

Meeting of the Management Committee  
15.01.19  
Scout & Guide H.Q.

Present : Ian Grant. Jane Astles. Peter Trigwell. Deirdre Slater. Doreen Baker. Paul Andrews. Sue Watkinson (as trustee in attendance). Norman Shelmerdine. Val Bullen. Megan Tomlinson

1.The Chairman welcomed everyone to the meeting.

2.Alex McMinn requested a short time to up-date the Committee on his project 'Understanding tomorrow's world'. This project concentrates on developments that may effect us all in the future. He also asked the Committee if the letter, which he sends out to any enquiry regarding the working of the U3A, might need modification/update. It was decided that the letter would need to be endorsed by the Trustees. IG informed the Committee that to aid future continuity both Management and Trustees should be made aware of anything that is done in the name of the U3A. LB will include the letter document when sending out the Agenda for Trustee meeting. IG thanked Alex McMinn on behalf of the Management Committee for his work on this project.

3. Apologies Linda Burden. Alan Starkie. Pamela Green

4.Minutes of Management Committee 16.10.18

The minutes of the last meeting were agreed and signed by IG as a true and accurate record.

5.Matters Arising -

Derrick Fewings has resigned from F&R but will continue with his valiant efforts in number crunching. LB has put out an Email asking if anyone who is interested, and who may have a finance background, to put themselves forward to join F&R.

The question regarding VAT is to be referred to Trustees at their next meeting.

The Sands has now been acquired by the Scout & Guide organisation.

Everyone enjoyed the Christmas lunch organised by the Social Committee and IG thanked VB and her team.

PA - idea of creating a Benevolent fund – this to be added to a future Agenda.

Data protection (DS) is moving forward. SW suggested that emails should be sent with 'blind copies. IG will contact LB to request update on GDPR.

6.Co-option of a member to MC (This item was read after Apologies Item 3)

IG explained that there is an opportunity to co-opt another member onto the MC and Peter Trigwell had volunteered his services. The MC agreed unanimously and IG welcomed PT onto the MC.

7.Correspondence

A number of Emails regarding magazine distribution. The changes to magazine distribution were made after a unanimous decision by MC. The reasons were both for economy and future planning. It was requested that we re-think this decision. The MC decided that we should revert to the original distribution system for the next magazine only, which will

include notice of the AGM and a Membership Renewal Form, plus information about the distribution changes which will take place for the following magazine. PT to organise distribution of the March magazine and regard will be had for those members who are unable to collect their magazine and/or arrange for a nearby member to hand deliver it. IG wondered if the magazine could be sent via the website and possibly this could be a 'snapshot' of the magazine if the size proved too difficult. The issue of data protection was raised and it was perhaps possible to provide a member's code to enable them to access the magazine from the web page.

Discussions followed on possible ways to enable magazine to be available via the internet. MT to ask Bill Evans regarding using the internet/web page to make available the narrative part of the magazine to members. SW explained that at the moment photographs to be put on the web page need to be sent to the Web Team for downgrading in file size before they can be uploaded. MT to ask Web Team for their comments and suggestions and refer back to MC.

## 8. Notice of AGM

A formal notice will be placed in the magazine but a more informal notice will be given by IG at Horizons leading up to the AGM. Discussion took place on both venue and possible speaker. The Ministry Centre was available and it was agreed to hold both Horizons and the AGM at the Ministry Centre allowing coffee etc., to be available. VB to book use of both Ministry Centre and kitchen.

## 9. Treasurer's Report

IG thanked NS for his efforts and also Derrick Fewings for his number crunching, plus John Tomlinson and PA for their duties. IG asked NS if there were any obvious trends which may dictate future policies. NS suggested meeting with independent examiners to discuss their requirements. A 'snapshot' of the accounts at this time showed we are keeping level with previous years.

VAT – Derrick Fewings had identified local accountants for advice if approved by MC. It was agreed that The Treasurer, The Chair of MC and a Trustee should brief and if needed visit the VAT adviser highlighting the U3A's structure and requirements. IG and NS to prepare a Brief for submission, ready for the Trustees to consider. SW to Email Trustees and obtain agreement.

IG informed MC that any decision we take on VAT could impact on all U3A's.

Discussions took place regarding Tutors and Holidays and IG advised that we should seek guidance. There are also issues on Insurance regarding holidays and visits.

NS informed MC that a 1 year bond of £50,000 would mature in May 2019 and he would consider options nearer the time.

The named 'Directors' on PayPal needed to be updated and these to be from the present Trustees who are not ex-officio, Margaret Gibbons, Sue Watkinson, Pauline Jones and Mia Faza – SW to seek approval.

## 10. Membership Secretary's report –

Membership numbers remain level over the last 3 years. There are 26 members now aged 90 or over. The reasons for non-renewal are deaths, house moving or joining other local U3A so no new trends appearing.

#### 11. Sub-Committee reports –

##### H&S report -

The working party have now been called on to assist other U3A's. IG said this showed the degree of professionalism shown by the team. Discussion regarding first aid boxes at venues but all Group Leaders carry first aid kits.

##### Social Committee –

The Christmas lunch was enjoyed by everyone and IG thanked VB and her team. It is hoped to hold an 'Antiques Road Show' in June and also Christmas lunch 2019.

The U3A Diaries were delivered late this year and the minimum order is 200 at a discounted cost to members of £2.50 each. There are a few left now on Welcome Desk. It was suggested that we could share the Diary order with a smaller local U3A.

##### F&R report –

IG requested more clarification of items put forward by F&R and to reinstate the 'Log system' required under the terms of reference.

Updating of equipment 2-laptops and 2-i.pads at a cost of £1500 was discussed and this was approved by the MC. Questions were asked as to what would happen to the ones being replaced and MC to ask F&R to consider best use of these. The item regarding Audio Visual equipment to be discussed at a later date. IG to ask at Horizons for anyone interested in joining F&R.

##### Communications report –

The subject of magazine distribution has already been covered.

With regard to recruitment, Communications have taken on the task of producing a leaflet with input from both Group Support and Membership. Group Leaders to be asked via email to keep a waiting list and members asked to please put their name on a list to enable a second Group to be started if possible (this in co-operation with Group Support).

##### Group Support report –

SW is running a short course on 29<sup>th</sup> March at S&G HQ relating to sight loss.

Group Leaders meeting and thank-you on 8<sup>th</sup> March at 6.30 p.m. and a member of H&S to give a talk on Health & Safety. New groups are doing well, Tap Dancing, Shakespeare Re-visited, Gardening and British History, all well supported.

St. Anne's has 3 rooms that would satisfy some U3A groups with provisos regarding hours of use not conflicting with school times. PT thought to agree a price per annum for use.

MC agreed that PT and JA should make further enquiries.

SW told MC that speakers were booked for February, April and June 2019.

#### 12. Secretary's notices –

None at this time

13. AOB

VB suggested we hold a 'thank you' for volunteers at Horizons and Group Support advised that this was already in hand and would be held on an afternoon.

14 .Date of next meeting Tuesday 19<sup>th</sup> March 9.15 a.m. S&G HQ. Meeting closed 12.15.

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