

AUGHTON & ORMSKIRK U3A MANAGEMENT COMMITTEE MEETING

CHRIST CHURCH S&G HQ. 9.30am Tuesday 21st February 2017.

PRESENT: G Maitland, D Baker, V Bullen, L Burden, D Glennon, I Grant, I Haskell, G Latham, D Slater, I Smart, P Trigwell, B Watkinson.

ITEM 1 **WELCOME:** The Chairman welcomed members to the meeting.

ITEM 2 **APOLOGIES:** Apologies were received from D Morley and G Roberts.

ITEM 3 **MINUTES OF MANAGEMENT COMMITTEE MEETING (17th January 2017):**

The Minutes were approved as a true record and signed by the Chairman.

ITEM 4 **MATTERS ARISING:**

LB has forwarded the Terms of Reference for the Horizon's Sub-Committee to VB.

IH has provided information about the Beacon System to the Learning and Group Support Sub-Committee.

BW explained the period of cover relating to different licences.

PT is satisfied that the Microphone system is in good working order. There is the need for an overhead projector in the large room. Jeff Roberts would have no objection to this. PT will obtain a quote for approval.....**ACTION PT.**

IH has publicised that the Beacon team are looking for help from people with programming experience.

LB has booked Christ Church from 9.30am till 1pm on 15th June for the AGM. It is too short notice to invite the Chief Executive of the U3A.

ITEM 5 **CORRESPONDENCE:**

There were no items of correspondence.

ITEM 6 **MATTERS FROM THE TRUSTEES:**

BW gave the Trustees a detailed presentation on the finances of our U3A.

The Trustees reviewed progress of the strategic plan. Trustees were asked to reduce the length of their reports and their individual submissions will be included in a strategic plan covering the next five years.

All the Trustees will continue to hold office for the forthcoming year.

A recommendation for the appointment of an Honorary Life President will be put forward by the Trustees at the AGM.

The Management Committee will receive copies of the agenda prior to meetings of the Trustees.

A paper prepared by GL relating to the role of the U3A as tenants of the S&G HQ was discussed and will be discussed further by the Trustees. GM has offered to meet the S&G Management Committee to explain and clarify the U3A position.

The Trustees are encountering problems with Emails.

The Trustees will meet quarterly and future planned dates are 10th April, 10th July and 9th October.

ITEM 7 PROGRESS ON OPEN ONLINE COURSES INITIATIVE:

PT reported that there had been limited progress so far but it was planned to organise a short course in the first instance.

ITEM 8 POLICY REGARDING OBITUARY NOTICES:

A decision had been taken at the Executive meeting on 21st February 2012 which stated: "The unanimous decision was that we do not have Obituary Notices in the magazine or at Horizons. Group Leaders were best placed to inform their members of recent deaths".

Following discussion, the original decision was confirmed by the Management Committee.

IS will inform Group Leaders.....**ACTION IS.**

PT will inform the editors of the magazine and Enews.....**ACTION PT.**

VB will ask Pauline Jones to tell the Duty Managers at Horizons.....**ACTION VB.**

ITEM 9 TREASURER'S REPORT/ APPOINTMENT OF AUTHORISED SIGNATORIES:

Copies of the Main Account and the Groups Account had been circulated in advance of the meeting.

The financial summaries for the period April 2016-January 2017 were presented to the meeting. BW noted that there had been a net outlay of cash in the month, but not of an exceptional scale. It was expected that bank balances would strengthen as membership renewals came in.

GL stated that a consolidated financial summary, comprising the Groups and Main accounts, would be presented at the next meeting and monthly thereafter. A summary of all cash movements and balances for all accounts would be included in the consolidated statement.

GL informed the meeting that a meeting had been convened on the 1st of March with JVSA, (the independent examiner appointed at the last AGM) to discuss the format and process for our year-end accounts at 31st March. He explained that, in a change to last year's practice, we would present a consolidated financial summary (and other schedules) to JVSA in accordance with Charity Commission guidelines for them to review. We would not be asking them to prepare our accounts but to examine and validate accounts drafted by us. Only modifications discussed and agreed with us would be made.

AUTHORISED SIGNATORIES:

GL presented his proposal for the appointment of authorised signatories following the decision at the last meeting to close the Philharmonic, Theatre and Lunch accounts. He explained the reasoning behind the nominations which were as follows:

For the Main, Groups, Deposit and Bond accounts, any two from Dennis Morley, Dorothy Harrison, Ian Haskell, William Watkinson, Gerard Latham.

