

AUGHTON & ORMSKIRK U3A MANAGEMENT COMMITTEE MEETING

CHRIST CHURCH S&G HQ. 9.15am Tuesday 20th March 2018.

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

ITEM 1 **CHAIRMAN'S WELCOME:** The Chairman welcomed all present to the meeting.

ITEM 2 **APOLOGIES:** No Apologies. All members present.

ITEM 3 **MINUTES OF MANAGEMENT COMMITTEE MEETING ON 16th JANUARY 2018:**

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

ITEM 4 **MATTERS ARISING:**

DM outlined the efforts he had made to obtain estimates for the work required in relation to parking outside the emergency exit doors. PA will investigate a possible alternative source to undertake the necessary work and will report back.....**ACTION PA.**

AS has identified three possible options relating to the recessed projector. He will report further at the next meeting....**ACTION AS.**

DG informed the Art Group about the availability of the Tour Guide.

The Chairman thanked members who had volunteered to help IH with membership renewal.

The proposal relating to the finances for use of Burscough Sports Centre by the Badminton Group was accepted and will be reviewed in twelve months time.

ITEM 5 **CORRESPONDENCE:**

DM will not be standing for re-election at the AGM and will be leaving the Finance and Resources Committee.

DG will not be standing for re-election at the AGM.

DM and DG were thanked by the Chairman for their commitment and professionalism during the period they have served on the Management Committee.

The Chairman informed the meeting that Jeff Roberts, Ted Morrell and Margaret Wiechers have indicated they will be leaving the Trustees. On behalf of the Management Committee, IG had thanked Jeff and Ted at the Trustees meeting for all the work they had undertaken as Trustees. Notification that Margaret will be leaving the Trustees had been received since the

Trustees meeting. IG will thank her on behalf of the Management Committee at the next Trustees meeting.

LB will respond to a letter from Alan Bonner relating to problems at Horizons in bad weather. In discussion, it was decided to seek members who would be prepared to look into maintenance issues and report back to the Management Committee....**ACTION LB.**

ITEM 6 AGM:

A draft agenda had been circulated and was approved.

A group of tellers to operate at the meeting had been identified.

Members are to be encouraged to attend as there would have to be a minimum of 100 members present to pass any resolutions.

The Management Committee supported the recommendation from the Third Age Trust to amend our current Object Clause.

ITEM 7 TREASURER'S REPORT:

GL had circulated all relevant documents in advance of the meeting.

GL explained and answered questions on the following:

Consolidated Financial Summary.

Summary of Cash Movements.

Statement of Assets and Liabilities.

Bank Account Balances.

Disposition of Subscription Income.

GL highlighted the shortfall between Groups' attendance fees and premises hire charges which were being met from members' subscriptions.

GL explained the process for accounting for receipts and payments relating to Groups which employ a paid external Tutor. The emphasis is upon consistency and fairness. GL and PT will contact those Groups which may have misunderstood the publicised requirement that they must cover their Tutor's costs from Group members' (Tutor) contributions, not from their attendance fees. Where there were doubts or discrepancies, the Group would be sent an analysis of receipts and payments recorded throughout the year and would be invited to clarify the situation.....**ACTION PT and GL.**

GL referred to the recently received correspondence from National U3A and drew attention to the following points:

Only activities included in our financial statements and annual report will be covered by National U3A Insurance. Thus, those U3A Groups/activities operating “extra Muros” are excluded.

In addition, our U3A is in breach of National U3A rules by not processing these Groups’/activities’ monies through our U3A bank account.

In the absence of these monies, our monthly financial statements and year-end accounts, which we submit to the Charity Commission as a legal requirement, are incomplete. IG, LB, PT and GL intend to consider these concerns further and report to the next Management Committee meeting.....**ACTION IG, LB, PT and GL.**

GL had circulated a copy of a timetable for completing the year-end accounts in anticipation of the AGM. The accounts will be available to members on the web-page in advance of the AGM and hard copies will be available at the AGM.

GL and Derrick Fewings had prepared the first draft of the Aughton and Ormskirk Finance Manual. Copies were circulated and GL asked members to inform him of possible improvements. The Chairman thanked GL and Derrick for all their hard work in producing such an impressive document.....**ACTION MEMBERS OF MANAGEMENT COMMITTEE.**

GL pointed out that, from his reading, the Constitution does not require specifically that annual subscriptions be approved at an AGM and it makes the Trustees responsible for financial policy. By implication, therefore, he argued that the Trustees alone could approve the level of subscriptions, which would also result in greater flexibility in making changes. After discussion, the meeting agreed that the setting of annual subscriptions would not be included on the agenda of June’s AGM and the Trustees would be consulted on this matter.

GL indicated that he will deal with the question of cash reserves at the AGM.

