



# **NOTICE OF ANNUAL GENERAL MEETING**

**The Annual General Meeting of Arun West u3a will take place on Thursday 4<sup>th</sup> June 2026 at 10.30am at St Mary's Centre, Grassmere Close, Felpham PO22 7NU**

This pack contains:

- Agenda
- Draft Minutes
- Motion/Question Proposal Form
- Committee Nomination Form
- Voting and Proxy Vote
  
- Receipts and payments accounts

**This pack is also available on the Arun West website at <https://arunwest.u3asite.uk/membership/> in the members area**



## AGENDA FOR ANNUAL GENERAL MEETING 2026

Notice is hereby given that the AGM of Arun West u3a is to be held at St Mary's Centre, Felpham on Thursday 4<sup>th</sup> June at 10.30am (doors open at 10.15am).

1. **Apologies** for absence
2. **Resolution 1:** To accept the Minutes of the previous AGM held on Thursday 1st May 2025
3. **Chair's Report**
4. **Treasurer's Report**
5. **Resolution 2:** To approve the Annual Accounts for 2025/2026 as previously distributed and posted on the Arun West u3a website.
6. **Resolution 3:** To allow the committee to appoint the examiner for the account's year ending March 31st, 2027
7. **Groups' Co-ordinator Report**
8. The current committee will stand down and Jean Inwood will continue to chair
9. **Resolution 4:** To elect all nominated Committee Members for the year 2026/2027
10. **Resolution 5:** To approve the level of subscriptions for 2027/2028.
11. Any pre-registered motions/questions arising from members
12. Any Other Business
13. Close Meeting

# **Draft Minutes of Arun West AGM, held on Thursday May 1<sup>st</sup> 2025 at 10.30 at St Mary's Centre , Felpham PO22 7NU**

## **Present**

88 members of the branch, including eight members of the Executive Committee. The meeting was, therefore, comfortably quorate. The Secretary retains a register of those in attendance

## **Apologies for Absence**

45 members, including one committee member had offered their formal apologies for absence.

The Chair welcomed everyone to the AGM and introduced members of the committee who had served up to this date. She observed that papers relating to the formal conduct of the AGM had been published on the website and that hard copies were available in the hall.

## **2. Minutes of AGM held on May 9<sup>th</sup>,2024**

These had been previously published in draft form.

### **Resolution 1 Adoption of minutes**

A formal motion to approve was proposed and seconded from the floor and was passed unanimously, without abstention.

## **3. Chair's report**

Jean Inwood spoke warmly of the hard work undertaken by members of the executive committee and the Events Team. She thanked the group leaders who are the backbone of Arun West. She paid tribute to Mary Curd and Neil Clark who were standing down after many years of service to the organisation. Both were then presented with gifts in recognition of that service.

The membership of Arun West currently stands at 336; Jean acknowledged the sterling work of Teresa Gess and Tracy Williams in maintaining records, communicating with the membership and undertaking the painstaking renewals process.

The twice monthly coffee mornings in Felpham and Barnham had consistently been well attended and thoroughly appreciated. Peter Bartlam's enthusiasm in producing and running the quizzes was highlighted, as was the huge contribution made by Gaida Parsons to the success of the sales tables, which had resulted in over £1300 being raised for this year's charities, the RNLI and Vulnerable Families.

The Events Team had devised an extensive and varied programme, including a memorable trip to Bletchley Park, a cruise around Chichester Harbour, quiz evenings, cheese and wine tastings, cream teas and Christmas parties.

A small, but active, committee of four had organised ten monthly talks, which had also been well supported by members.

Jean emphasised just how much activity is available through the continued dedication of the executive committee and the other smaller teams. She urged the wider membership, represented by those attending this AGM, to consider serving the organisation in a formal capacity before announcing that Mike McKrill, our Treasurer and Jean herself would be standing down at the end of this meeting, though she would be willing to stay on as Vice Chair.

