



Sheffield

Links 197: June 2020



Is it over yet?

Annual General Meeting Issue

Contact Us

Our website is at: www.su3a.org.uk

Here you will find all the latest news and information about SU3A, including items that do not appear in *Links*.

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***Links* no. 198 October 2020**

Last date for copy is 27 August 2020

All news and correspondence to the Editor:
email: linkssu3a.org.uk

Remember the contributors' copy code:

Early, Literate, Accurate and Emailed

The *Links* Team is not responsible for the content of any articles. Any queries please contact the author of the article. We are sorry if we have had to cut articles or carry them over to the next edition, due to insufficient space.

From the Chair

I feel like I'm 16 again... Petrol is cheap, I can't legally buy a drink in a pub and I'm grounded. That's the Covid-19 effect.

Home is spring cleaned and freshly decorated, but no one to visit, gardens immaculate but no one to see it, queueing outside the supermarket to do your weekly shop, encouraged to wear masks going into your bank... what strange times we are living in.

Naturally, the lockdown has affected all our lives in ways it would have been difficult to imagine just three or four months ago. Shielding, self-isolating, social distancing are now part of our everyday vocabulary. But how has it affected our U3A, members and groups?

As I look back over the last few months, I am delighted at how our U3A has responded. Through January and February things continued as usual. Since then, unfortunately, some groups have had to stop their activities. However, a large number are continuing to partake and meet using newfound skills of teleconferencing with Skype, WhatsApp, Zoom, Facetime or other systems.

If your group could work using any of the above platforms, ask your co-ordinator to see if it would be possible. Also, this is a great time to expand your skill set by learning a pastime... perhaps a new language, reading appreciation, art or any of those listed in *Links*.

I hope, as the restrictions are eased, that more groups can resume their activities but ensuring social distancing is clearly observed.

Due to Covid-19, we are experiencing difficulties in producing and distributing *Links*. The June issue has been sent electronically to everyone with an email address. We have printed out sufficient to go to the 200-300 members who have not got an email address. Future issues may only be electronic versions until our printers and the Universities return to normal working. Copies of *Links* can also be found on our website at www.su3a.org.uk

Lectures are continuing with up to 200 members joining the video talk. These have been recorded and will go on our website for a short period and are available to all with internet access. Well worth watching. To register, you need to visit our membership site Wild Apricot, <https://su3a.wildapricot.org> and click on Events. The details of the lecture can be found there. Follow the instructions to register. Details of our upcoming lectures and of how to register and attend can be found on the Online Lectures page on our website: <http://su3a.org.uk/online-lectures/>. You should be aware that we have now set registration for online lectures to open automatically on the Tuesday for the Friday lectures and on Monday for the one Thursday lecture.

Some of our members are sewing scrubs for the NHS, others have volunteered to be available as NHS Volunteer Responders. Others are talking more to their neighbours and helping with the shopping.

The restrictions are affecting our ability to hold our normal AGM, so for this year we are holding a virtual AGM using the Zoom online system. For advice on how to attend the AGM online see the notice on **page 5** or on the website. All the relevant documentation is prepared and is available online and in this issue of *Links*.

I hope that a vaccine or effective treatment is found soon, so that life can return to normal or at least to the 'new normal'. In the meantime, stay safe, stay alert, stay 2 metres apart and should you need any help, please ask!

Brian Cave

Links Publication Dates 2020

Publication		Copy Deadline
August 2020	Open Groups Supp	1 July 2020
October 2020		27 August 2020
December 2020		23 October 2020

ANNUAL GENERAL MEETING 2020

Given the current situation it has been decided that the AGM on 15 July 2020 will be virtual and held using Zoom. (Members without email will receive the papers by post.)

To attend the AGM:

1. Between 8 July and 14 July go to our membership site (<https://su3a.wildapricot.org/>) and log in.
2. Click on **Events**, click on the **AGM** and register for the event. (Registration will open on 8 July). You will then receive an email.
3. This email, confirming your registration, will include details of how to access the meeting, that is the link, **Zoom ID** and **password**.
4. Join the Zoom meeting between 10:00 am and 10:15 am on 15 July 2020.

Members in the same household should register for the AGM separately.

Voting at the AGM will be managed using the polling device available on Zoom. Please note that only one person can vote from a given device so if two people from the same household need to vote they should use separate devices to attend the meeting.

If you need help on downloading Zoom then guidance notes are on the SU3A website.

