



**MINUTES OF THE NINTH ANNUAL GENERAL MEETING HELD ON MONDAY 25<sup>TH</sup> JUNE  
2018 AT 2.30pm AT THE SEVENOAKS COMMUNITY CENTRE**

1. The meeting was declared quorate. 135 members were present which represented more than 20% of the membership.
2. Apologies for absence: Pat Crocker, Angela Findlay
3. After the chairman had stated the minutes of the Seventh Annual General Meeting held on Monday 26<sup>th</sup> September 2017 were a true record, acceptance of the minutes was proposed by Pamela Gilchrist and seconded by Anna McMillan and agreed by the members by a show of hands.

**4. The Trustees' Report**

The chairman stated that the trustees' report had been circulated to members with the May Newsletter. She reported that membership was now 452 (447 in 2017). Carol Oakley has successfully installed the Beacon Management Systems, which has several benefits:

It has improved the efficiency, recording and management of members' information and enabled us to implement the new general data protection regulations. Members now have the option to pay their subscriptions through Pay Pal and so far over 40 have done so. Carol Oakley and Rose Bates have transferred our website to a different hosting company which, it is hoped, members find more user friendly and easy to navigate. We now distribute our newsletter via e-mail, saving on postage costs and in line with other U3As in Kent.

Our coffee mornings have successfully transferred to the Bricklayers Arms in Chipstead.

The chairman thanked all the members who had contributed to the successful running of Knole and I wished the new committee every success.

Acceptance of the trustees' report was proposed by Simon McIntyre, seconded by Rosie Claxton and agreed by the members present by a show of hands.

**5. The Treasurer's Report**

The treasurer presented his financial report for the year ending 31<sup>st</sup> March 2018 and approval of annual subscriptions for the current year. This had already been circulated to members. He reminded members that these accounts are prepared on a receipts and payments basis, as is appropriate for a charity of our size. He drew members' attention to one small error in his report under Receipts and Payments where he made reference to a note in relation to gift aid recovery. He had deleted the "notes" from the summary report, as it was felt unnecessary.

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He outlined to members the main points in his report, highlighting the increased cost of printing the newsletter now it is in colour, the equipment purchased in the year and the background to the way depreciation of Knole assets are calculated. He reminded members that a list of all the equipment is on the members' area of the website.

He explained that extramural funds were not part of the Receipts and Payments Account as members' subscriptions could not be used for social activities. Extramural funds are used for outings and the Christmas party. He stated that a working balance was required for the extramural account so we can cover losses on future activities.

He reported that the trustees had agreed that the reserves were sufficient to meet our forecast needs and he endorsed this view.

He thanked Lionel Parks for his work as independent examiner.

Acceptance of the treasurer's report was proposed by Rodney Dawson and seconded by Delma Moore.

The approval of the accounts and agreement to retaining the subscription at its current level was proposed by Sharon Willmore and seconded by Andrew Dunk. The members gave their approval by a show of hands.

### **6. Election of Officers**

Magda Sweetland was elected as chairman, there being no other nominations.

Alan Heyes was elected as vice chairman, there being no other nominations.

Pene Stambollouian was elected as secretary.

She was proposed by Pam Gilchriest and seconded by Pat Jones

The members gave their approval by a show of hands.

### **7. Election of non-officers**

Nominations have been received for Carol Oakley and Stewart John Armstrong who are standing for re-election as non-officers.

The members gave their approval by a show of hands.

I would like your approval to accept non-officer nominations from the floor. If nominations exceed 4, we have put into place arrangements for a ballot, complete with ballot slips and box.

Acceptance of non-officers nominations

Name: Christine Walls

Proposer John Stambollouian, seconder Peter Smith

Name: Delma Moore

Proposer Lesley Tibbitts, seconder Sue Simmons

Name: Lesley Allum Jolly

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Proposer Sylvia Tillotson, seconder Sandy Hull

Name: Janet Willcox

Proposer Lesley Allum Jolly, seconder Trevor Coley

The members gave their approval by a show of hands

8. Appointment of Independent Examiner  
Lionel Parks has examined our accounts

As recommended by the Charity Commission an independent examiner, not a member of Knole, will be appointed by the committee later.

9. Any Other Business  
Special resolution to change the charitable purposes clause:

In accordance with guidelines from the Charity Commission, to change the charitable purposes clause in the constitution of Knole U3A to:

*The advancement of education and, in particular, the education of older people and those who are retired from full time work by all means, including associated activities conducive to learning and personal development.*

117 members raised their hands in approval

There were no members against

1 member abstained

**Resolution carried**

The formal meeting closed at 2.30 and was followed by a talk by Jaqueline Aviolet.