

SECTION A: ABOUT YOU			
Name of Group/Organisation		Croxley Green u3a	
Contact Name	Annette Smallbone	Position	Publicity Officer
Address		40, Yorke Rd., Croxley Green, WD3 3DN	
Telephone	01923 774161	Email	netti.smallbone@gmail.com
Website https://croxleygreenu3a.org.uk			
Is your organisation a registered charity?		Yes/ <input checked="" type="checkbox"/>	If Yes, Charity Number 1142144
Is your organisation a Voluntary or Community Association?			Yes/ <input checked="" type="checkbox"/>
Is your organisation a Housing Association?			<input checked="" type="checkbox"/> /No
Is your organisation an Unregistered Association?			<input checked="" type="checkbox"/> /No
If your organisation is none of the above, please state			
Brief description of your group/organisation's main purpose/activities 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.			
Does your Organisation have a formal constitution?		Yes/ <input checked="" type="checkbox"/>	
Has your Organisation started up in the last year?		<input checked="" type="checkbox"/> /No	
What date was your Organisation formed?		4th Nov 2009	
Are you affiliated to a National Body?		Yes/ <input checked="" type="checkbox"/>	
If Yes, please state which one(s)		National u3a	
Which geographical area will you be working in? please tick appropriate heading(s)			
All of Croxley Green	<input checked="" type="checkbox"/>	Dickinsons Ward	<input type="checkbox"/>
		Durrants Ward	<input type="checkbox"/>

SECTION B: APPLICATIONS FOR FUNDS			
Total Cost of Project	£ 750	Amount of Grant Requested	£ 375
What do you aim to achieve with this funding? To recruit new members while retaining our existing ones. We aim to recruit younger people (fifty and sixty) who will be the future of Croxley Green u3a, a group that has so much to offer people in their third age.			
How will this project benefit the well-being of residents of Croxley Green? Creating an opportunity for retired, semi-retired and unemployed residents to meet to further their education, interests and hobbies in a friendly, relaxed and welcoming environment.			
How much of the total cost do your group/organisation intend to raise yourself and how? Half of the total cost. £375 already spent on leaflets. Money to be raised from members' annual fees.			

Have you received, applied or intend to apply for funding from any other source for this project?		Yes/No	
If Yes, who have you applied to or who do you intend to apply to. Please provide details of the success/failure of the application and amount requested.			
Please provide the number, or percentage of members that belong to the organisation and live within Croxley Green Parish area.			
77.4% 216/279 members (as of early Sept 2021)			
Details of any restrictions placed on who can use/access the organisation's services.			
No minimum age but a focus on people who are no longer in full-time employment or raising a family.			
Who is the project aimed at assisting? Please select relevant categories			
Babies (0-3 years)		Children (3-7)	
Young Persons (7-13)		Teenagers (13-18)	
Parents		Single Mothers/Fathers	
Elderly	✓	Unemployed	✓
Neighbourhood Group		Specific ethnic group	
Other (please give details) Retired and semi-retired			
Will your project work in partnership with any other community, statutory or voluntary organisations? Please specify.			
Not at present but could do in the future.			
What is the total income and expenditure of your organisation?			
Income	* (2019) £ 15,700	Expenditure*	(2019) £ 16,200
Who controls the bank account and who authorises expenditure?			
Treasurer plus 2 signatories (from a possible 5)			
Please attach a copy of your most recent accounts OR projected cash flow if no accounts exist			
Included			
Please attach a copy of your constitution (if applicable)			
Included			
What authority do you have to submit this application?			
Permission from Croxley Green U3a Committee			
Please provide a copy of (Minute) giving you authority to make the application (if applicable)			
Included.			

* Using 2019 figures as coronavirus 2020 had adverse effect on finances. 2020 figures included with this application, too.

DECLARATION

I declare that I have checked the information on this form and I believe it to be correct.