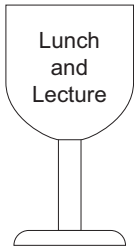
An email, reminding members to register will be sent out on **8 July**.

NEWS

New Members Meeting

To all Sheffield U3A Members who joined after November 2019.

The New Members Meeting which you would have been invited to attend on 22nd April was cancelled due to social distancing, in connection with Covid-19. This meeting cannot be rescheduled until all social distancing has been removed. We would still like to welcome all new members to U3A Sheffield in the usual way but ask for your patience in these difficult times. We are happy for anyone who has not been able to attend one of our bi-annual welcome meetings to join in. Please email the secretary on annaharvey1954@gmail.com for an invitation, when the time comes.



Lunch and Lecture

Due to the ongoing pandemic, our Lunch and Lecture in May was cancelled. The event has now been rescheduled to take place on 23rd October 2020 at The Doubletree by Hilton Hotel, with the same speaker. As all menu choices have been made, we hope to persuade the hotel to provide the meal for the same price. Unfortunately, due to the lockdown, we are currently unable to refund members who are unable to attend in October. This will be taken care of as soon as we are able. We thank you for your patience.

Barbara Hutton / Sue Connelly / Martin Harvey

For the latest news about SU3A groups and events, members should look at the website su3a.org.uk

Computer Tips



Computer Maintenance

This article is about a few things that you can do yourself to help keep your computer running smoothly. It assumes you are using a computer with a Windows operating system.

Tidying up your files

You can keep your computer running a bit more smoothly if you regularly carry out some 'tidying up'. This article is about some straightforward processes that you can carry out.

Empty the recycle bin - Somewhere on your desktop - that is the screen you see when you first log in to your computer after switching on - there is an icon representing a waste-paper basket. This is the 'Recycle Bin'. If you cannot see it enter 'Recycle Bin' into the search box at the bottom left of your screen. If you right click on the icon you will see a menu including 'Empty Recycle Bin'. Before you do this, be aware that the files deleted will not be recoverable. Normally when you delete a file it is transferred to the recycle bin. It is recoverable from there - you open the bin - this is a folder/directory similar to others - find the file, select it, right click on it and choose 'Restore' from the menu. Once deleted from the recycle bin it is not normally recoverable.

Disk Clean-up - You can find this app by typing 'Disk Clean-up' into the search box. (On operating systems earlier than Windows 10 it may be in the list found when clicking on the Windows icon at the bottom left of the screen). This will remove unnecessary files, that have accumulated while doing updates etc., from your computer.

Defragmentation - Files etc. can be stored in bits in various places in the computer memory. Defragmentation is the process of tidying this up and putting files together in one place. On Windows 10 this is done automatically in the background at regular intervals, but before then, had to be done manually. It is worth doing as it will make your machine more efficient. It can be slow, however, particularly if not done for a while. Even if it is done automatically on your machine it is worth looking at the settings to see when and how often it is done.

Security

There are various security issues associated with computers. The generic term for software that is designed to cause damage to computer software is malware. This comes in various forms such as viruses, trojans and spyware. Many have some ability to replicate themselves and spread into previously uninfected software. Windows has included Windows Defender (Windows Defender Antivirus in Windows 10) which is designed to protect against malware. There are other (both free and paid for) anti-virus programs out there. Whether to use another free one or buy one is a matter of personal preference and, to some extent, what you use your computer for. It is almost certainly a good idea to investigate the options using a search engine. If you use your computer for banking, your bank may provide suitable security software and will certainly provide advice.

Backing Up - You have just finished the latest chapter of your book and have saved it on your computer. Something happens, maybe a burglary, maybe an electrical surge and your computer packs up. Maybe the file is recoverable maybe it is not. If you back up your key files you will have one less thing to worry about! These days you can back up in the 'cloud' that is on servers somewhere else in the world. A fair amount of space is offered for free on these (for example, One Drive, Google Drive, BT Cloud). If you don't wish to use one of these you can provide back up space yourself. Options include an external hard drive, your own personal 'cloud' and dvds, etc. Whatever you choose should be easy to use - so that you do it regularly rather than leaving it until later!

Zoom security

Many Groups are using Zoom and other video conferencing systems. Zoom, in particular, is the subject of various security issues. One issue is 'zoom-bombing' where a meeting is gate-crashed by someone who posts pornography on the user's screens.

Zoom themselves have tightened things up a lot in recent weeks and it is worth visiting <https://zoom.us/docs/en-us/privacy-and-security.html> to see what the latest advice is. Other less well-known video conferencing systems may have similar issues and if you use them it is worth checking out what measures you can take to prevent problems.



