Princes Risborough and District u3a
Annual General Meeting – Draft minutes
Tuesday 14th October 2025 at 14:30
St Mary's Church. Princes Risborough

Present
Maggie Forbes - Social Secretary and Co-chair presiding
Joe Needham - Co-chair presiding
Stephen Cooper – Treasurer and Communications Officer
Peggy Peckham - Secretary
Ann Banbury - Group Leader Coordinator
Elspeth Banks - Membership Secretary
Mary Garbett – Minutes Secretary
Vacancy - Speaker Secretary

and 65 members

Joe Needham welcomed everyone to the AGM.

Apologies for absence

Angela Adlam, Margaret Dennis, Alison Sapsed, Ellis and Anne Artus, Vicky Brown, Carl Etholen, Sheila Clark, Clive and Gail Walters and Carol Bennett.

1. **Minutes of the AGM held on 8th October 2024**

These had previously been circulated to the members. There were no abstentions or objections. Acceptance of the minutes was proposed by Elspeth Banks and seconded by Malcolm Peckham. The minutes were approved by a show of hands and will be placed in the Cloud.

2. **Co-Chairs Report**

Joe spoke about the work he's been doing to represent Princes Risborough and District u3a in the wider u3a world, particularly with the Thames Valley Network (TVN) section of the South East Region. TVN holds quarterly meetings for representatives of all 49 u3as in its area, primarily Bucks, Berks and Oxfordshire. The February meeting was held via zoom and included a discussion on communication within the u3a organisation, from the TAT to local u3as and how to best raise local u3a issues with the TAT where appropriate.

The May meeting included the TVN AGM with the Chair's report, the Treasurer's report and Annual Accounts and the election of officers and Committee members. David Morton from Reading is the new Chair and Rod Ellis from Thame is now Treasurer. David's report stated that unlike the National and Regional u3a organisations the networks, such as the TVN, have no formal status within the u3a world but act as a link between local u3as and the Regions. One of the problems is the size of the organisations, the South East Region is the largest and the TVN is much larger than other network groups.

Joe was unable to attend the July meeting but the minutes show that there was further discussion of the communications issues raised in February. David Morton pointed out that the size of the TVN meant that it wasn't feasible for his to visit each u3a within the TVN to explain the ideas being developed.

It's important to remember that we're part of a National organisation and without this link may local activities could not function. The fees paid to TAT on behalf of all our members enable TAT to arrange for insurance cover, essential for the hire of sports facilities for example. TAT have developed a range of polices which govern the way a local u3a is run and some premises require evidence that such policies are in place. TAT can be seen as an inverted pyramid, without TAT at the base, supporting regions and local networks then local u3as can't support the local u3a groups and events which u3a members participate in.

The TVN also organise Zoom events for members of all the u3as in the network, details of these are provided to members with details of how to join. There is also a list of all the groups in each u3a in TVN, and if a particular interest isn't covered by a group in our u3a you can seek to attend a group in a nearby u3a if there are vacancies in that group.

Maggie then spoke about our u3a and said that she was happy to be the lone chair for the coming year as Joe takes on the role of Treasurer, subject to members approval of course. She will also remain as Social Secretary. Maggie asked members to forgive her as she is not firing on all cylinders with her life having been thrown upside down recently but that she will aim to do her best for us all.

Maggie then moved onto what has been happening over the last year. We now have around 600 members and the groups are going well. We have a good selection of activities to get involved in including: Antiques and collectables, several language groups, sports, physical and outdoor activities, gardening, books, card games, history, travel, photography, psychology singing and textiles. Maggie gave a huge thank you to all the group leaders for all their hard work. She also thanked the members as what would we be and what would we have without you all. The answer is basically nothing.

During the year we held a Christmas party, complete with lots of food, drink and fun, two sessions of CPR training with 28 people trained, the return of the Dung Beatles in May, and a Leaders barbeque held on a beautiful summer afternoon in the gorgeous gardens of the Methodist Church.

Attendance at our monthly meetings is lower than we would hope, despite having some very interesting speakers. It would be useful to have feedback from those who do attend but particularly from those who don't. Is there a better format than a speaker and refreshments? Some u3as get good attendance rates with some simply being coffee mornings. We'd love to hear what you think.

So what can we look forward to in the year ahead? Princes Risborough u3a will be 25 years old in 2026 and we're planning a celebration so if you have ideas let us know and come and help.

Maggie thanked her co-chair Joe for being an excellent partner to work with and wished him all the best in his new role as Treasurer. She went on to thank Stephen for all his work as Treasurer as he comes to the end of his three year tenure and for continuing as Communications Officer. She then thanked the committee members for their contributions, and particularly for their support over the last two months, and introduced them to the members present at the meeting.

Maggie went on to thank the web team, Mary, Sally and Richard and offered her gratitude to Jackie for producing the monthly diary sheet. She also announced that we have a newly formed promotions group, Angela, Martin and Jill and wished them good luck.

She then thanked Joyce and John who sit at the back of the Church and do all the techy audio visual stuff for us, and John's not even a member!

Finally, Maggie thanked Clive Walters who has bravely agreed to join the Committee as an ordinary member before giving a huge thank you to Maggie Wooster-Keyte who has stepped down as speaker secretary and left the committee after several years. Maggie then presented Maggie W-K with a plant as a thank you gift.

3. **Treasurer's Report**

The AGM meeting marks the end of Stephen Cooper's statutory three years as a treasurer of Risorough u3a. Stephen said that being in the committee of the u3a is a remarkably rewarding position as you have the opportunity to see

the different ways that group leaders run their groups, the arrivals and departures from the organisation and the hard work that is put in by the committee to maintain our u3a.

He went on to say that his personal circumstances have changed dramatically since October 2022 when he took on the role in slightly unusual circumstances. He hoped that he had left everything in place for a simple transition for the incoming Treasurer.