Signature

A. Smallbone.

Print Name

ANNETTE SMALLBONE

Date

13th September 2021

Please return the completed form to:

The Clerk
Croxley Green Parish Council
Council Offices
Community Way
Croxley Green
Rickmansworth
Herts
WD3 3SU

DSM

D STRATTON



13/9/21

INTEREST GROUP CO-ORDINATOR

Breakdown of Proposed Expenditure

- a) £250 on 2,500 distributed leaflets
- b) Posters and flyers for publicising our u3a in, for example, the Library, doctors' surgeries, sports clubs, Church halls, shops, coffee shops, Shaftesbury Court and Chalmers Court. Also 2022 Croxley Revels and Croxfest (£200).
- c) New laptop for hybrid meetings (old one too slow) £360

CROXLEY GREEN U3A : ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER, 2020

	Notes	Unrestricted		Restricted		Total	
		2020	2019	2020	2019	2020	2019
		£	£	£	£	£	£
RECEIPTS & PAYMENTS ACCOUNT							
Receipts							
Membership subscriptions	3	4774	5443	0	0	4774	5443
Gift Aid tax refund		604	727	0	0	604	727
Activities:							
Study Groups	3 & 5	0	0	288	9489	288	9489
For generating funds - book sales		42	40	0	0	42	40
		5421	6210	288	9489	5709	15700
Payments							
Activities:							
Third Age Trust: capitation fees		994	1120	0	0	994	1120
: magazine		583	638	0	0	583	638
Herts Network of U3A's : affiliation fee & delegates		20	82	0	0	20	82
Monthly meetings	4	1035	1500	0	0	1035	1500
Study Groups	3 & 5	852	1669	229	9434	1081	11103
Other expenses	4	285	481	0	0	285	481
		3769	5489	229	9434	3998	14923
Assets purchased	2	371	1306	0	0	371	1306
		4140	6795	229	9434	4369	16229
Excess of Receipts over Payments		1280	-585	59	55	1339	-530
Bank & cash balances 31 December 2019		2834	3419	652	596	3486	4015
Bank and cash balances 31 December 2020		4114	2834	711	651	4825	3485
STATEMENT OF ASSETS AND LIABILITIES at 31 December 2020							
Cash Funds							
Bank balances		4114	2834	336	431	4450	3265
Funds held by Group organisers		0	0	375	221	375	221
		4114	2834	711	652	4825	3486
The Accounts comprise pages 1 and 2.							
Approved by the trustees on / February 2021 and signed on their behalf by							
							
Irene Dubuis (Chair)		Nick Smyth (Treasurer)					
		-1-					

CROXLEY GREEN U3A: ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020 : NOTES

- 1 The Accounts of the Croxley Green U3A have been prepared having regard to the recommendations of the Charity Commission and The Third Age Trust. Croxley Green U3A is registered as a Charity in England and Wales. Its registration number is 1142144.
- 2 Assets recognised but not valued in the Statement of Assets and Liabilities include a new projector and Microsoft office for the Barcode project.
- 3 Accounting policies - The Accounts are prepared on a receipts and payments basis. Membership subscriptions include £595 which relate to 2021 received before the year-end (the 2019 accounts included £612 which related to 2020).

There are at present 35 interest groups. It is the general policy of the trustees for interest groups to be self-financing taking one year with another. However, for some of the Groups the significant costs of room hire are being met from unrestricted (general) funds and are outside of the self-financing requirements. The groups which, in the view of the trustees, have a material turnover are included in the Accounts as restricted funds. Most of the 35 groups are not included as their turnover relates only to a kitty for refreshments.

4 Activities: analysis of payments	Unrestricted	
	2020	2019
	£	£
Monthly general meetings:		
Room and equipment hire	321	642
Speakers: fees and expenses	606	790
Refreshments	108	68
	1035	1500
Other Expenses		
Membership and administration	75	186
Newsletter	27	195
Summer School Grant	0	100
Costs of Zoom etc	122	0
Sundries	61	0
	285	481

5 The movements in restricted funds during the year were:	Balance 1 Jan 2020	Receipts	Payments	Balance 31 Dec 2020
	£	£	£	£
Restricted Study Groups				
Gardening Group	202	126	107	221
Local History Group	92	134	122	104
	294	260	229	325
Restricted Social Outings				
Theatre Group	264	0	0	264
Table Tennis	94	28	0	122
	358	28	0	386
TOTAL	652	288	229	711

- 6 Remuneration of trustees and independent examiners - No remuneration was paid or payable, directly or indirectly, out of the funds of the charity for the year ended 31 December 2020 to any trustee or to any person or persons known to be connected with them (2019: nil).
No amounts were paid or payable to the independent examiner in the year ended 31 December 2020 (2019: nil)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND MEMBERS OF CROXLEY GREEN U3A

I report on the Accounts of the Trust for the year ended 31 December 2020 which are set out on pages 1 and 2.