ITEM 8 COSTS OF OUTSIDE VENUES:

Details had been circulated in advance providing hire charges for 2017 and 2018 at the external premises used by the U3A. It was recognised that the various venues are grateful to the U3A for the extra revenue.

ITEM 9 NEW VENUE FOR TABLE TENNIS GROUP:

PT introduced a discussion relating to an appropriate venue for the Table Tennis Group. It was recognised recently by the Health and Safety working party that the current venue was not considered a Health and Safety concern for the Table Tennis group. The Management Committee agreed unanimously that the Table Tennis Group should continue at the S&G HQ (members of the Committee who play table tennis did not participate in the vote).

ITEM 10 REPORT FROM THE TRUSTEES MEETING:

All the issues raised by the Management Committee were considered by the Trustees.

The Trustees agreed that we need to amend our current Object Clause in line with Third Age Trust recommendations.

It was recognised that paid Tutors need to be covered by their own insurance and their status (eg self-employed) needs to be identified.

The Trustees supported the current practice relating to cash reserves and approved the proposal to make advance payment for rent to the S&G HQ Management Committee.

The Trustees were very complimentary about the paper produced by the Health and Safety working party.

The first draft of the paper entitled “U3A Forward Vision” was approved by the Trustees and passed back to the Management Committee to be developed and implemented.

ITEM 11 DEFIBRILLATOR – SCARISBRICK VILLAGE HALL:

It is recognised we have a duty of care to our members. The question of a defibrillator being purchased for Scarisbrick Village Hall is to be pursued with the Village Hall Committee. PT will report back at the next meeting.....**ACTION PT.**

ITEM 15 MEMBERSHIP SECRETARY’S REPORT:

The Chairman moved this item up the agenda as IH had to leave the meeting early.

IH informed the meeting that we have 1957 members with 57 having joined since the last meeting. The last member number is 4445.

To date we have 605 members who have renewed online. Of these, 152 were members last year but did not renew online.

There have been 85 card payments at Horizons, 78 being renewals and 7 new members.

We now have 12 members over the age of 90. 11 have renewed their membership and one is a new member.

835 members are still to renew or tell us they are not renewing.

ITEM 12 DATA PROTECTION:

A paper entitled “Data Protection and the General Data Protection Regulation “produced by the Third Age Trust National Office was circulated in advance of the meeting.

We have been following the requirements of the Data Protection Act but we now have to respond to the new Regulation. The main changes relate to consent and accountability and there are financial implications for breaches of the Regulation.

It was agreed we need a working party to be established to examine the implications and advise the Management Committee. IH will seek members for the working party through enews.....**ACTION IH.**

At this point IH left the meeting.

ITEM 13 HEALTH AND SAFETY UPDATE:

Following the highly favourable reception of the H&S report prepared by the working party, the Management Committee recognise the need to make progress with the recommendations. It was agreed DS will email Management Committee members with plans for the future.....**ACTION DS.**

Health and Safety issues will be a regular item on future agenda.

ITEM 14 ARCHIVING:

The Project Team had circulated documentation in advance of the meeting.

AS indicated that storage was a problem and outlined plans for the storage of accounts.

GL explained that the Finance and Resources Sub-Committee had already implemented the proposed methodology by migrating the previous years' finance files to a newly created central Archiving Dropbox. They intend to follow suit with current files after the 2017-18 year-end is completed in all respects. GL will continue to liaise with the Project Team to ensure a smooth transition.

The recommendations put forward by the Project Team were accepted by the Management Committee for general usage.

ITEM 16 ANNIVERSARY CELEBRATIONS:

The Working Party had circulated information in advance of the meeting.

VB reported that invitations had been issued and there were some responses still outstanding.

Tickets will go on sale at Horizons on Thursday 29th March 2018.

ITEM 17 SUB-COMMITTEE REPORTS:

Minutes of the meetings of the various Sub-Committees had been sent out in advance.

DM addressed the Finance and Resources Committee minutes. They were self-explanatory and there were no questions. Once again DM was thanked for his massive contribution to the Finance and Resources Sub-Committee.

PT indicated that another First Aid course would be arranged. The new Botany Group had been received with great interest.

VB reported that the Social Sub-Committee Summer Social would take place on Friday evening 31st August.

AS informed the Management Committee that the Communications Sub-Committee is considering how best to promote the U3A. GL pointed out that there were useful suggestions in the "Forward Vision" document.

Item 18 **SECRETARY'S NOTICES:**

LB publicised the programme for the 2018 Summer Schools which will be placed in the pigeon-hole in the small room at HQ.

ITEM 19 **AOB:**

There were no AOB items.

ITEM 20 **DATE OF NEXT MEETING:** Tuesday 15th May at 9.15am

The meeting closed at 12.45pm.

Signed:..... Date:.....

09 May18