REMEMBER NEXT LINKS COPY DEADLINE!

***Links Open Groups Supplement
Copy Deadline 1 July 2020***

Shared Learning & Research Projects: The Story Catcher Project



South Yorkshire Housing Association (SYHA) asked for volunteers to assist in a unique research project to interview and record the experiences of members of community-based programmes aimed at combatting loneliness and isolation in the over 50s in Sheffield. The programmes were funded by a seven-year National Lottery award and were administered

by Age Better. There was a total of seven volunteers, including us SU3A members Samina Aslam and Martin Harvey, and collectively we were the “Story Catchers”.

Projects: The leaders of small community projects such as the creation of a tuneless music choir, a “chair bound” exercise class, and a social café were interviewed 2-3 times over a period of time to “catch” their stories: The reasons why they created their project, what support they had, how they felt and the outcomes.

Training: Sheffield Hallam University provided comprehensive training in interview and research techniques as well as the ethical demands of being involved in such a project. We were also trained in how to use recording equipment.

The Interviews: Working in teams of two, Story Catchers recorded the experience of those involved whose stories were then transcribed. After each round of interviews Story Catchers met with the research team led by Dr S Peck, SYHA, to discuss the interviews, review the data and plan the next interviews.

Presentation of Findings: A gathering of all the nationwide stakeholders, including the lottery clients and interviewees was held in February 2020 to present the published report - “All the stories we never would have heard”.



Conclusion: Participants’ involvement in their projects was overwhelmingly positive in helping with their confidence and well-being. The study showed the importance of friendship and social networks for older people as well as the barriers that have to be overcome.



Dr Peck (left), SU3A members Martin Harvey and Samina Aslam with fellow Story Catchers



SHEFFIELD

NOTICE OF THE THIRTY-FOURTH ANNUAL GENERAL MEETING

The 34th Annual General Meeting of the U3A Sheffield will be held at 10.15am on Wednesday 15th July 2020 via Zoom

Only current 2020 members may attend and vote at the AGM. The final agenda for the AGM and 2019 minutes are published in this edition of *Links*. Members wishing to raise business under clause 14(ii) of the Constitution (see below) should have notified the Secretary, in writing, by 19th April 2020, as advertised in April *Links*, so that it could have been included in the final agenda.

Clause 14 (ii) reads *“Every Annual General Meeting shall be called by the Executive Committee. This formal notice, shall give at least 21 days’ notice of the Annual General Meeting to all the members of U3A Sheffield. The notice shall specify that the meeting is the Annual General Meeting and shall set out the business of the meeting, including resolutions to be proposed...”*

There will also be the opportunity for informal discussion (see agenda item 9) but no decisions can be made on these items at the AGM.

There are 4 vacancies on the Executive Committee. The Committee meets bi-monthly, usually on the first Thursday of the month.

Nominations for election to the Committee should be made on the form on **page 25** and should reach the Secretary no later than 15 June 2020.

Anna Harvey
Secretary



SHEFFIELD

**THE THIRTY-FOURTH ANNUAL GENERAL MEETING
OF THE U3A SHEFFIELD HELD AT 10.15AM ON
WEDNESDAY 15TH JULY 2020 VIA ZOOM**

A G E N D A

- 1 Apologies for absence
- 2 Minutes of the 33rd Annual General Meeting
- 3 Chair's Annual Report
- 4 Review and Approval of the Accounts
- 5 Approval of Appointment of the Independent Examiner
- 6 EC Members Stepping Down
- 7 Approval of Elections to the Committee
- 8 Re-election of the Committee of existing serving members
- 9 Any Other Business (brought up informally but no decision can be taken at the meeting)
- 10 Closing remarks by the Chair

SHEFFIELD U3A

Minutes of the 33rd Annual General Meeting held on 9 July 2019 at the Central United Reform Church, Sheffield

Present: Around 135 members, with Brian Cave in the Chair

1. Apologies for Absence

Stuart Bloom, Margaret Bullivant, Rita Carr, Clare Chiba, Brian Clark, Shirley Clay, Pamela De-Rock, John Dixon, Jenny Emby, Wendy Eyre, Christopher Goldthorpe, Michael Granville, Josie Hall, Sheila Harris, David Haigh, Ron Jarman, Susan Kelly, Margaret Langrish, Irene Lees, John Lees, Diana Lightfoot, Ron Linton, Brenda Long, Rosemary Newall, Philip Long, Jonathon Powell Wiffen, Tina Powell Wiffen, Janey Raine, Clare Ryan, Pat Ryan, Elizabeth Turner, Denise West, Val Wiley, Shad Woolgrave, John Wragg.