Respective responsibilities of the Trustees and Independent Examiner

The Charity's trustees are responsible for the preparation of the Accounts. They 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 terms or disclosures in the Accounts, and seeking explanations from you as 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 reasonable cause to believe that in, any material respect, the requirements:
 - * to keep accounting records in accordance with section 130 of the Charities Act; and
 - * to prepare Accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.



Michael J Hart FCA
262, Watford Road,
Croxley Green
Rickmansworth
Herts WD3 3DD

Date : 1st February 2021

Croxley Green U3A

Trustees Report for the year ended 31 December 2020

Name and Constitution

Croxley Green University of the Third Age (Croxley Green U3A) was formed on 4th November 2009 with a constitution ratified by members on 19th April 2017. It is registered as a charity in England and Wales (number 1142144) and is affiliated to the Third Age trust.

Charity Commission Contact

Peter Coulson "Shanaclon", Farm Road, Northwood, Middlesex HA6 2NZ

Bankers: TSB Bank plc, Excel House, 30 Sempole Street, Edinburgh EH3 8BL

Trustees

The following members of the Executive Committee (the trustees) held office during 2020:

Mavis Bennett

Gerry Clark

Mary Coulson

Peter Coulson

Giles Dubuis – Vice Chairman

Irene Dubuis (Chair, 19/8/20 onwards)

Chris Jones - Secretary

Jenny Moseley

Netti Smallbone

Nick Smyth - Treasurer

Daphne Stratton

Paul Wray – (Chairman, retired 19/8/20)

Objects of the charity

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.

As Croxley Green U3A is registered as a charity in England and Wales the charitable purposes of Croxley Green U3A may only be altered with the prior consent of the Charity Commission.

Main activities and membership

In order to achieve the objects of the charity, the opportunity has been given to all qualifying adults in Croxley Green and its surrounding locality to become a member subject to setting, if necessary, a ceiling on numbers for practical reasons. At 31st December 2020 there were 281 members (2019 : 283).

Monthly meetings are held and study groups run by members for members are formed - at 31st December 2020 there were 35 (2019 : 36). All activities are open to all members.

The support and involvement of members confirms the trustees' firm view that Croxley Green U3A fills a real need and is very much in the public interest.

Coronavirus

The coronavirus pandemic has had a material effect upon our activities and accounts this year.

Financial Statements

These are presented on a Receipts and Payments basis.

Unrestricted reserve

The trustees have concluded that the reserve should be at a level suitable for six months running costs, which is currently being achieved.

Approved by the trustees on 1 February 2021.



Irene Dubuis - Chair



Nick Smyth - Treasurer



CONSTITUTION OF CROXLEY GREEN U3A, AN UNINCORPORATED MEMBERS ASSOCIATION, AND A MEMBER OF THE THIRD AGE TRUST

THIS IS A CHARITY IN ENGLAND AND WALES

REGISTERED CHARITY NUMBER: 1142144

This constitution was adopted by the membership at the AGM held on 18th April 2018.

I certify that this is a true copy

Signed: (Christopher Jones)

Office (Secretary of the meeting)

Date of Certification Wednesday 18th April 2018

1. NAME

The name of the charity is Croxley Green U3A.

2. PROPERTY AND ASSETS

Subject to the matters set out below, Croxley Green U3A and its property and other assets shall be administered and managed in accordance with this constitution, by the members of the Executive Committee.

3. CHARITABLE PURPOSE

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.