#### **4. Treasurer's Report**

Mike McKrill was unable to attend but his fully audited financial report had been published on the website.

Total income for the year ending on February 28<sup>th</sup>, 2025 was £12,999 while expenditure had been £11,821, resulting in a modest surplus of £1,178. This year's Gift Aid of £572 had been received in March from HMRC. The 2024 AGM had given permission to the committee modestly to increase annual fees, which will give us a valuable cushion for 2025-26. As a result of the sound financial position, we will be able further to enhance and expand the membership experience over the coming year.

There were no questions from the floor.

#### **Resolution 2**

To approve the annual accounts for 2024-25

The motion to adopt was proposed by Geoff Pearson and seconded by Mavis Burton.

The motion was approved unanimously.

#### **Resolution 3**

To allow the committee to appoint an examiner of accounts for year ending March 2025

Proposed Glyn White

Seconded Tracy Williams

The motion was passed unanimously.

#### **7. Group Co-ordinator's Report**

Brenda Swift firstly thanked her predecessor in the role, Mary Curd. She reported that 25 groups were currently active and that several new groups had been created during the year. Cinema and Games groups were particularly well represented, whilst Art and Modern Languages required re-invigoration. Brenda appealed for more members to consider becoming group leaders to widen and strengthen our offer.

A full list of active groups may be found on the website.

#### **8. Appointment of Executive Committee 2025-26**

Jean announced that the entire committee would now formally stand down. Those willing to serve again would be voted for en bloc. She announced that written nominations for the posts of Chair, Vice Chair and Secretary had been received, proposed and seconded.

Chair	Peter Bartlam	Proposed	Jean Inwood	Seconded	Mary Curd
Vice Chair	Jean Inwood	Proposed	Tracy Williams	Seconded	Brenda Swift
Secretary	Stephanie Brown	Proposed	Tracy Williams	Seconded	Teresa Gess

#### **Resolution 4 Appointment of committee**

The motion to appoint the committee was passed, nem con

Peter Bartlam now took over the chair and warmly thanked Jean for her past and continuing service to Arun West U3A.

#### **Resolution 5 To approve the level of subscription for 2026-27**

The Committee recommended that the annual fee be increased from £10 to £12. The fee had stood at £10 for 4 years and the committee was anxious to secure financial stability for 2026-27. The Chair reminded the meeting that the U3A wanted us all to “Learn, Laugh and Live” The motion to adopt was proposed by Tracy Williams and seconded by Angela Keight. It was passed unanimously, with no comments from the floor.

#### **11. Pre-registered motions**

The Secretary (Neil Clark) advised that none had been received by 24<sup>th</sup> April.

#### **12. AOB**

There being no other business the meeting closed at 11.01.



## AGM MOTION/QUESTION PROPOSAL FORM

If you would like to propose a motion or raise a question at the AGM to be held on **Thursday 4<sup>th</sup> June 2026** please complete the form below with the motion itself, your name and membership number as the proposer and the name and membership number of the seconder.

In order that the motion can be included in the final Agenda, the form can be emailed to the Secretary and must arrive by **5pm Thursday 28<sup>th</sup> May 2026**

Motions/questions can only be proposed and seconded by current members of Arun West u3a who must both sign below.

Motion/Question

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Proposed by:	Membership No:
Signature of Proposer:	
Seconded by:	Membership No:
Signature of Seconder:	

Please return this proposal form to the Secretary:

Steph Brown to arrive by 5pm on **Thursday 28<sup>th</sup> May 2026** Email:  
[sec2025.arunwestu3a@gmail.com](mailto:sec2025.arunwestu3a@gmail.com)



## NOMINATION FOR COMMITTEE MEMBERS

Each year at the AGM the whole committee retires. The nominees to the committee are elected by the membership at the AGM. In order for voting to take place nominations should be sent to the Secretary of Arun West u3a not less than 7 days prior to the AGM.

