

AUGHTON & ORMSKIRK U3A MANAGEMENT COMMITTEE MEETING

CHRIST CHURCH S&G HQ. 9.30am Tuesday 16th January 2018.

PRESENT: I Grant (Chairman), P Andrews, J Astles, D Baker, V Bullen, L Burden, D Glennon, I Haskell, G Latham, D Morley, A Starkie, M Tomlinson, P Trigwell.

Also in attendance: Eamon Duffy and Ken Moulton for Item 3.

ITEM 1 CHAIRMAN'S WELCOME: The Chairman welcomed all present and wished them a Happy New Year. He expressed a special word of welcome to Eamon and Ken.

ITEM 2 APOLOGIES: D Slater.

ITEM 3 HEALTH and SAFETY REPORT: A Report to the Management Committee prepared by the Health and Safety Working Party had been circulated in advance of the meeting.

The Chairman introduced this item by stating that he and PT had attended one of the meetings of the Working Party chaired by Deirdre Slater. They were very impressed by the expertise and commitment of the members and commended them for their excellent report.

Eamon and Ken explained the scope and terms of reference of the Working Party. They outlined and clarified the main recommendations in relation to the arrangements in place to protect the health and safety of U3A members from the risks associated with the use of premises provided for authorised U3A activities. A list of the premises covered by the Report was given as an appendix. Domestic premises are not included.

A checklist relating to the conditions at each premises had been prepared by the Working Party with the suggestion that the checks should be completed and recorded on the form possibly on an annual basis. The checks should be carried out by two appropriate U3A members in the presence of the owner of the premises or his/her representative. The owner of each individual premises should receive a copy of the checklist.

A checklist was also provided of items to be checked before meetings by Group Leaders. These are simple routine requirements and no record is required. It was recognised that relevant information should be communicated to Group Leaders as soon as possible. PT will determine how best this can be accomplished.....**ACTION PT.**

The Working Party had also prepared a proposed Health and Safety policy for consideration and suggested amendments to the Group Leaders' Handbook.

Following discussion, the Management Committee decided to accept and adopt the Report.

The Chairman thanked Eamon and Ken for their presentation and expert advice. He asked them to communicate the gratitude of the Management Committee to the members of the Working Party for all their efforts in producing such an excellent Report.

ITEM 4 MINUTES OF MANAGEMENT COMMITTEE MEETING ON 17th October 2017:

The Minutes had already been approved by Email in accordance with the procedure agreed at the last meeting. The Chairman signed the Minutes.

ITEM 5 METHODS FOR APPROVING MINUTES AND WEBPAGE: The Chairman indicated this item would be discussed with Item 14.

ITEM 6 MATTERS ARISING:

LB had received an email from Jeff Roberts confirming that a CCTV system is in operation.

All other matters were covered elsewhere on the agenda.

ITEM 7 CORRESPONDENCE:

A letter had been received from the Secretary of the Scout & Guide Headquarters Committee. In relation to the issue of parking outside the emergency exit doors, it is accepted by the Management Committee that the cost of the necessary work will be borne by the U3A. DM will obtain estimates.....**ACTION DM.**

AS will proceed with the necessary liaison about the option of a fully recessed projector and will obtain estimates...**ACTION AS.**

A letter was received about an accident during a U3A table-tennis session. The letter outlined the magnificent response of Jane Astles who used her nursing experience to recognise the seriousness of the accident and insist upon the emergency services responding appropriately. The U3A member had suffered a broken hip and had to undergo an operation. Thankfully she is now out of hospital. Jane received well-deserved praise from her colleagues on the Management Committee.

LB will write to the member who expressed an interest in the Treasurer vacancy.....**ACTION LB.**

ITEM 8 AGM:

LB circulated a Notice of the 15th AGM to be held on 14th June for inclusion into the next Magazine on the 23rd February. The Agenda and supporting papers will be available after 22nd May. Issues associated with the submission of motions were discussed and clarified.

In preparation for Committee re-elections, LB circulated information for each Management Committee member providing details of Year Appointed, Year for Re-election and Year for

Retirement. Consideration of any Constitution issues relating to length of time on the Management Committee will be a future agenda item if required.

ITEM 9 U3A in 2018 and Looking Ahead:

The Management Committee consider it appropriate to seek the views of the Trustees on their vision for the future of the U3A and seek to find out what the members are looking for in the future. The Management Committee will ask for an agenda item at the next Trustees meeting which would explore the vision of the Trustees for the future of the U3A and enable the Trustees to give guidance to the Management Committee on how best to manage and implement the policy determined by the Trustees. This will provide renewed momentum for our U3A.....**ACTION TRUSTEES.**

In addition, it was suggested that a Speakers Meeting could be organised entitled “ Your U3A Moving Forward “ to allow the members to express their views and ideas.

VB reported that a 2018 Birthday Celebrations event will be held in the Ministry Centre on May19th.

A celebration of the activities undertaken by the U3A Groups will take place in October.

The Chairman thanked VB and her Committee for assuming responsibility for the organisation of the appropriate and proportionate 15th Anniversary celebrations.

