

Meeting of Management Committee  
Tuesday 24<sup>th</sup> May 2022 at 9.30am Scout HQ

Present – Lorna McDade (Trustee)

Alan Starkie, John Tomlinson, Derrick Fewings, Les Rippon, Paul Andrews, Pamela Ball,  
Doreen Baker, Megan Tomlinson (MC)

1 Chairman's Welcome

Chair opened the meeting by welcoming everyone.

2 Apologies

Sue Watkinson, Mike Rimmer

3 Minutes of meeting on 15<sup>th</sup> March, 2022.

Accepted as a true record

4 Matters arising

Tree planting – thanks received from the Church. Awaiting further information.

5 Correspondence

None

6 New Constitution/Trustee election AGM (A Starkie query)

Discussion took place about the position of existing committee members and the new Constitution. If the new Constitution is accepted at the AGM then all existing committee members who wish to continue would need to be voted to continue en bloc.

7 Succession Planning

It was recognised that as a management committee it is important to have succession plans in place, especially for key roles such as Secretary, Treasurer, and other positions eg person looking after Beacon, web team etc.

Suggestions made included a flyer to be given to new members and also a special edition of e-news. Important that any flyer etc is written from the point of assisting with various roles in order to encourage people to become involved. Suggestion also that a direct approach could be made to people by MC members visiting individual groups.

**Action: Megan Tomlinson agreed to draft a flyer. John Tomlinson to speak with the web team. Mention to made at Group Leaders' meeting next week. Pamela Ball to draw up a rota for MC members to visit groups.**

8 Duty Manager Rota (group 2 – every 4<sup>th</sup> week starting 02.06.22)

Cover needed. Discussion took place regarding numbers of attendees at Horizons.

**Pamela Ball offered to provide cover. John Tomlinson to speak with Bob Carlton re a reminder in the next edition of e-news**

9 Treasurer's Report

2021-22 accounts have been signed off by the accountants. Opening balance was £53,844, closing balance £64,302. Part of this surplus is because we were not charged by Scouts for use of HQ July-Sept 2021 as payment had been made to Scouts immediately prior to March 2020 and COVID close down. Activities in main self-financing. Running at a surplus on admin as magazine outgoings have been reduced. Important that there is some surplus as costs could increase due to inflationary pressures.

Gift Aid claim of £3798 is awaited.

Suggestion made that some funds are used to purchase some new laptops. Discussion took place regarding updating some machines to Windows 11.

**Action: Alan Starkie agreed to look into costs of some new laptops.**

10 Finance Committee Report

Feedback given on recent meeting. Musical theatre Group had a recent production – they have made over £500 in profit. Drama group also held a production recently – likely to be a £600 surplus. Such profits go into U3A funds.

Badminton group is accruing the U3A some costs – suggested that the group increase session fees above what we have as a maximum.

Banking system – being charged around £90 per month on both accounts. Similar situation for all banks. Research has been undertaken on alternatives. No easy solution has been found.

11 Membership Report

1543 members, 153 new members since October. Next new membership number will be 5000, an achievement to be recognised perhaps via a photograph to be publicised.

Two people have volunteered to take on membership secretary role. Two volunteers are meeting with Ian Haskell in early June.

## 12 Communications Report

Next magazine – due over the summer. Possibility of forming a sub-committee for the magazine was raised. Aiming for August publication. A5 format. Article to be included on asking for volunteers to help in various areas of U3A. Distribution – suggested use Horizons with any uncollected magazines posted.

## 13 Social Committee Report

Platinum Jubilee dance preparations are underway. All plans are in place with tickets now being sold. To be further advertised on U3A face book.

Christmas lunch – catering costs may rise.

Hot pot supper/quiz taking place at end of September.

## 14 Group Support Report

Thank-you event taking place next Tuesday, May 31<sup>st</sup> at 2pm, 60 people attending.

Updates given on some group changes.

## 15 AOB

Discussion took place on setting up a self-help group for people who need assistance on the death of a partner.

**Action: John and Megan offered to look into this further.**

16 Date of next meeting (Arrange all meetings in advance March/June/Sept/Dec)  
(Special meeting after AGM suggested 5<sup>th</sup> or 12<sup>th</sup> July)

**Special meeting agreed as July 12<sup>th</sup> in the Computer Room at 9.30am. Next MC meeting is August 23 2022.**

**Agreed that future meeting schedule be Aug 23 2022 and Nov 29 2022, Feb 28 2023, May 23 2023,**