If there are more nominations than positions to fill, an election will be held at the AGM, the result of which will take effect immediately. Please note that all members of the committee are volunteers, and it is important that all members of the committee have access to computer and email facilities

In order to be an elected member of the committee the nominee must:

- Be a fully paid-up member of Arun West u3a
- Have one proposer and one seconder who are fully paid-up members of Arun West u3a and are not current members of the committee
- Sign the form to show consent to the nomination

I the undersigned am willing to stand for election to the Arun West u3a committee at the Annual General Meeting on **Thursday 4<sup>th</sup> June 2026**.

Name:	Membership No:
Signature:	
Proposed by:	Membership No:
Signature:	
Seconded by:	Membership No:
Signature:	

Please return this proposal form to the Secretary: Steph Brown, 7 Ivy Close, Westergate, PO20 3RF to arrive by **5pm Thursday 28<sup>th</sup> May 2026**.

*Email: [sec2025.arunwestu3a@gmail.com](mailto:sec2025.arunwestu3a@gmail.com)*



## AGM VOTING FORM

You can vote online via the Membership Area on the website or by post, or at the AGM.

**Please note you can only vote once.** Paper copies will be sent to our members who are unable to access the internet. Please return your voting form (either post or via email) by **5pm Thursday 28<sup>th</sup> May 2026** to the AWu3a secretary: Steph Brown 7 Ivy Close, Westergate, PO20 3RF Email: [sec2025.arunwestu3a@gmail.com](mailto:sec2025.arunwestu3a@gmail.com)

### Member Registration Details

<b>Name:</b>	<b>Membership Number:</b>
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**Please cast your vote for resolutions 1 – 5 or alternatively nominate a proxy as set out below.**

### Proxy Nomination Details

A voting member may appoint the Chairman of the meeting or another AWu3a member (being a member entitled to vote in their own right) to act as their proxy at the Annual General Meeting of Arun West u3a to be held on **Thursday 4<sup>th</sup> June 2026** and at any adjournment thereof.

If you would prefer not to appoint the Chairman of the meeting, please enter the name and membership number of the member you are appointing as your proxy:

<input type="checkbox"/> <b>Chairman of the meeting</b>	
<input type="checkbox"/> <b>AWu3a Member Name:</b>	<b>Membership Number:</b>

### Proxy Voting Options

I hereby authorise my proxy to vote on the proposed Resolutions at their discretion and as they consider to be in the best interests of Arun West u3a. I also authorise my proxy to vote in the same manner on any Resolutions which may arise on the day, of which formal notice has not been received. OR

My proxy is hereby authorised to vote on my behalf as follows on the proposed resolution. I understand that should any Resolutions arise on the day, of which formal notice has not been received my proxy shall vote at their discretion and in the best interests of Arun West u3a



## Member Registration Details

<b>Name:</b>	<b>Membership Number:</b>
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## Resolutions

Resolution	Description	For	Against	Abstain
Resolution 1	<b>Annual General Meeting Minutes 2025</b> To accept the minutes of the Annual General Meeting held on Thursday 1st May 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution 2	<b>Annual Accounts 2025/2026</b> To approve the Annual Accounts for 2025/26 as previously distributed and posted on the AWu3a website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution 3	<b>Examiner</b> To allow the committee to appoint the examiner for the account's year ending March 31st 2027	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution 4	<b>Committee Members</b> To elect all nominated Committee Members for the year 2026/2027	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution 5	<b>Level of subscriptions</b> To approve the level of subscriptions 2027/2028	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Remember you can only vote once - by post, or email, or at the AGM.**

Please return this voting form to the Secretary: Steph Brown by **5pm Thursday 28<sup>th</sup> May 2026** at 7 Ivy Close, Westergate, PO20 3RF. Email: [sec2025.arunwestu3a@gmail.com](mailto:sec2025.arunwestu3a@gmail.com)