,798.81	
GMC's	6,884.91	Interest group venue hire	7,171	
		Interest Group Expenses	85	
		National u3a dues	4,063.69	
Gift Aid	1,750.40	Printing, postage, stationary	475.95	
Miscellaneous	178.98	Bank charges	266.71	
		Committee expenses	482.25	
		Miscellaneous	91.28	
Total	18,280.29		15,434.69	2,845.60

INCOME

Our income is mainly from member subscriptions and Gift Aid. We are pleased that we can keep our subscription the same in the coming year, membership numbers seem to have been consistent over recent years.

Gift Aid added an additional £1,750 this year. This is less than last year when we were able to claim back for the previous four years. This is a positive addition to the budget and our reserves and if existing members were to sign up for the first time, we would be able to claim back four years for them.

Group Meeting Costs (GMC's) which members of interest groups pay towards venue costs, also count as income. These are dealt with separately below.

SPEND

Our highest costs are payments to National u3a, covering insurance, website licences, support, training, advice and guidance, and the Third Age Trust magazine and this year accounted for 43% of our subscription income.

Overall, just over a further third of our subscription income funds member activities in our branch, monthly meetings, supporting room hire costs for groups which meet in paid for venues and printing and postage (mainly newsletters).

Other expenses are room hire for committee meetings, a gift for our auditor and cards sent to members which amounted to just over £482. Our bank and PayPal charges were almost £300.

VENUE COSTS

These are room hire charges for groups which need to meet in paid for venues. HMRC will not allow a Gift Aid claim if more than 25% of subscription income is used for venue costs for Interest Groups. However, limiting our spend on this area not only enables us to claim but also recognises that fewer than 40% of our members benefit from these subsidies. Nonetheless we wish to continue supporting groups which meet in paid for venues and allow up to 25% of our subscription income for this, I am pleased to say that we were well within this requirement.

Hire of rooms at the Friends Meeting House in Kings Heath has risen but only by a small affordable amount. The Shires have kindly offered to keep costs the same for small room hire this coming year but costs for the monthly meetings venue and refreshments at that meeting have risen slightly.

WHERE WE ARE NOW AND GOING FORWARD

Overall last year, our income exceeded expenditure by £2,845.60, of which £1,750 was from Gift Aid. Our income will always primarily be from subscriptions and we cannot expect more than a similar amount from Gift Aid in coming years.

When we set our budget each year in January, we cannot be sure what our subscription income will be. Our commitments, however - National u3a dues, monthly meetings and support for Interest Groups, remain the same each year. Our reserves serve to sustain our u3a and we have been advised that we should have at least half our annual costs in reserve.

Appendix C. Interest Group Coordinator's Report for AGM June from Ros Napier and Liz Rasheed

This first year in the role has been interesting and at times challenging for us and we are both glad we are sharing the role.

There are 59 active groups. In some group members lead different sessions, and the group leader is primarily an administrator while in others the group leader plans and delivers all the sessions, alongside doing the administrative role, and for some the group leader role is shared. All versions work well, although there is a risk that groups in which the group leader does everything could stop if the leader is for some reason unavailable. This has happened in a couple of groups this year. As interest group co-ordinators we have visited a few groups where the group leader has needed to give up the role and no one was volunteering to take it on. We have assisted by discussing the role of group leader with the group, and together we found solutions which have enabled it to continue running.

We also offer support to individual group leaders who may be unsure how to access or manage Beacon to keep group information up to date. This is usually done in the group leader's home where they can use their own equipment and ask questions relevant to their needs. This has been very successful, and feedback has been very positive. The offer of support to group leaders is available on an ongoing basis. We continue to field enquiries from members of the public, identify where there are vacancies in groups and support group leaders in ensuring that the public website, which is not linked to Beacon, says the same thing as Beacon.

Links with South Birmingham Network have been maintained, with members from Kings Norton and Harborne/Edgbaston joining some groups.

Issues explored and events held

September 2024 we clarified the issue of copyright and advised groups how they can share resources within the law.

November 5th 2024 a meeting for all group leaders was held at the Shires. 22 people attended, with apologies from many who could not make the session. We introduced ourselves and outlined the aims of the session which were to establish a support network for GLs, to answer any queries, and note any we could not answer for further clarification. Group leaders were able to meet each other and share ideas. Feedback was constructive and largely positive. We will hold another such meeting in the autumn.

11 March 2025 we held a showcase event at The Shires for groups to share what they do. Over 100 people attended it, including non-members, and as a result some joined MKHU3A and groups. Lively performances by the Ukulele group added to the ambience.

21 May 2025 – the Would-be Writer's group were chosen to be the group visited by Iain Cassidy the new CEO of the Third Age Trust. Despite being a little nervous, the group carried on with their usual structure of each taking turns to read their short piece and receive

comments from others in the group. Iain took part and seemed very interested in the pieces written.

As we come to the end of our first year in the role, we would like to thank people for being so supportive. We were both new to the committee, and did not really know what to expect but found the support of Anne, the outgoing group co-ordinator, and the rest of the committee so helpful that we would urge anyone to volunteer for the committee. It's fun!