

**MINUTES OF A MEETING OF THE TRUSTEES**

**HELD ON MONDAY 18TH JULY 2016**

**IN THE**

**LITTLE COMMITTEE ROOM, AUGHTON VILLAGE HALL**

**PRESENT:** L. Burden, M. Gibbon, G. Maitland, T. Morrell, J. Roberts

B. Watkinson, M. Wiechers

**ACTION**

**1. CHAIRMAN'S WELCOME AND INTRODUCTIONS**

1.1 With everyone's agreement, Geoff Maitland, took the chair until Item 3 and welcomed everyone to the Meeting and reminded all that he had to leave at 10.30. He informed the Meeting that their role would be to decide overall policies and strategic planning going forward.

**2. APOLOGIES**

2.1 There were no apologies for absence

**3. ELECTION OF CHAIRMAN**

3.1 Jeff Roberts was elected unanimously to be Chairman for one year. Proposed by MG, Seconded by MW. He took the Chair for the rest of the meeting.

**4. DECISION OF WHICH TWO ELECTED TRUSTEES WILL OFFER THEMSELVES FOR RE-ELECTION IN 2 YEARS**

4.1 There was recognition of the transitional provisions of the Constitution but it was agreed to defer a decision for one year. However transitional arrangements could be made at any time in the interim.

4.2 The two year period starts from the date of the AGM 2016. The Chairman pointed out that the 2015 copy of the Constitution he has, had not been signed. He asked if there was a signed copy and if this had been sent to the Charity Commission. LB to check with Pauline.

LB

4.3 The Trustees asked LB to write to former Secretary Wendy Craddock to enquire about archive files.

LB

**5. APPROVAL OF 2015/2016 ACCOUNTS FOR SUBMISSION TO CHARITY COMMISSION**

5.1 Accounts were ratified by the Trustees, LB to ensure accounts are signed and forwarded on. GM to produce the Trustees Annual Report.

LB  
GM

5.2 LB to check Declaration Form which is signed by each Trustee on appointment to find out if there is a more up to date one.

LB

**6. CONSIDERATION OF LEVEL OF RESERVES**

6.1 A discussion took place on the appropriate level of reserves that

	should be held. Money held in Group Accounts is ring-fenced.	
6.2	GM to write a paper on the level of reserves.	GM
7.	<b>MEMBERSHIP FEES</b>	
7.1	MG suggested that Membership Fees should be no more than £15.	
7.2	MG further suggested the possibility of no membership charge once members attain their 90 <sup>th</sup> birthday. A discussion ensued and it was accepted that such a move would need approval at our AGM. It was thought that the Membership Secretary may be able to assist here.	
8.	<b>STRATEGY FOR OUR U3A</b>	
8.1	<b>Issue:</b> Where we see ourselves going. What is the future of our U3A? We need to plan a Strategy, this may determine our level of reserves. The Trustees would oversee a strategy. It was agreed to put this item on the Agenda for the next meeting.	
8.2	Initial ideas, opinions and questions should be forwarded to JR who will produce a combined strategy paper for next Trustee Meeting.	ALL
8.3	JR to review historical decisions.	JR
9.	<b>ISSUES FROM DRAFT MANAGEMENT COMMITTEE MINUTES JUNE 2016</b>	
9.1	The draft minutes were noted. It was agreed that draft minutes should be issued to Trustees at the same time as they were circulated to Management Committee.	
9.2	The Trustees acknowledged the Constitutional fact that day to day management of the U3A is the responsibility of the Management Committee.	
10.	<b>TERMS OF REFERENCE OF MANAGEMENT COMMITTEE</b>	
10.1	Terms of Reference was an ongoing process.	
10.2	GM reiterated that every Trustee is welcome at every meeting of the Management Committee primarily as observers. There is no need for Trustees to send apologies.	
11.	<b>PUBLICATION OF TRUSTEE MINUTES</b>	
11.1	LB said that she had received a number of emails from Joyce Nolan regarding a Webpage for the Trustees, JR will liaise with Joyce. LB to forward Joyce's emails to JR.	JR LB
11.2	It was suggested we put a piece on the role of Trustees onto the Website and into the Magazine. MG and MW to write an article for the Magazine.	MG/MW
12.	<b>CONSIDERATION OF APPOINTMENT OF HONORARY PRESIDENT AND/OR HONORARY LIFE PRESIDENT</b>	
12.1	A discussion took place on the criteria for appointing an Honorary Life President. This clarified the situation as a result of which there may be a recommendation to the AGM. JR to look into this.	JR
13.	<b>SAFETY ISSUES RE OUR USE OF S&amp;GHQ/OTHER VENUES</b>	
13.1	Concern was expressed regarding a safety issue at HQ. This follows a car accident for which our member accepted responsibility. A discussion	

followed as to what could be done to improve safety. This was discussed at Management Committee who requested the provision of disabled car parking spaces.

13.2 TM is to look into the possibility of asking an independent expert to assess safety, talk to the organisations involved and conduct a survey. One significant problem is that no-one accepts responsibility for the land.

TM

13.3 It was also suggested that we should liaise with the new manager of the Ministry Centre.

14. **REVIEW OF ALL ASPECTS OF INSURANCE COVER**

14.1 It was agreed that JR and TM would review all aspects of Insurance cover and report back to Trustees.

JR/TM

14.2 Dennis Morley, Chairman of the F & R Sub-Committee has an up to date inventory of assets held.

At this point GM offered his apologies and left.

15. **A SELF-FUNDING MANAGEMENT AND TRUSTEE INFORMAL LUNCH**

15.1 MG suggested an informal lunch in the Ministry Centre. Proposed date Tuesday 16<sup>th</sup> August. MG will consult members at the next Management Committee Meeting.

MG

16. **THIRD AGE MAGAZINE**

16.1 LB asked those present if they wanted to receive a copy of Third Age Magazine. TM, JR and MW said they would. MG currently receives a copy of said magazine.

LB

16.2 TM suggested we buy a retirement gift for Lin Jonas who is retiring as CEO of the Third Age Trust.

16.3 It was agreed that JR would decide on a date for the next meeting and Contact everyone.

JR