2. Minutes of the 32nd AGM

The minutes of the AGM held on 10 July 2018 (previously circulated) were agreed as a correct record by a show of hands, with two abstentions and no objections. Subject to the following correction:

3. *Under “Executive Committee Members Stepping Down” the second line be amended to read “...Chris Carter on the Deaf Awareness Group...”, instead of Chris Cave.*

4. Acting Chair’s Annual Report

The Annual Report had been published in the June 2019 edition of *Links* and on the website. The Chair said Sheffield U3A was the largest in the country and very successful. It now had nearly 3,400 members and over 200 groups. He thanked all those who played a part in creating this success but particularly Chris Jones and the other members of the Executive Committee, for dealing with recent challenges around governance. He also thanked Stephanie Dixon, who was stepping down as a General Co-ordinator, for all her hard work in the role. No questions were raised.

5. Treasurer's Report

The 2018 Accounts, along with the Independent Examiner's Report, had been published in the June edition of *Links*. Chris Jones confirmed that in line with current governance arrangements the 2018 Accounts did not include any income and expenditure related to Sheffield U3A's groups. All groups were Special Interest Groups under Charity Commission guidance and therefore excluded from SU3A's accounts.

He confirmed the points he had made in respect of the 2017 Accounts were still relevant and there were three areas he wished to highlight for the 2018 Accounts.

Firstly, Sheffield U3A still had a significant cash surplus. After taking into account 2019 subscriptions paid at the end of 2018, the cash surplus was c.£34,000 for the year, which was slightly less than the c.£35,000 in 2017. On this basis the £8 subscription level would be maintained for the time being, with the aim of ensuring that six months' worth of expenditure was retained as an appropriate level of reserves.

Secondly, although there had been a slight loss of c.£4,000 in 2018, with income of c.£40,000 and expenditure of c.£44,000, this was still below the agreed budget of c.£45,000. Chris Jones said the cost of the new Independent Examiner had not been included in the budget but it was important to have professional validation of the detailed accounts. Thirdly, the income for 2019 would be lower than for 2018 because of the reduced subscription rate and increased payments to the Third Age Trust. Chris Jones said a significant portion of the subscription fee went to TAT and the cost of *Links* had increased. As a result, the deficit in 2019 was estimated to increase to around £16,000.

No questions were raised. Chris Cave proposed that the 2018 Accounts be accepted and this was seconded by Ruth Clifford. They were accepted unanimously. Peter Reed proposed that Fawthrop Williams be reappointed as the Independent Examiner for the 2019 Accounts and this was seconded by Chris Cave. Fawthrop Williams were reappointed unanimously.

6. Amendments to the Constitution

The Chair said these had been published in the June 2019 edition of *Links* as part of the AGM Agenda. He reminded Members of the proposed changes:

i) To remain in line with Third Age Trust, YAHR and other U3As it is proposed to increase the period a person may be a non-officer member of the Executive Committee from three (3) to six (6) consecutive years in office.

ii) To ensure the Executive Committee has a continuous influx of new members and ideas, it is proposed to add a new clause to read as follows:

Notwithstanding clauses 7.iv, 7.vi and 7.vii(b), no person may serve on the Executive Committee, in any capacity, for longer than a maximum of twelve (12) years.

Members accepted the first change with 3 voting against and 1 abstention.

Members accepted the second change with 4 voting against and 2 abstentions.

The amendments will come into force subject to approval by the Third Age Trust.

7. Executive Committee Members Stepping Down

The Chair confirmed that no members were stepping down.

a. Elections to the Executive Committee

i) Brian Cave formally stood down as the Acting Chair for Sheffield U3A, creating a vacant post. He confirmed that he was standing as Chair for one year to ensure continuity in dealing with the governance issues, which hopefully would be resolved over the next year. His was the only nomination.

Chair: Brian Cave

Proposed: Jenny Emby

Seconded: Tony Hobson

For: 135

Against: 0

Abstentions: 0

Brian Cave was appointed as Chair unanimously.

ii) **Vice Chairs:** There were two vacant posts, with the following people standing for election:

Sarah Williamson

Proposed: Phil Scott

Seconded: Shelagh Woolliscroft

For: 135

Against: 0

Abstentions: 0

Jenny Graaf

Proposed: Barbara Dygnas

Seconded: Samina Aslam

For: 135

Against: 0

Abstentions: 0

Sarah Williamson and Jenny Graaf were appointed as Vice Chairs unanimously.

