

Minutes of the Annual General Meeting

Thursday 1st May 2025 10:00am

Holme Hale Village Hall, School Road, Holme Hale, IP25 7DP

In accordance with Paragraph 5.1 of the Constitution

1. Welcome

Pam Ratty, the Vice Chair welcomed those present and thanked them for attending. 82 members were present, which was well over the 20% of members required for a quorum.

2. Apologies for absence

Apologies from David and Valerie Hardman, Hazel Warken, Helen and Barry Raphael and Julia Lemagnen were received by email. David Moncaster sent verbal apologies.

3. Approval of Minutes of the AGM held on Thursday 4th May 2023

The Minutes had been sent in advance to all members. They were Proposed by Nikki Smith and Seconded by Cherry Cunningham. They were approved unanimously.

4. Chairman's Report and Acting Chair's Report

This was presented by Pam Ratty, Acting Chair. The Chair and Acting Chair's reports were sent out in advance of the AGM and were displayed on a notice board in Holme Hale Village Hall as well as being part of a Power Point. The joint Chairman's Report consisted of a Valedictory Report by the outgoing Chair, David Moncaster, due to his ill health retirement, and an addendum Report by Pam Ratty, Acting Chair, to cover January - April.

David Moncaster commented on the improved team working skills during his tenure. He mentioned the work of Pam Ratty as Vice Chair, her research for the role of Safeguarding Officer as well as her continued commitment leading the Garden Visits group with Nikki Smith.

He also mentioned the work of Laurene and David Henderson for their work on Barclays Bank changes, Charity Commission and National u3a Office and implementation and administration of Beacon, which will transform communication with members.

Jan Hayes-Griffin was praised for her Strategic Next Steps document and co-operation with Dereham u3a on the Jolly Days out joint initiative. Jan and Laurene were mentioned for their work on u3a policies.

Pat Weir, as Groups Co-ordinator was commended for her diligence and work with various groups and Group Co-ordinators.

Ann Barber, Jane Hammans (committee members), Tim Shearcroft (Independent Examiner), Michael Buttolph (Chair of Holme Hale Village Hall) and Francesca Shearcroft were all mentioned in David Moncaster's report for their co-operation and help in running the u3a events smoothly.

The Acting Chair's Report thanked David for his leadership over the last seven years and thanked the committee for their willingness to adapt to changing circumstances, due to Chairman's illness and resignation. She expressed her willingness to work alongside the new Chair.

Approval of the joint Chairman's report was proposed by Francesca Shearcroft and seconded by Jeffery Ayling. It was approved unanimously.

Following this, Sue Moncaster was invited to receive flowers as a token of thanks by the Swaffham & District's committee and membership, for David Moncaster's hard work and service until his resignation.

5. Treasurer's Annual Accounts: Financial Year ended 31st March 2025

These were presented by David Henderson, Treasurer. The Accounts and Independent Examination Certificate had been circulated to members prior to the meeting and were displayed on a board at Holme Hale Village Hall but were repeated 'on screen' for review purposes. The Treasurer invited questions but there were none. Adoption of the Accounts was Proposed by Ann Barber and Seconded by Jan Hayes-Griffin. The accounts were unanimously approved.

6. Appointment of Independent Examiner

David Henderson asked the quorate membership, on behalf of the committee, to re-appoint Tim Shearcroft as Independent Examiner of Accounts for a further year. This motion was proposed by Pam Ruddy and Seconded by Jane Hammans. It was unanimously approved.

7. Election of Officers and Committee Members

Laurene Henderson, Secretary introduced the following Motion: w.e.f from 1.4. 2026

- the joining fee for new members shall be increased from £12 to £ 14
- the renewal fee for existing members shall be increased from £10 to £12
- the joining fee for new associate members shall be increased from £8 to £10
- the renewal fee for an associate member shall be increased from £6 to £8

A Power Point presentation explained the need for the increase in the light of increased costs - both now and in the future - for rents, capitation fees, Beacon fees, printing, etc The Power Point showed a comparison of Swaffham & District's charges with other Norfolk u3as showing us to be the cheapest. The motion was proposed by David Henderson and seconded by Nikki Smith. It was carried with a majority; there were no votes against.

8. Election of Officers and Committee Members:

The Secretary read out the nominations that she had received, as follows:

Chairman – Jan Hayes-Griffin (Proposed/Seconded by Gary Fuller/Maureen Fuller)

Vice-Chair – Pam Ruddy (Proposed/Seconded by Joy Heaven/Ann Barber)

Secretary – Laurene Henderson (Proposed/Seconded by Tim Shakesby/Kathy Shakesby)

Treasurer – David Henderson (Proposed/Seconded by Kathy Shakesby/ Tim Shakesby)

Committee Members –

Jan Hayes-Griffin Programme Secretary (Proposed/Seconded by Garry Fuller/ Maureen Fuller)

Pat Weir Groups Co-ordinator (Proposed/Seconded by John Mills/Bernard Linsell)

Jane Hammans Committee Member (Proposed/Seconded by Ann Barber/Jan Hayes-Griffin)

The election of Swaffham & District u3a **Officers** was approved unanimously.

The election of Swaffham & District u3a Committee Members was approved unanimously.

9. Any Other Business:

Laurene Henderson mentioned the new Website <https://swaffham.u3asite.uk/>

A written query from Sue Ovenden about the two bank accounts existence had been answered – it was for historical reasons due to a bequest.