As Croxley Green U3A is registered as a charity in England and Wales the charitable purposes of Croxley Green U3A may only be altered with the prior consent of the Charity Commission.

4. POWERS

In furtherance of the charitable purposes but not otherwise, the Executive Committee may exercise the following powers to:

- i. raise funds and to invite and receive contributions for Croxley Green U3A by any lawful means, provided that in doing so any applicable requirements of the law shall be met;
- ii. receive donations, gifts, endowments, sponsorship, grants, legacies and subscriptions from persons desiring to support Croxley Green U3A and its charitable purposes and to hold and apply any funds so acquired for the charitable purposes (subject to any restricted funds being applied to the relevant restricted purposes);
- iii. buy, take on lease or in exchange or otherwise acquire, hold and make use of any property (real or personal);
- iv. sell, lease or otherwise dispose of all or any part of the property of Croxley Green U3A, subject to any consents required by law;
- v. co-operate with other charities, voluntary bodies and statutory authorities;
- vi. support any charitable organisations with regard to the pursuit of Croxley Green U3A's charitable purposes;
- vii. appoint and constitute such advisory committees as the Executive Committee may think fit;
- viii. organise, promote and participate in conferences, lectures, seminars, courses and educational events;
- ix. publish, supply and make available books, pamphlets, reports, leaflets, journals, instructional matter, educational materials and aids of all kinds, whether in printed, electronic or any other forms;
- x. associate and collaborate with other U3As and groupings of U3As (such as regional associations and networks) and The Third Age Trust in any way;
- xi. do all such other lawful things as are appropriate to the pursuit of the charitable purposes and the delivery of benefit to the public in accordance with the charitable purposes.

5. MEMBERSHIP

- i. Membership of Croxley Green U3A shall be open to individuals who are in their Third Age and are interested in participating in and furthering the work of Croxley Green U3A, provided that they agree to abide by this constitution and any membership conditions properly imposed by the Executive Committee and to pay the annual subscription as determined by the Executive Committee and approved by the membership at an Annual or Special General Meeting. No individual may be admitted to membership if the Executive Committee considers that they do not meet these conditions.
- ii. Every individual member shall have one vote.
- iii. Members are bound by and shall observe any membership conditions and any disciplinary code of Croxley Green U3A.
- iv. The Executive Committee may terminate the membership of any individual:
 - (a) if annual membership or other fees are unpaid by the due date;
 - or
 - (b) by way of expulsion at the end of a disciplinary procedure for breach of any membership condition or for breach of any disciplinary code of Croxley Green U3A;

Provided that in the case of proposed expulsion at the end of a disciplinary procedure, the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend acting in their personal capacity, who may also speak, or make written representation before a final decision is made.

6. HONORARY PRESIDENT

- i. The members of Croxley Green U3A may (but do not have to) elect an Honorary President at the Annual General Meeting. If they do so, the person so appointed will serve until the next Annual General Meeting. A retiring Honorary President may be re-appointed for a further term. There is no limit on the number of terms that may be served. The Honorary President shall not be deemed a charity trustee and shall not be a member of the Executive Committee but may be invited to attend any Executive Committee meeting at the decision of the Executive Committee and shall be entitled to attend the Annual General Meeting as a guest.

7. EXECUTIVE COMMITTEE AND OFFICERS

- i. The management of Croxley Green U3A shall be vested in the Executive Committee, which shall be the governing body of Croxley Green U3A and its board of trustees for the purposes of charity law. The Executive Committee shall be responsible for the strategy and policies of Croxley Green U3A, may exercise all the powers of Croxley Green U3A and shall deal with the administration, management and control of the affairs and property of Croxley Green U3A.
- ii. There must be at least 5 and not more than 15 U3A members appointed to the Executive Committee. No person may be proposed for appointment or serve as an Officer or as a non-Officer member of the Executive Committee if they are currently serving as an Officer or non-Officer member of the Executive Committee of any other local U3A.

iii. Officers

The Officers are the Chairman, not more than two Vice Chairmen, Treasurer and Secretary. The Officers shall by virtue of holding their office be members of the Executive Committee. An individual may only serve in one Officer role at a time.