8. Re-election to the Executive Committee of Existing Serving Members

The following Members were eligible for re-election:

Maggie Bower - *Links* Editor

Richard Cooper - General Member

Anna Harvey - Secretary

Camilla Jordan - IT Member

Chris Jones - Treasurer

Barbara Lowe - General Member

Wendy Woodhouse - Volunteer Co-ordinator

These Members were re-elected unanimously to the Executive Committee.

Any Other Business (Brought up informally but no decision could be made at the meeting)

i) In response to complaints from Members without a photocopier, Val Wiley had provided a written request asking if the application form for visits in *Links* could be altered. This would ensure that information about a visit was not lost through being on the reverse of the application form itself. The Chair said this would be considered to see if changes could be made.

ii) Ann Marples said the previous Chair had been elected unopposed and he had no previous experience in an official role for U3A. She asked if the Executive Committee was doing anything to try and avoid a similar situation occurring again. The Chair said work was underway to introduce a more robust selection process, which involved building up a pool of people with an understanding of how U3A operated and who could be called on to fill vacancies.

ii) Chris Cave thanked the Executive Committee for all their recent work in dealing with a challenging situation. He thanked Brian Cave, in particular, for taking on the role of Acting Chair at a difficult time. He also thanked all the co-ordinators and volunteers for ensuring Sheffield U3A worked so well.

The Chair thanked everyone for attending and closed the AGM.

Chair's Annual Report for the 2020 AGM

Sheffield U3A is a charity that continues to uphold the principles of the Third Age Trust. That is “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”. We achieve this by supporting our members and bringing like-minded members together to form groups to participate in their chosen activity.

Sheffield U3A's membership dropped by 44 members during the year to 3335. The number of groups grew by 26 during the year and is currently 227, with more being advertised in the *Links* magazine. We are still the largest of the 1060 U3As in the country.

This has been a year of two halves, the latter being dominated by Covid-19. This has meant the cessation of all group meetings. However, many groups have embraced technology to enable them to continue their meetings from their homes. This includes teleconferencing, and other social media platforms. Our lectures continue on a weekly basis via Zoom.

During the year we instigated the monthly e-newsletter which has been well received and gives members the opportunity to partake in activities and research programmes, that previously would not have been advertised. Members who have not signed up to receive copies can do so by logging on to their members' page and ticking the relevant box.

We continue to maintain contact with the Third Age Trust and the Yorkshire and Humberside Regional office. We attended both of their AGMs.

During 2019 we adopted the Trusts Risk Assessment and Safe Guarding Policies based on guidelines and templates from National Office as well as updating the groups on key points.

Volunteers play a vital part in ensuring the smooth operation of our U3A. The Executive Committee (EC) thank them for their efforts. However, as is typical with this sort of organisation, we can always do with more.

Remember we are a self-help organisation and all we ask is a couple of hours a month of your time. It is quite rewarding, enjoyable and satisfying to make a difference by helping out.

The EC has renewed its lease on Room 50 in the Victoria Methodist Hall. Access is via Chapel Walk in the centre of the City. The room seats 12 and has mashing (Yorkshire for making Tea/coffee) facilities. The cost remains at £10 per morning or afternoon session. This is closed until the Covid-19 restrictions are lifted to allow its use again.

The Drop-In monthly sessions continue to play an important role. Apart from the opportunity for a tea/coffee and biscuit it provides a meeting facility for new groups to meet, look at the notice board to see what's going on not just within Sheffield U3A but also in our city, to learn more about opportunities available within our organisation, and a chance for you to meet members from the EC. There is also the PC and mobile clinic, which hopefully will be able to answer any of the questions your grandchildren cannot answer. The monthly Drop-In has been cancelled until the Covid-19 restrictions are lifted.

Our members continue to offer themselves to help in various research programmes run by our two universities. They welcome our involvement that has been going on since 1986. Looking to the future, we hope to continue working closely with the Universities with our members helping with their research programmes.

I believe social distancing will be with us in some form or other for many months, or at least until a vaccine or viable treatment is found. This means that some groups may not be able to start up when some of the restrictions are eased. But with careful planning and a will to succeed groups should be able to find a way to function. Your EC will be looking at ways to achieve this.

Finally, I would like to thank my fellow EC members for all their help and hard work in managing the effective operation of our U3A during these difficult times.