ITEM 10 PILOT WORKSHOPS FOR TRUSTEES:

A document had been circulated entitled “Workshops: Keeping it Legal “. It was agreed the Chairman and PT will attend and report back.....**ACTION IG and PT.**

ITEM 11 TREASURER’S REPORT:

Retraction of Treasurer’s Resignation (GL left the meeting at this point). The Management Committee recognised the quality and thoroughness of the work undertaken by GL as Treasurer and the excellent team which works with him. His reappointment as Treasurer was confirmed by the Committee. GL returned to the meeting and was informed he had been reappointed as Treasurer.

Proposal for policy on cash reserves. A paper had been circulated in advance of the meeting outlining our proposed policy on cash reserves. This is required by Charity Commission rules. In discussion it was stressed that we must exercise caution in financial matters. The Management Committee accepted the policy. It will now pass to the Trustees for their approval.....**ACTION TRUSTEES.**

Proposal to increase advance payment of hire charges for S&G HQ. Currently payment for the use of the S&G HQ is paid quarterly. The proposal suggests that with effect from 1st April 2018, the U3A makes a single payment equivalent to twelve months’ hire charges in

advance and continues to pay current hire charges at the agreed rate. Under this arrangement the U3A would always be twelve months “in front” in terms of its liability to pay the hire charges. In exchange for the advance payment, the Management Committee would seek a commitment to ensure the long term continued use of the premises. The proposal was accepted by the Management Committee and recommended for final approval by the Trustees.....**ACTION TRUSTEES.**

In anticipation of the Treasurer’s report for the period 1st April-31st December 2017, The following documents were circulated in advance of the meeting:

Consolidated Financial Summary.

Summary of Cash Movements.

Statement of Assets and Liabilities.

Graph indicating the trend of Bank Account Balances.

GL explained and answered questions on each document in turn and pointed out that the current Bank Balance is £88,007.

GL had circulated in advance a report showing an analysis of receipts and payments by Groups for the period 1st April-31st December 2017. He pointed out that the Groups with a paid Tutor are required to meet those costs and that this policy must be implemented consistently in fairness to all Groups with a paid Tutor. This policy must be reiterated to Group Leaders to ensure uniform practice. Towards this end, the Finance and Resources Committee had begun an exercise to check the status of all Groups and its report would be presented to the Management Committee at its next meeting....**ACTION FINANCE and RESOURCES COMMITTEE.**

The Chairman thanked the Treasurer and the Finance team for the comprehensive and detailed reporting.

ITEM 12 MEMBERSHIP SECRETARY’S REPORT:

IH reported that we have 1920 members at present. 51 new members had joined since the last Management Committee meeting. The most recent membership number to be issued is 4394.

Renewal Forms will be included in the next Magazine. Membership can be renewed in person or by post from that date. Committee members were asked to help with renewals from 23rd February till the end of May and to inform IH of their availability.....**ACTION COMMITTEE MEMBERS.**

Online renewal will be available from 18th February.

Membership renewal payments will be accepted using credit or debit cards. This proposal had been considered and approved by the Finance and Resources Committee and was endorsed by the Management Committee.

DB and DS will have read only access to PayPal.

The Management Committee gave approval to IH continuing as Beacon Administrator following his retirement from the Management Committee.

ITEM 13 UPDATE ON TOUR GUIDE SYSTEM:

PT reported that 32 receivers and a transmitter had been purchased for the use of U3A Groups. A signing in and out book would be available. It was agreed the Management Committee should receive a report back from the first Group to use the Tour Guide system. DG is to alert the Art Group of the availability of the Tour Guide.....**ACTION DG.**

ITEM 14 FREQUENCY OF MANAGEMENT COMMITTEE MEETINGS:

The Chairman pointed out that the Constitution requires no less than four meetings per year. It was agreed to continue with the current system and keep it under review. The next meeting will begin at 9.15am.

The method for approving the Draft Minutes last time was considered acceptable and will continue for the current Draft Minutes. If any Management Committee member has concerns about the accuracy of a substantive issue they must inform the Secretary within three days of receipt of the Draft Minutes. In these circumstances, the Secretary will notify all members of the Management Committee about the particular substantive area of concern and ask for comment. If there is still disagreement on this issue the Chairman will make a decision allowing the Draft Minutes to be circulated to the membership.

ITEM 15 REPORT ON SUB-COMMITTEES:

The Minutes of the Social Committee had been circulated. The Social Committee will be planning future events at their next meeting. They will respond to a request from Pauline Jones for an event to show appreciation for the helpers at Horizons.

The Chairman thanked VB and the Social Committee for organising the very enjoyable and successful Christmas Lunch.

The meeting considered a proposal from the Finance and Resources Committee to offer the Badminton Group a subsidy towards the cost of occupying Burscough Sports Centre on the same basis as other Groups which use venues paid directly by the U3A. This would represent an extension of existing policy into activities for which there is no precedent. The Management Committee asked for more information to be prepared for the next meeting to enable it to give the matter further consideration.....**ACTION GL.**

There were no other reports.

ITEM 16 **SECRETARY'S NOTICES:** There were no additional notices.

ITEM 17 **A.O.B.:** There was no A.O.B.

ITEM 18 **DATE OF NEXT MEETING:** Tuesday 20th March at earlier time of 9.15am

The meeting closed at 1.20pm.

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