



Learn, Laugh, Live

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**FIRST NOTICE OF THE FOURTH ANNUAL GENERAL MEETING  
OF HARLOW U3A (CIO)**

Notice is hereby given that the 4th Annual General Meeting of Harlow U3A CIO will be held on Monday 26th January 2026, 10:40 a.m. at The Link Social Club, Parsloe Rd. Harlow, fulfilling the requirements of the Constitution for General Meetings to be notified to members within a 14-day notice period. The date of the notice is in the email header.

Check-in begins at 9:30 a.m. Announcements will be at 10:30 and the AGM at 10:40

The meeting and subsequent events have been risk assessed – see below.

The AGM will be followed at approximately 11:00 by a speaker.

This Notice and related material are sent by email to members who have provided an email address. Our mail system indicates when mail has been delivered to a valid email account.

Our Constitution includes provisions allowing use of electronic communications and proxy voting at the AGM. There will be an “in-person” meeting at The Link Social Club, voting by proxy for members who do not attend in person and proxy assignments by email. The required quorum (10% of current members) will be counted as members present plus proxies received before the meeting time.

You have received this notice via email. You will receive a separate emailed Proxy Form that you can edit and reply to, if you do not intend to be present at the meeting.

**Submission of Proposed Resolutions for Harlow U3A AGM**

Proposed resolutions must be received by noon on the due date, January 13th, 2025. Resolutions must comply with the Constitution (Available via the website). Please contact the Secretary if you wish to propose a resolution.

**Election of Trustees (Committee) – Information**

All Trustees have a three-year term and restrictions on re-election. There are no Trustees retiring this year. See Trustee terms below. We are required to have a minimum of 6 and maximum of 15 Trustees. Nominations are requested for anyone interested in being a Trustee. Note that the Trustees are not elected to specific roles, though the table below indicates positions.

The CIO constitution requires the Committee to assign officer roles as and when needed, providing flexibility to change and share roles.

The required Officers are Chair, Treasurer and Secretary.

Please consider joining the committee and ensuring the continued growth and success of our U3A. If you are interested in becoming a Trustee speak to any committee member for more information.

NAME	APPOINTED	TERM	EXPIRY
Christine Chesham	01/09/2020	2	31/01/2027
Imelda Gunn	27/01/2025	1	
Joan Jones	20/12/2024	1	
Marion Newell	27/01/2025	1	
Vipin Patel	27/09/2021	2	31/01/2028
Nusrat Shah	27/01/2025	1	
Helen Simpson	01/09/2020	2	31/01/2027
Hazel Sugarman	27/09/2021	2	31/01/2028
Lorna Walsh	14/04/2025	1	
Christine Williams	10/02/2025	1	
Jane Winterbotham	27/09/2021	2	31/01/2028

We look forward to seeing you at our AGM and encourage you to participate actively in operating our U3A in any role that interests you.

Copies of AGM information are available on the website.  
<https://harlow.u3asite.uk/events/>

*Lorna K Walsh*

Lorna Walsh, Secretary for the Trustees

harlowu3a.sec@gmail.com

**Harlow U3A Annual General Meeting January 26th, 2026**

**AGENDA**

1. Confirmation of quorum. (10% of membership present or by proxy)
2. Trustee/Chair's meeting opening, announcements and report.
3. Agreeing and approving the Minutes of the third Harlow U3A CIO AGM, concluded on Monday 27th January 2025.
4. Approving the final examined accounts for FY 2024/25.
5. Finance Report – The Treasurer will present a summary of the year-to-date finances of Harlow U3A (CIO) and a budget for the financial year 2026/27 that includes a proposal for individual membership fees payable on April 1st, 2026 to remain unchanged at £16.00 p.a.
6. Resolutions. Any member may send a resolution to the secretary at least 14 days before the meeting.
7. Election of Trustees – none this year.

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**Harlow U3A AGM January 27th, 2025 – Risk Assessment**

The risks related to winter respiratory infections, including Covid-19, are generally known and accepted. The single mitigation action requested is to stay at home if you feel unwell or have symptoms of a respiratory (Colds, flu, coughs, sneezes, nasal congestion and sore throat.) or intestinal (sickness, vomiting, diarrhoea) disease/infection.

We consult with The Link Social Club and comply with their recommendations in respect of maximum numbers, seating arrangements, lighting, unobstructed walkways, access to facilities and emergency exits.

- Members do not need to attend in person and may vote by proxy, unless wishing to address the meeting or are current or nominated Trustees.
- The general risks of attending a public gathering in familiar surroundings are an acceptable, understood part of daily life.