Brian Cave
Chair
May 2020

Independent Examiner's Report to the Members of The Sheffield University of the Third Age

I have reviewed the income and expenditure account for the year ended 31 December 2019 and the balance sheet as at that date and report as follows:

Respective Responsibilities of the Executive Committee and the Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention

1. which gives me cause to believe that, in any material respect, the accounting records were not kept in accordance with section 130 of the Charities Act; or the accounts did not accord with the accounting records; or the accounts did not comply with the accounting requirements of the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.
2. which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: Fawthrop Williams
Sheffield

20 April 2020

SHEFFIELD U3A
Registered Charity 703147
BALANCE SHEET AT 31 DECEMBER 2019

	2019 £	2018 £
<u>Fixed assets</u>		
Cost	10,457	10,457
Accumulated depreciation	9,719	7,646
Net book value	738	2,811
<u>Current assets</u>		
Debtors & prepayments	6,884	8,611
Cash on deposit	27,832	37,055
Cash in hand & at bank	25,880	25,328
	60,596	70,994
<u>Current liabilities</u>		
Creditors and accruals	28,139	28,104
<u>Net current assets</u>	32,457	42,890
<u>Total net assets</u>	33,195	45,701
<u>Represented by</u>		
Accumulated funds at 1 January	45,701	49,811
(Deficit) for the year	- 12,506	- 4,110
	33,195	45,701

Accounting policies

- 1 The accounts are prepared under the historical cost convention and on an accruals basis.
- 2 Fixed assets are written off in equal instalments over their expected useful life.
- 3 Stock is valued at the lower of cost and net realisable value.
- 4 The Committee consider that individual groups are special interest groups not undertaking charitable activities and as a consequence, in accordance with the Charity Commission's guidelines, their accounts are not included in these accounts.

Brian Cave
Chair

Chris Jones
Treasurer

20th February 2020

SHEFFIELD U3A

Registered charity 703147

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2019

	2019				2018		2020	
	Actual		Budget		Actual		Budget	
	£	Per member	£	Per member	£	Per member	£	Per member
INCOME								
Subscriptions	27,400	7.96	27,200	8.00	32,634	10.00	34,000	10.00
Gift aid	4,495	1.31	4,760	1.40	6,255	1.92	5,525	1.63
Interest	277	0.08	125	0.04	167	0.05	150	0.04
Room 50 lets	1,242	0.36	1,230	0.36	1,080	0.33	1,240	0.36
Donations & sundry	8	0.00	-	-	-	-	-	-
Total	33,422	9.71	33,315	9.80	40,136	12.30	40,915	12.03
EXPENDITURE								
External								
National Affiliation fee	11,640	3.38	12,075	3.55	11,788	3.62	12,075	3.55
U3A news	5,934	1.72	5,940	1.75	4,938	1.51	7,100	2.09
National AGM	686	0.20	750	0.22	373	0.11	750	0.22
Regional meetings	-	-	180	0.05	-	-	180	0.05
YAHR event	33	0.01	-	-	78	0.02	-	-
Total	18,293	5.31	18,945	5.57	17,177	5.26	20,105	5.91
Membership								
New members	-	-	200	0.06	-	-	200	0.06
Membership renewal	4,017	1.17	4,475	1.32	3,957	1.21	4,700	1.38
Total	4,017	1.17	4,675	1.38	3,957	1.21	4,900	1.44

Communication									
Links magazine	11,404	3.31	12,500	3.68	11,798	3.62	12,250	3.60	
Website	364	0.11	600	0.18	301	0.09	450	0.13	
	11,768	3.42	13,100	3.85	12,099	3.71	12,700	3.74	
<u>Groups</u>									
Coordinators meetings	1,280	0.37	1,300	0.38	1,045	0.32	1,350	0.40	
Start up support	118	0.03	200	0.06	299	0.09	200	0.06	
Insurance	-	-	100	0.03	-	-	100	0.03	
	1,398	0.41	1,600	0.47	1,344	0.41	1,650	0.49	
<u>Committee & administration</u>									
Administration expenses	523	0.15	400	0.12	400	0.12	550	0.16	
Room hire	95	0.03	60	0.02	60	0.02	95	0.03	
SU3A AGM & IE Fee	511	0.15	575	0.17	570	0.18	450	0.13	
Sundries	309	0.09	75	0.02	37	0.01	250	0.07	
	1,438	0.42	1,110	0.33	1,067	0.33	1,345	0.40	
<u>Central activities</u>									
Drop ins	1,042	0.30	1,410	0.41	996	0.31	1,260	0.37	
Lectures	2,731	0.79	2,700	0.79	2,691	0.82	2,700	0.79	
Room 50 costs	2,400	0.70	2,600	0.76	2,250	0.69	2,650	0.78	
Volunteers	-	-	100	0.03	354	0.11	100	0.03	
Projects (60's & Learning)	768	0.22	605	0.18	238	0.07	80	0.02	
Depreciation	2,073	0.60	2,078	0.61	2,073	0.63	738	0.22	
	9,014	2.62	9,493	2.79	8,602	2.63	7,528	2.21	
<u>Total</u>	45,928	13.34	48,923	14.39	44,246	13.55	48,228	14.18	
<u>SURPLUS/(DEFICIT)</u>	- 12,506	- 3.63	- 15,608	- 4.59	- 4,110	- 1.25	- 7,313	- 2.15	