For HSBC internet banking, any one of Gerard Latham (primary user), Derrick Fewings, William Watkinson.

For the PayPal account, any one of Gerard Latham (primary user), Ian Haskell, Derrick Fewings.

IS proposed and IG seconded that the above proposal be accepted by the Management Committee. Following a vote the proposal was approved unanimously.

IH asked that the F&R Sub-Committee review and confirm that the procedure now followed is in compliance with Paragraph 13 of the Constitution. GL will take the necessary action, but this would not affect the decisions already taken.....**ACTION GL.**

GL pointed out that in terms of authorised signatories, the Bond account should be included with the Main, Groups and Deposit accounts and this was accepted by the meeting.

BW stated that the £20,000 Bond was due to mature shortly. The meeting agreed to delegate to the F&R Sub-Committee the authority to re-invest the Bond and the £48,000 Deposit funds as they felt appropriate and to advise Management Committee members of its decision by email.....**ACTION F&R SUB-COMMITTEE.**

ITEM 10 MEMBERSHIP SECRETARY'S REPORT:

IH had circulated in advance statistics relating to membership numbers. 31 new members had joined since the January report. Currently we have 1955 members compared to 1942 members at this time last year.

IH had prepared a paper concerning On line Membership Renewal. This will be implemented from 1st March 2017. In an effort to maximise take up of online renewal, it was agreed a free

cup of coffee would be available at Horizons on the first two Thursdays of April to any one who can prove they renewed online.

ITEM 11 REPORT ON SUB-COMMITTEES:

The F&R Sub-Committee informed the meeting that a Group's report which will provide greater detail than at present is in an advanced stage of development. It will be circulated with next month's financial summaries and will form a routine part of the finance management reporting package.

Concern was expressed about the photocopier in the Computer Room. The F&R Sub-Committee was asked to evaluate all options and submit recommendations to the Management Committee.....**ACTION F&R SUB-COMMITTEE.**

The F&R Sub-Committee has introduced a comprehensive application form and GL will clarify its use with Peter Lloyd in relation to the budget for the next Musical Theatre Group production.....**ACTION GL.**

The F&R Sub-Committee has approved expenditure of £515 requested by the Drama Group for curtains and curtain rail to be used in productions at Aughton Village Hall. These will be stored separately by the Drama Group.

An annual financial provision to be agreed between the F&R Sub-Committee and the organisers of the Speakers Meetings will operate in future. This should streamline the approval process. The Management Committee will be advised of any significant surplus to the agreed annual sum which may require the approval of the Management Committee.

Minutes of the Learning and Group Support Sub-Committee meeting and the Social Sub-Committee meeting had been circulated in advance.

IS informed the meeting that there would not be a New Members meeting till later in the year.

Jack Dixon had retired as leader of the Bridge Group after many years of dedicated service. Bob Carlton and John Mc Neil will take over the running of the Bridge Group. LB will write to Jack expressing the appreciation of the Management Committee for his wonderful commitment over a long period of time....**ACTION LB.**

Bob Broughton will finish as leader of the Tai Chi Group at the end of March. Bob has led this Group superbly for many years. Unfortunately, there does not appear to be a replacement for him. IS will advertise for a new leader in the magazine.....**ACTION IS.** LB will write to Bob on behalf of the Management Committee thanking him for his great service to the Tai Chi Group.....**ACTION LB.**

A new Leaders Handbook is being produced.

A course providing an introduction to First Aid will be arranged. The date and venue still have to be determined.

VB stated that the Ministry Centre would be the venue for the 2017 Christmas Lunch. The cost would be no more than £23 per head.

PT indicated that the Publicity Sub-Committee would meet quarterly in future.

ITEM 12 SECRETARY'S NOTICES:

National Office of the U3A has informed us that a video recording of Celebration of 1000 U3As is now available to view from the home page of the website.

ITEM 13 A.O.B:

The agenda for the AGM will be discussed at the next meeting.

The F&R Sub-Committee was asked to consider the level of subscriptions and the possibility of building up our funds if ever we sought to obtain our own premises...**ACTION F&R SUB-COMMITTEE.**

ITEM 14 DATE OF NEXT MEETING:

The next meeting will be on Tuesday 21st March 2017 at 9.30am.

The meeting closed at 12.30pm

Signed..... Date.....