iv. Appointment of Officers

At every Annual General Meeting of Croxley Green U3A, the serving Officers shall retire from office and the members shall elect from amongst the membership individuals to serve as the Officers. The term of office is one year from the date of that meeting until the next Annual General Meeting. A retiring Officer may be re-appointed provided he/she remains a member of Croxley Green U3A and subject to the limits on periods of service set out below.

v. Chairman – terms of office and limit on period of service

The term of office of the Chairman is one year, from the Annual General Meeting at which he/she is appointed until the next Annual General Meeting. An individual may serve not more than three consecutive terms as Chairman.

vi. Limit on periods of service of the other Officers

The following limits apply to periods of service as Officers:

- (a) An individual may serve not more than six consecutive years as Treasurer. He/she may not then be appointed to any other Officer role. For the avoidance of doubt, if a Treasurer serves less than this period, he/she could then stand for appointment as Chairman or for another Officer role.
- (b) An individual may serve not more than three consecutive years in any other Officer role.

- (c) An individual may serve not more than six consecutive years in various different Officer roles (subject to the provisions regarding the terms of office of the Treasurer). For the avoidance of doubt, an individual who has served as a non-Officer member of the Executive Committee is permitted to then serve up to that six year period in various different Officer roles.

vii. *Nomination and election of candidates*

Prior written nomination of any candidate for appointment as an Officer or a non-Officer member of the Executive Committee at an Annual General Meeting shall normally be required, made by a proposer and seconder from amongst the membership of Croxley Green U3A (not being themselves Officers or non-Officer members of the Executive Committee), to be in the hands of the Secretary of Croxley Green U3A at least 28 days before the meeting. Should nominations exceed vacancies, the decision about appointments shall be taken by ballot. Otherwise, nominations of candidates and the conduct of voting for appointments shall be dealt with in accordance with the Standing Orders of Croxley Green U3A or, if there are no Standing Orders, as determined by the Executive Committee. However, if there are insufficient candidates standing for the vacancies, the Chairman of the meeting may, as a last resort, appeal for any willing member present to agree to stand. A vote must be taken and carried by a simple majority for such an appeal for volunteers at the meeting to be permitted. Any willing candidate may then offer himself/herself and be proposed to the meeting for appointment in accordance with the Constitution.

viii. *Casual vacancies – Officers and Executive Committee*

The Executive Committee may fill any vacancy arising amongst the Officers or the non-Officer Executive Committee members, until the following Annual General Meeting. Any such appointee must be a member of Croxley Green U3A. A person so appointed, who shall have full voting rights, may stand for appointment to a first full term at that meeting.

xi. *Co-options to Executive Committee*

The Executive Committee may in addition appoint not more than two co-opted U3A members to the Executive Committee, who shall have full voting rights and hold office until the next Annual General Meeting. At that meeting a retiring co-opted member could be proposed for appointment to a first full term on the Executive Committee in accordance with the relevant provisions of this constitution, provided always that an individual cannot be co-opted more than three times in succession.

8. DEFECTS IN APPOINTMENTS

- i. The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment, election or co-option of a member.

9. CESSATION OF OFFICE – EXECUTIVE COMMITTEE MEMBERS

- i. A member of the Executive Committee shall cease to hold office if he/she:
 - (a) is disqualified from acting as a member of the Executive Committee by virtue of charity law;
 - (b) becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs;
 - (c) is absent without the permission of the Executive Committee from three consecutive meetings and the Executive Committee resolve that his/her office be vacated;
 - (d) is removed by resolution of the Executive Committee for significant misconduct under the Trustee Code of Conduct, which may only be passed after the completion of the disciplinary procedure set out in that Code;

- (e) notifies in writing to the Executive Committee a wish to resign (but only if at least five members of the Executive Committee will remain in office when the notice of resignation is to take effect which shall be at least 21 days from the receipt of the notification);
- (f) ceases to be a member of Croxley Green U3A;
- (g) becomes an Officer or non-Officer member of the Executive Committee of any other U3A.

10. MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- i. The Executive Committee shall hold at least 4 meetings each year.
- ii. Additional meetings may be called at any time by the Secretary on behalf of the Chairman or by any two members of the Executive Committee, upon not less than seven days' notice being given to other members of the Executive Committee of the matters to be discussed, unless it concerns the appointment of a co-opted member, in which case not less than twenty one days' notice must be given.
- iii. The Chairman shall chair the meetings and in his absence a Vice-Chairman shall take over or, if there is no Vice-Chairman present, the Executive Committee shall choose one of their number to be Chairman of the meeting before any business is transacted.
- iv. There shall be a quorum when at least one-third of the number of members of the Executive Committee or three members of the Executive Committee, whichever is the greater, are present at the meeting.
- v. Every decision shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question, but in the case of equality of votes, the Chairman of the meeting shall have a casting vote in addition to his own vote.
- vi. The Executive Committee shall ensure that minutes are taken of all its meetings and those of any sub-committees and are available for inspection should a member request it.
- vii. The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and custody of documents (including, but not limited to, the use of electronic communications). No rule may be made which is inconsistent with this constitution.
- viii. The Executive Committee may appoint sub-committees including at least one member of the Executive Committee, for the purpose of performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any sub-committees shall be fully and promptly reported to the Executive Committee. The Executive Committee shall authorise the terms of reference of sub-committees and may alter them from time to time. Sub-committees may make proposals to the Executive Committee, but may not make decisions and they shall not have any expenditure authority.
- ix. No Executive Committee member shall be chargeable or responsible for loss caused by any act done or omitted to be done by him or by any other Executive Committee member or by reason of any mistake or omission made in good faith by any Executive Committee member or by reason of any other matter other than wilful and individual fraud or wrongdoing or actions knowingly beyond the scope of a specific authority or limit thereon on the part of the Executive Committee member in question.

11. FINANCE

- i. The financial year of Croxley Green U3A shall end on such date as the Executive Committee shall decide, provide always that the financial year must be in accordance with applicable charity law requirements and the annual accounts and trustees' report must be submitted to the Charity Commission (if required by law) within relevant statutory time limits.
- ii. The funds of Croxley Green U3A shall be paid into such accounts as the Executive Committee may open in the name of Croxley Green U3A. All transactions on such accounts shall be carried out in accordance with the terms of that account as agreed with the account

provider and approved and accepted by the Executive Committee from time to time. Only members of the Executive Committee, authorised by the Executive Committee to do so, may arrange and authorise any transaction on any of Croxley Green U3A's accounts and dual authorisation shall normally be required for all transactions.

- iii. The Executive Committee shall determine the financial controls and procedures to be followed by The U3A, including but not limited to, controls and procedures in relation to accounts and transactions on them, and those shall be observed at all times.
- iv. The funds belonging to Croxley Green U3A shall be applied only in furthering the charitable purposes.
- v. No funds shall be transferred in any way to Executive Committee members, provided that nothing herein shall prevent the payment in good faith of reasonable and proper out of pocket expenses incurred by a member of the Executive Committee in the discharge of his/her duties for Croxley Green U3A.
- vi. All proper costs, charges and expenses incidental to the management of Croxley Green U3A and membership subscriptions in respect of the Third Age Trust may be defrayed from the funds of Croxley Green U3A.

12. PROPERTY

- i. All property of and held on behalf of Croxley Green U3A shall be treated in accordance with charity law.
- ii. Title to any property shall be held on behalf of Croxley Green U3A in such manner as the Executive Committee thinks fit from time to time and in ways permitted by charity law.

13. ACCOUNTING AND REPORTING

- i. The Executive Committee shall comply with its obligations under charity law, and observe applicable time limits in the case of obligations to file items with the Charity Commission, with regard to:
 - (a) the keeping of accounting records for Croxley Green U3A;
 - (b) the preparation of annual statements of account and a trustees' report for Croxley Green U3A;
 - (c) the audit or independent examination of the statements of account of Croxley Green U3A (if required by law);
 - (d) the making of a charity annual return to the Charity Commission;
 - (e) the transmission of the statement of accounts and trustees' report of Croxley Green U3A to the Charity Commission.