NOMINATION FORM FOR ELECTION TO SHEFFIELD U3A COMMITTEE 2020

To be returned by **Tuesday 15 June 2020** to the Secretary: Anna Harvey, SU3A Secretary, 56 Chelsea Road, Sheffield, S11 9BR or by email to secretarysu3a.org.uk

Name of nominated person:

Address:
.....
.....

Email Address:

SU3A membership number: Tel. No:

Groups to which nominee belongs:
.....
.....

Name of Proposer:

SU3A membership number:

Signature of Proposer:

Name of Seconder:

SU3A membership number:

Signature of Seconder:

I am a member of Sheffield U3A and agree to be nominated as a candidate for election to the Committee of Sheffield U3A at the Annual General Meeting on Wednesday 15 July 2020.

Signature of Nominee: Date:

Sheffield U3A Annual General Meeting Wednesday 15 July 2020

Nominations for the Re-election of Executive Committee 2020-2021

Chair: Brian Cave

Proposer: Jenny Enby

Seconded: Tony Hobson

Secretary: Anna Harvey

Proposer: Shirley Clay

Seconded: John Wragg

Treasurer: Chris Jones

Proposer: Chris Cave

Seconded: Paddy Cassidy

Vice-Chair: Jenny Graaf

Proposer: Barbara Dygnas

Seconded: Samina Aslam

Committee Member: Maggie Bower

Proposer: Stephanie Dixon

Seconded: Peter Bower

Committee Member: Barbara Lowe

Proposer: Andrea Ward

Seconded: Joan Wraith

Committee Member IT: Camilla Jordan

Proposer: Bridget Tattersall

Seconded: Chris Franks

Nominations for the Election to Executive Committee 2020-2021

Committee Member: Elaine Burtoft

Proposer: Jaqueline Wilson

Seconded: Anne Adams

Committee Member: Philippa Bartlett

Proposer: Barbara Dygnas

Seconded: Marcus Brownlow

Committee Member: Maureen Cave

Proposer: Peter Reed

Seconded: Deborah Beetham

Committee Member: Philip Long

Proposer: Samina Aslam

Seconded: Denise West

Nominees' Applications for Membership of SU3A Executive Committee 2020

Elaine Burtoft

I have been a member of Sheffield U3a since I retired in 2011. I have only ever been a member of one special interest group which I took over as Group Coordinator 2 years ago. I have also been on one UK holiday and a number of visits organised by SU3A. I realised how much effort people put into running the organisation and when I was able to contribute by using my IT skills I knew this was my opportunity to help out. I took on the jobs of web site manager and the new e-newsletter and have been seconded onto the EC for the last 6 months. I am willing to make the commitment to be become a full member of the EC.

Philippa Bartlett

A local girl, Philippa is a keen member of the Advanced German group, German film club and German coffee and chat. She has been a member of the U3A in Sheffield for seven years. Philippa has had a career as a management consultant specialising in marketing and business strategy both with Price Waterhouse Coopers and freelance. She is an experienced business writer.

Whilst caring for her family, Philippa was also active in the voluntary sector, working with performance tennis players and campaigning with local groups for improvements to her town of Farnham in West Surrey, where she lived for eleven years. Recently, Philippa participated in the lottery-funded Painted Fabrics Project, an art and drama-based community project in Sheffield. She is a keen amateur artist and enjoys drawing and painting. Philippa hopes to support Sheffield U3A in writing and producing the organisation's *Links* magazine.

