

**Minutes of the meeting of the Executive Committee held on Tuesday 3 February 2009
in St Michael Church Hall at 9.30 a.m.**

Chairman: Jeff Roberts

Present: Beth Blamires, David Blanchflower, Stan Bryan, Beryl Campbell, Carole Gray, Ann Haskell, Chris Jones, Chris Procter, Pat McKenzie, Bob Roscoe, Sue Watkinson, Norman Williamson, Alan Worthington.

Apologies: Ted Morrell, Norman Platt, Andrew Beeston, Alex McMinn

Welcome – Jeff welcomed everyone to the meeting and advised that business would be adjourned at 1100 as we were expecting Martin Trengove from West Lancashire CVS.

1. Minutes of meeting held 13 January 2009 were approved as a correct record.

2. Matters arising –

- a. **Rebuilding Christ Church School** – the funding raised from a Gift Day is still short of the total needed so a start date is still in question but expected to be after Easter. HQ will be open for business as usual but with parking problems. Additional problems will be caused during Easter week when the Splashdown Group will take all the school yard parking places. It may be possible for U3A to use the new school playground, Jeff will clear this with the Head Teacher and a contribution to School Funds will be considered.
- b. **New Members' Lunch** – An excellent response and a very worthwhile thing to do with 80 new members attending. Praise was given to Lily Bunner and the catering team, with costs under £2 a head. Questionnaires had been completed and would be analysed by Ann.
- c. **Lancaster University Social Project** – Dr Simmill-Binning would visit Horizons on 12 February to talk to volunteers about their lives in retirement. Other visitors in February are: 5th – Mandy Naylor from the new Information Link Helpline; 19th – Bowel Screening Programme Manager
- d. **Lancashire Sinfonietta** – Sue reported that the organiser, Fiona, had not made contact with Ted, so she would try to fix a date in December, after which premises could be identified to take 200-300 people. Carole has details of costs of suitable premises.
- e. **Dates of meetings for 2009** – Sue issued a revised list, based on the Executive meeting on the 3rd Tuesday (a swap with Oral History means that HQ can be used, thus saving hiring costs at St Michael Church Hall).
- f. **Minute Secretary** – Janet Jones is willing to take on this role. (Ruth Griffiths had said she was not able to do it.)

3. Annual General Meeting –

- a. The Chairman asked for confirmation of retirements. These are: Bob Roscoe, Chris Procter, Beryl Campbell, Norman Platt, Alan Worthington. To these five must be added the vacancy caused by Jim Robson's resignation. Both Stan Bryan and Ann Haskell, who had been co-opted during the year, agreed to stand for election. There are thus six vacancies and two nominations to date. Total numbers permitted on the executive were confirmed as six officers (Chairman, Vice-Chairman, Treasurer, Secretary, Membership Secretary and Newsletter Editor) and nine Committee members, a total of 15. The opportunity to stand for election at the AGM would be highlighted in the newsletter. It was also AGREED that the set up of the Committees must be considered, including the position of Chairman of each Committee. Jeff, David, Sue and Ted would discuss and make recommendations.
- b. **Constitution** – Sue advised that the model Constitution from Third Age Trust had been delayed due to consultation with the Scottish Charities Board. It is not expected now until later in the year. AGREED that if no draft is through by September we begin to put changes in place to meet both our needs and changes in Charity Law for the May 2010 AGM. Andrew Beeston has been nominated by the Trustees to make recommendations.

4. Trustee Report – no meeting had been held and no matters were raised.

5. Membership Report – Although it has been only three weeks since the last report, we have 24 new members, making the total paid up membership 1728 and the next number to be issued 2369. Pat recommended that subscriptions for 2009-2010 be renewed from 1 March with cheques either dated or presented on or after 1 April. New members joining in March would thus pay one year's subscription for 13 months.

6. Treasurer's Report – AGREED to take this item with the Finance Committee report.

7. COMMITTEE REPORTS –

Groups Support – an informal meeting had been held with Ted, Jeff, Sue and existing members (David plus George Banks/Carole was absent). Jeff confirmed the Terms of Reference for the GSC as originally drawn up and proposed that it reconvenes meetings and that it appoints a new Chairman. Ann and Beth agreed to attend the first meeting. The meeting of local U3As, deferred from early January, would be arranged by Jeff and Sue.

Travel – minutes of the meeting held, a letter and report were received. The Travel Committee had been made aware of 13 separate Group Holidays for 2009, yet had had to cancel general interest holidays due to low numbers. The Committee now believed that it had served its purpose and had disbanded forthwith. It was suggested and agreed that the Holiday Group would take over smaller numbers of travellers. Further agreed that the Executive MUST be informed of all planned holidays (for insurance purposes) and that the insurance cover be checked and details advised to all Group Leaders. (Action by Sue) The Chairman thanked Norman W and the Travel Committee for the hard work and courage in recognising that they had no further work to do.

Publicity – minutes of the meeting held 9 January had been circulated, although the content had been discussed at the previous Executive. The Newsletter is now being prepared for distribution at the end of February. This will be Alan's last edition and thanks were expressed for his long service to the Publicity Committee as Newsletter Editor.

Minutes of the recent meeting had been circulated. Tickets were going well for the Race Night (7 March). The Income and Information desks would be combined during February to avoid confusion and to give both teams a meaningful role. Carole confirmed that the teams had been asked to come in a little earlier than 1000.

Finance – Minutes of the recent meeting had been circulated.

Groups accounts: Reported that one Group has closed a personal account and passed the funds to the Treasurer. Several Group accounts are up and down, with fees being collected and charged in different periods. French Beginners has recently lost four with long-term illness, leaving a shortfall for the spring term, but a long view is being taken and the activity allowed to continue. It was suggested that Groups Support should be aware of these situations.

Balances – the opening balances included advance income for the Ferry Cruise (June 2008) and membership for 2008-09. Gift Aid is due (ca. £2000) but this will reduce in the next financial year. All rents will rise. Administration charges for 2009-10 - £5,000 is a reasonable estimate, speakers have not been as costly as budgeted; newsletter is becoming more expensive (ink, paper and postage) but a figure has been included on the top side. Income from Groups is a welcome addition but cash flow is occasionally critical, e.g. paying tutors ahead of guaranteed income.

Subscriptions for 2009-2010 In making all these observations Chris proposed that subscriptions for 2009-10 be increased to £15 and that an attempt be made to hold this for two years. David seconded and it was AGREED unanimously. Further AGREED, that Groups' income is kept under review.

All further business was adjourned and the meeting closed at 1210.

Chairman

The next meeting will be held on Tuesday 17 March 2009 at 0930 – in Scout & Guide HQ

NOTES: Last week, it became a matter of some urgency that Group Leaders were advised of the planned building programme at Christ Church Old School. Jeff and Sue met and agreed to contact all leaders of Groups using HQ (with help from Ann Haskell) to explain the situation and ask what their Group Members would like to do. The current position is that smaller groups seem happy to remain in HQ while the larger ones, or those needing access for heavy equipment e.g. keyboards, are finding other premises in the short term. Some of the moves may involve changing times of meetings as well as changing the accommodation but we are being as flexible as we can and hope that Group Leaders will understand the difficulties we may experience.

The Annual General Meeting has been moved to Aughton Village Hall, but Horizons remains in HQ until we are sure of the start date of the building programme. The reason for this is that the official notice of the AGM, sent to every member, is in the newsletter to be published next Thursday, 26 February. If we had not made this decision in time for the announcement in the newsletter, and then had to change the venue, it would have meant writing again to every member.