14. ANNUAL GENERAL MEETING

- i. There shall be an Annual General Meeting of Croxley Green U3A which shall be held on such date as the Executive Committee may determine in each calendar year.
- ii. 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 Croxley Green U3A. 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, and shall provide information about proposals for the election of Officers and non-Officer members of the Executive Committee to be made at that meeting. All members of Croxley Green U3A shall be entitled to attend and vote at the meeting.

- iii. The Executive Committee shall present to each Annual General Meeting the trustees' report and annual accounts of Croxley Green U3A for the preceding year.
- iv. The Executive Committee shall seek approval for the appointment of any independent examiner or auditor for the accounts from the membership at the Annual General Meeting, if permitted or required to do so by charity law.
- v. Any proposals to amend the constitution subject to clause 17 shall be considered at the Annual General Meeting as shall any other business as set out in the notice.

15. SPECIAL GENERAL MEETING

The Executive Committee may call a Special General Meeting of Croxley Green U3A at any time and if at least 20% of the members request such a meeting in writing stating the business to be considered, the Secretary shall call such a meeting. At least 21 days notice shall be given. The notice must state the business to be discussed.

16. NOTICES, COMMUNICATIONS AND PROCEDURE AT GENERAL MEETINGS

- i. Notices of meetings, documents and other communications from Croxley Green U3A to a member may be sent by electronic communication provided Croxley Green U3A wishes to do so and the relevant member wishes to receive them in this way and provides an appropriate electronic address to Croxley Green U3A. It is the responsibility of that member to notify Croxley Green U3A of any change to that address and to comply with any security and other procedures determined by the Executive Committee for such communications. A member may opt to return to hard copy communications at any time.
- ii. Accidental omission to give notice to any member of any General Meeting (including the AGM) shall not invalidate the proceedings.
- iii. The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every General Meeting of Croxley Green U3A.
- iv. There shall be a quorum when at least 20% of the number of members of Croxley Green U3A, are present at any General Meeting.
- v. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting if convened at the request of the members shall be dissolved. In any other case it shall be adjourned to another day and time as the Executive Committee may direct provided 21 days' notice is given to all members. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be a quorum.
- vi. The Chairman of Croxley Green U3A shall be the Chairman of any General Meeting at which he/she is present. In the absence of the entitled Chairman, the Executive Committee members present shall have the power to elect a Chairman for the meeting.
- vii. If there is a tied vote the Chairman of the meeting has a single casting vote.

17. ALTERATIONS TO THE CONSTITUTION

- i. Subject to the following provisions of this clause, the Constitution may be altered in any way by a resolution passed by not less than two thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out the details of the alterations proposed.
- ii. The prior consent of the Third Age Trust must be requested for any proposed alterations to Croxley Green U3A's constitution. Croxley Green U3A may proceed with the proposed changes:
 - (a) at any time after specific consent has been received from the Third Age Trust; or
 - (b) when four weeks have passed since the consent request was delivered and the Third Age Trust has not notified Croxley Green U3A of any objection to the proposals.
- iii. As Croxley Green U3A is a registered charity, no amendment may be made to clause 3 (the charitable purposes) without the prior consent in writing of the Charity Commission.
- iv. No amendment may be made which would have the effect of making Croxley Green U3A cease to be a charity at law.

The Executive Committee shall ensure a copy of any amendment made under this clause is promptly sent to the Charity Commission if Croxley Green U3A is registered.

18. DISSOLUTION

- i. If the Executive Committee decides that it is necessary or advisable to dissolve Croxley Green U3A it shall call a Special General Meeting of all members of Croxley Green U3A, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, The Executive Committee shall have power to realise any assets held by or on behalf of Croxley Green U3A. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to:
 - (a) any one or more local U3As, which are charities and have charitable purposes similar to those of Croxley Green U3A, as determined by the members of Croxley Green U3A; or
 - (b) to the Third Age Trust (registered charity in England and Wales no. 288007).
- ii. A copy of the statement of accounts and relevant reports, for the final accounting period of Croxley Green U3A, must be sent to the Charity Commission as Croxley Green U3A is registered.