Stephen offered his thanks to all the committee, group leaders and membership secretary for their support over the last three years.

3.1 Summary of Income and Expenditure

On Tuesday October 11th 2022 I took over as treasurer of Risborough u3a.

The organisation had thrived through Covid, changed its constitution to ensure a vibrant and lively committee without senior posts being occupied by the same people and updated use of technology by introducing multi user systems.

Many of the membership will not appreciate the work that is carried out by the Committee on their behalf as they drink tea or coffee whilst listening to music, playing bridge, meeting other friends or going for a walk.

The u3a is a completely voluntary organisation with all the committee, group leaders and anyone that assists being unpaid.

With nearly 600 (six hundred) members there will always be issues that require individual attention. Keeping those to a minimum makes the job of the treasurer and the rest of the committee possible.

This is my final treasurer's report for Risborough u3a so here goes.

In 2022 I proposed that the annual membership fee should be reduced from £15.00 per year to £10.00 per year. This proposal was accepted at the AGM of 2023 for the subsequent years.

The aim of the reduction in the fees is to reduce the balance of the u3a bank account which had been allowed to grow to in excess of £15,000. The Charities Commission recommend that a charity retains no more funds than 3 (three) months running expenses. In the case of our u3a this is probably less that £2000.00

The figures for 2024 – 25 c/f 2023 – 24 are:

General Account Income 2024 - 2025		
	2024 - 25	2023 - 24
Membership Fees - Current Year	£4365.00	£4780.00
Membership Fees – Previous Year	£913.00	£1801.00
Gift Aid	£732.66	£1154.58
Group Transactions	£13794.68	£16184.49
Totals	£19805.34**	£23920.07

In addition to the funds held in the General Account the groups held a total of £3440.79 at the end of 2023 – 24 and £3535.61* at the end of 2024 – 25.

*This figure is not completely accurate as there is still one group that has not given its figures for the period from end of February, 2025 to end of August, 2025.

**The total income includes a figure of £130.00 which was deposited into the General account on 28th August, 2025 but it has not been possible to find out where the funds came from despite emailing every member of Risborough u3a.

3.2 Expenditure

General Account Expenditure 2024 - 2025		
	2024 - 25	2023 - 24
Hall Hire	900.00	875.00
Speaker Fees + AGM costs	1324.17	1733.29
Capitation Fee	2344.00	2200.00
Beacon (Membership software) Charge	581.00	560.00
Third Age Matters	1510.56	1395.08
Administration – inc Website	813.88	1793.32
Group Transactions	16346.04	16216.06
Totals	23819.65	24772.75

Ann Banbury proposed that the accounts be accepted and this was seconded by Jackie Hungerford. There was a large show of hands accepting the 24/25 accounts.

4. **Membership Secretary's Report for AGM: 14th October 2025**

The months since our last AGM in 2024 seem to have sped past and on the Membership front, everything has followed the usual routine, with new members joining us each month and others departing – some through having moved away from the area, others feeling that their time with u3a is over due to health reasons or sadly, because they have passed away.

Just lately, most of my emails from members have been on account of our annual period of subscription renewal, although with a few yet to hear from, that time is not quite up. We try to get as many subscriptions as possible sorted by 1st September, the start of our own 'New Year' and therefore in plenty time before our AGM. As usual, thanks to all who helped us in renewing by that date and please be assured that it is greatly appreciated.

It has to be added that a few late payments were received from members who sounded slightly irate that their spouse/partner had not renewed their subscription on their behalf, at the same time as renewing their own – a memo perhaps for joint members next year!

Treasurer Stephen Cooper and I have exchanged frequent emails, sometimes when we have new members, but even more so during subscription renewal and as he leaves that post, I would like to thank him for all the help he has given me, as Membership Secretary.

Membership facts and figures (remembering the year has constant arrivals/departures):

	September 2024 - August 2025	Previous year 2023-24
Members at the start of the u3a year	582	544
Members joining throughout the year	64	90
Members on 1st August, the start of the renewal period	603	585

Members on 2nd September, just after the start of the u3a 'New Year' *	578 *includes 17 Associate Members	582
Members not yet heard from at the time of the AGM as to whether renewing/resigning	22	43

5. **Any other Reports**

No other reports were presented.

6. **Election of Committee Members for 2025/26**

Proposed committee members for 2025 / 2026:

Name	**Position**	**Proposed by**	**Seconded by**
Maggie Forbes	Chair and Social Secretary	Jill Spencer	Jane Bradshaw
Mary Garbett	Vice Chair	Geoff Hungerford	Maggie Wooster-Keyte
Joe Needham	Treasurer	Stephen Cooper	Jackie Hungerford
Stephen Cooper	Communications Secretary	Jill Seels	Susan Atkinson
Peggy Peckham	Secretary	Jill Seels	Susan Atkinson
Elspeth Banks	Membership Secretary	Jill Seels	Susan Atkinson
Ann Banbury	Group Leader Co-ordinator	Jill Seels	Susan Atkinson
Vacancy	Speaker Secretary		
Mary Garbett	Minutes Secretary	Jill Seels	Susan Atkinson
Jill Spencer	Ordinary Member	Stephen Cooper	Elspeth Banks
Clive Walters	Ordinary Member	Stephen Cooper	Elspeth Banks

Each proposal was accepted by a show of hands from the members.

We currently have a vacancy for Speaker Secretary.

7. **A.O.B.**

Michael George raised the issue of our 25th Anniversary next year and how we celebrate it. He suggested that the Wade Centre be used so we can use the external space as well.

8. Date and time of next AGM

Tuesday 13th October 2026 at 2.30 pm.

Members than enjoyed some social time together and cheese and wine were served.