Mo Cave

I have been a member of Sheffield U3A for about 9 years and a member of the croquet group for about 5 years. For the last two years I have served as Secretary of the croquet group and have recently volunteered to be Treasurer for the Concert-goers group because their current Treasurer is retiring and a replacement couldn't be found. I enjoy the holidays the SU3A organise and have been on most of them (not surprising considering my husband is one of the organisers!).

My background is in Local Government where I worked, mostly in finance, from leaving school to retirement ten years ago. I am therefore used to policy making and committee work. Organisations like SU3A cannot operate unless people volunteer their time and expertise and I now feel that I am able to do that. It was my intention to stand for the EC this year because my husband Brian, who is Chair, was expected to stand down. That's not now the case but I am still offering myself for election as I feel I have something to offer our organisation. I'm quite happy to disagree with him and have been doing so for the past 40 years!

Philip Long

I would be very pleased to serve as a Committee Member of Sheffield U3A and would appreciate your support. SU3A performs a valuable role in encouraging its numerous self-supporting groups to deliver a huge and diverse range of stimulating social activities (including recently online resources and communications). It is an excellent organisation and, as a Committee Member, I would be committed to contributing to its operations and development. I would bring to the role a strong ethos of partnership and collaborative working across organisational boundaries in the education, arts and cultural sectors. Inter-generational dialogue through shared learning and research projects continues to be important for me. I also look forward to the days when SU3A's excellent travel and walking groups and the monthly member Drop-In can reconvene.

Thank you for your support.

Voting Form

Sheffield U3A AGM 10.15 am 15 July 2020

The 34th AGM is being held in a Virtual Form on Zoom. If you wish to vote at the AGM please complete this voting form by placing an X in your chosen box and follow the instructions below:

Accounts

	For	Against	Abstain
Approval of the Accounts in Links for the year to 31 December 2019			

Independent Examiner

	For	Against	Abstain
Approval of appointment of Fawthrop Williams Chartered Accountants to be the Independent Examiner for the year to 31 December 2020			

Election of New Committee Members

The following have been nominated to join the Executive Committee. Their application and nominations can be found in *Links*. Please put an X in the appropriate box against each of the candidates.

	For	Against	Abstain
Elaine Burtoft			
Maureen Cave			
Philippa Bartlet			
Philip Long			

Re-election of Committee Members

The following Committee members are eligible for re-election and have put themselves forward for another term in office. Please put an X in the appropriate box against each of the members.

	For	Against	Abstain
Brian Cave			
Chris Jones			
Jenny Graaf			
Anna Harvey			
Barbara Lowe			
Camilla Jordan			
Maggie Bower			

Name:

Membership number:

Date:

Please return this form so that it arrives no later than 14th July to Anna Harvey, SU3A Secretary, 56 Chelsea Road, Sheffield, S11 9BR.

Email: annaharvey1954gmail.com

SU3A Executive Committee

Chair	Brian Cave	(0114) 230 5312 <i>chairsu3a.org.uk</i>
Secretary	Anna Harvey	07973 771957 <i>secretarysu3a.org.uk</i>
Treasurer	Chris Jones	07753 829771 <i>treasurersu3a.org.uk</i>
Vice Chair	Jenny Graaf	07955 679703 <i>graafjennyhotmail.com</i>
Committee Members:		
	Richard Cooper	(0114) 248 5401 <i>biker2000biker2000.plus.com</i>
	Barbara Lowe	(0114) 248 8367 <i>barbaralowe152gmail.com</i>
Web Coordinator	Elaine Burtoft	07803 130021 <i>websu3a.org.uk</i>
IT Member	Camilla Jordan	(0114) 268 5355 <i>su3aitsu3a.org.uk</i>
Links Editor	Maggie Bower	07796 085306 <i>linkssu3a.org.uk</i>

Minutes Secretary	Michael Clift	
Clare Chiba Sheffield U3A Membership Team Ranmora, Ranmoor Lane, Hathersage, S32 1BW.		(01433) 659864 <i>memberssu3a.org.uk</i>
Drop-In Organiser	Samina Aslam	07736 318569 <i>dropinsu3a.org.uk</i>
Equipment Officer	Roger Vernon	07769 696909 <i>roger.vernonbtinternet.com</i>
Home Pages Manager	Stuart Barlow	<i>homepagesu3a.org.uk</i>

For queries about membership, joining SU3A, information on Groups, etc. see the contacts list inside the front cover.

Time for inspiration ...

Thank you to the members who have been sending in photos of some of their artistic efforts ... from oil paintings to sketches.

