

## **2. AGENDA**

Date of issue: **29<sup>th</sup> October 2025**

Notice is hereby given that the 14th Annual General Meeting of Shepton Mallet u3a will take place -

**Date: Thursday 27 November 2025**

**Time: 10:30 am (doors open 10:00 for refreshments)**

**Place: The Salvation Army Hall, Shepton Mallet**

### Agenda

1. Apologies for absence
2. Acceptance of Minutes of the AGM held 3 October 2024
3. Matters arising from those minutes
4. Reports:
  - Chair
  - Treasurer (presentation of accounts)
  - Group Leaders Co-ordinator
5. Items for consideration (ordinary business / proposals)
6. Election of Officers and ordinary trustees
7. Any other business (AOB)
8. Close of AGM

### Accompanying papers

The accompanying papers are available on the Shepton Mallet u3a website

<https://sheptonmalletu3a.org.uk/agm-2025/> these include:

AGM Notice and Agenda  
Chair AGM Report 2025  
Groups coordinator's report 2025  
Minutes of the 13th AGM 2024  
Nomination Form 2025  
Proposal Form 2025  
SMu3a Treasurer Report 24/25  
SMu3a RandP 24-25 Financial Sheet

- List of candidates who have validly submitted nominations by the closing date will be circulated to members as soon as the nominations window closes.

### Notice, timing and classification of resolutions

- This notice is given at least 14 clear days before the meeting in accordance with clause 11 of the constitution for ordinary business.
- Any proposal that would alter Part 1 of the constitution or affect clauses protected in Part 1 must be circulated with at least 21 clear days' notice and requires a two-thirds majority of

members present and voting; no such proposals are included with this notice unless separately specified. If you intend to propose a Part 1 constitutional amendment, contact the Acting Secretary immediately.

#### Nominations

- Nominations must have been received by the Acting Secretary by **20 November 2025** in accordance with the nominations notice issued on 29<sup>th</sup> October 2025.

#### Quorum

- The quorum for the meeting is the greater of **5 paid-up members** or **one tenth of the total membership** and will be checked against the membership register on the day.

#### Attendance and participation

- Only paid-up members for 2025–2026 are entitled to attend and vote.
- The Acting Secretary will post paper copies of this notice and papers to members without email access.

#### Submission of ordinary proposals

- The Proposal Form 2025 must be used for the submission of Proposals. The trustees have set **5 November 2025** as the administrative deadline for receipt of proposals intended for circulation with meeting papers. Proposals received after that date may still be raised under AOB but will not be included in the circulated papers.

#### How papers are being sent

- This formal AGM Notice and Agenda is distributed to members by email. The Acting Secretary will take responsibility for mailing paper copies of this formal notice and the attached papers to members who have no access to email.

#### Contact for questions and submissions

- Email: [info@sheptonmalletu3a.org.uk](mailto:info@sheptonmalletu3a.org.uk) or [lizeenash@hotmail.com](mailto:lizeenash@hotmail.com)
- Post: Acting Secretary SMu3a, 12 Garden Ground, Shepton Mallet, BA4 4DJ

Acting Secretary  
Shepton Mallet u3a