



## **NOTICE OF ANNUAL GENERAL MEETING**

**The Annual General Meeting of Bognor Regis u3a  
will take place on Thursday April 22<sup>nd</sup> at 10.00 am  
via ZOOM**

This pack contains:

- Agenda
- Draft Minutes
- Resolutions
- Motion/Question Proposal Form
- Committee Nomination Form
- Voting and Proxy Vote

This pack is also available on the Bognor Regis u3a website [bognorregisu3a.co.uk](http://bognorregisu3a.co.uk) in the Members' Area.



## AGENDA FOR ANNUAL GENERAL MEETING 2021

Notice is hereby given that the AGM of Bognor Regis u3a is to be held via ZOOM on Thursday 22<sup>nd</sup> 2021.

1. **Apologies** for absence
2. **Resolution 1:** To accept the Minutes of the previous AGM held on Thursday 25<sup>th</sup> April 2019
3. **Chair's Report**
4. **Resolution 2:** To accept the amendment to include clause 16 allowing on-line and hybrid meetings
5. **Treasurer's Report**
6. **Resolution 3:** To approve the Annual Accounts for 2019/2020 and 2020/21 as previously distributed and posted on the BRu3a website
7. **Resolution 4:** To allow the committee to appoint the examiner for the account's year ending March 31st 2022
8. **Resolution 5:** To approve the reduction in annual membership for the year 22/23 as follows:
  - £10 for Bru3a membership
  - £6.50 for associated membership
9. **Groups' Co-ordinator Report**
10. The current committee will stand down and Iain Palôt will continue to chair as ZOOM host
11. **Resolution 6:** To elect en bloc all nominated Committee Members for the year 21/22
12. Any pre-registered motions/questions arising from members
13. Close of AGM
14. Talk by Steve Allot

**BOGNOR REGIS U3A**

**MINUTES OF THE AGM HELD ON 25<sup>TH</sup> APRIL 2019**

**AT ST MARY'S CENTRE FELPHAM AT 10.30 am**

The Chair, Iain Palôt, welcomed 84 members and thanked them for their support of the AGM

1. **Apologies** for absence: Alan Walker, Tammy Fells, Val Curtis and Dee Yorke-Halstead (Committee), Jill Wellman (Support Team), list attached of members apologies.
2. **Proposal:** to accept the Minutes of the previous AGM held on 26<sup>th</sup> April 2018  
Proposed: I.Hall                      Seconded: M.Callow      **AGREED**
3. Report: **Chair – See attached report**
4. Report: **Treasurer**  
  
Annual figures reported. As stated at last years AGM, due to confirmed changes in HMRC and Charity Commission reporting requirements, the accounts now reflect total income and expenditure, including Trips, Theatre etc. Overall these events equalise out financially. Groups were again encouraged to review general equipment and submit requests for purchases in accordance with Bognor U3A guidelines
5. **Proposal:** to accept the Financial Statement as presented by the Treasurer  
Proposed: A.Wolforth                      Seconded: M.Callow      **AGREED**
6. **Proposal:** to allow the committee to appoint the examiner for the accounts year  
Ending 31<sup>st</sup> March 2020  
Proposed: S.White                      Seconded: B.Warwick      **AGREED**
7. Report: **Group Co-ordinator – See attached report**
8. The current committee stood down and Dennis Lindsell took over as Chair of the meeting.
9. **Proposal:** to elect en-bloc the following:  
Iain Palôt, Lilian Richardson, Marilyn Paton, Dee Yorke-Hasted, Tammy Fells,  
Alan Walker, Paul Barry, Colin McCulloch, Val Curtis  
Proposed: B.Page                      Seconded: S.White      **AGREED**
10. No pre-submitted questions or proposals

Meeting finished at 11.15 am

Signed:

Date:

2019

## Resolution 2

### 16. ONLINE AND HYBRID GENERAL MEETINGS

- i. A general meeting (whether an annual general meeting or a special general meeting) may be held that allows attendance in person or by suitable electronic means agreed by the trustees in which each participant may communicate with all the other participants either directly or through the Chair. Where the trustees determine that a general meeting is to be held using electronic means pursuant to clause 14 and 15, such determination shall be set out in the notice of general meeting sent to members, together with details of how a member may participate in such meeting.
- ii. Where the committee determines that a general meeting is to be held by electronic means only such determination shall be set out in the notice of general meeting sent to members, along with an explanation of the exceptional circumstances which require the general meeting to be held by electronic means only.

For the purposes of this clause “exceptional circumstances” means circumstances which in the reasonable opinion of the committee render it impossible to hold an effective general meeting in person or by a combination of meeting in person and through electronic means.

- iii. Where a general meeting is to be held in person, the trustees may if they deem it appropriate set out a procedure in the notice of meeting which allows members to attend electronically if they so wish, and in such circumstances both members physically present in person and members present by electronic means will be considered present in person and will count towards the quorum for the relevant meeting.
- iv. If the meeting is to be held solely by electronic means pursuant to clause 14 and 15, the place of the meeting shall be deemed to be the charity's registered office address.
- v. Proceedings at a general meeting held by electronic means pursuant to clause 17, or a physical meeting at which procedures are put in place to allow members to attend electronically pursuant to clause 16 iii, will not be invalidated due to technical issues which prohibit members from joining such meeting electronically, so long as a sufficient number of members to form a quorum under clause 17 iv is able to join the meeting successfully.
- vi. Voting by proxy: A member may appoint a proxy to attend a general meeting and vote on his or her behalf in accordance with clause 16 viii.
- vii. Voting by electronic balloting: Where a meeting is to be held by electronic means, or where procedures are put in place to allow members to join a physical meeting by electronic means, the trustees may put in place an electronic balloting mechanism to allow members present at the meeting by electronic means to vote as if they were present in person. Where such a voting mechanism is to be used for a meeting, the notice of meeting will set this out.
- viii. 1. Proxies may only be validly appointed by notice in writing (a Proxy Notice) which:
  - (a) states the name and address of the member appointing the proxy;

- (b) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
- (c) is signed by the member appointing the proxy, or is authenticated in such manner as the trustees may determine; and
- (d) is delivered to the charity in accordance with clause 17 i.

2. The trustees may from time to time determine the form in which Proxy Notices should be submitted to the charity in advance of any general meeting.

- ix. Online Trustees' meetings A trustees' meeting or a meeting of a committee of the trustees may be held in person or by suitable electronic means agreed by the trustees or the members of the committee (as the case may be) in which each participant may communicate with all the other participants.

### **Resolution 3 \*\***

Due to BRu3a year-end being 31<sup>st</sup> March 2021, the financial reports will be available after this date and prior to 9<sup>th</sup> April 2021