

**MINUTES OF A MEETING OF THE TRUSTEES OF AUGHTON & ORMSKIRK U3A
HELD ON FRIDAY 9TH SEPTEMBER 2016**

AT

10.00 A.M.

IN

THE MINISTRY CENTRE

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

ACTION

B. Watkinson, M. Wiechers

1. CHAIRMAN'S WELCOME

1.1 The Chairman welcomed everyone to the meeting.

2. APOLOGIES

2.1 There were no apologies for absence

3. MINUTES OF A TRUSTEES' MEETING HELD ON MONDAY 18TH JULY 2016

3.1 The Minutes were accepted as a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 (4.2) LB had checked with Pauline Jones and she confirmed that a signed copy of the Constitution had been sent to the Charity Commission. LB had forwarded a signed copy of the Constitution to all Trustees.

4.2. (4.3) It was felt inappropriate to write to Wendy Craddock to enquire about archive files at this stage. LB to email all previous Secretaries to enquire about archive files. It was important to ensure a robust Archive filing system with good hand-over of documents/information be passed from retiring officers to succeeding officers. It was felt that this was particularly important from a retiring Secretary to their Successor. JR and LB to meet

LB

JR/LB

4.3. (5.1) Year End Accounts awaiting one signature and then they will be forwarded along with the Trustees Annual Report to the Chairman for approval and then on to the Charity Commission. GM had produced Trustees Annual Report and this was now with the Secretary.

LB

4.4. (5.2) LB had now received an updated copy of the Trustee Declaration Form.

4.5 The Charity Commission has been advised of details of the new Trustee Body.

4.6 (6.2) GM had circulated a Paper on the level of Financial Reserves to be held by our U3A.

4.7 (8.2) JR had received information re Strategy Planning from all present and he circulated a Combined Strategy Paper to the Meeting.

4.8 (8.3.) JR reviewed ten years of historical minutes/documents.

4.9 (11.1) A Trustees' email has been created so that anyone can contact

any of the Trustees. Emails will be received by all Trustees but only the Chairman will respond to them. BW said Joyce Nolan had asked him to take photographs of all Trustees. He said he would do this at the end of the Meeting.

4.10 (11.2) MG and MW's article was published in the Magazine.

4.11 (12.1) The Chairman had spoken to a prospective candidate re Honorary Life President and he has indicated that he would be honoured to accept JR to take forward. JR

4.12 (13.2) TM tabled a paper for discussion re an independent survey on The Sands.

4.13 (14.1) TM advised the meeting that we enjoy the adequate and good value covers our Third Age Trust affiliation fee includes: Public Liability, Trustees and Officers Liability etc. We have increased the sum insured on the All Risks cover. Cover is on a new for old basis but now needs to be reconsidered. TM and the Chairman of F&R Sub-Committee, D. Morley will report end of November so that all the policies can be reviewed before the 1st January renewal date.

4.14 (14.2) DM had provided an up to date Inventory of assets.

4.15 (15.1)MG has arranged an Informal lunch on 18th October, 2016 between 12.00 - 2.00 p.m. in the Ministry Centre. Cost £7. Acceptances up to one week before lunch date. LB to put on Agenda for Management Committee meeting. LB

4.16 (16.1) LB had added 4 new names to a Direct Mail Submission for Third Age Trust Magazine.

5. **PROCEDURE FOR PUBLICATION OF MINUTES**

5.1 LB put forward a proposal re a procedure for Publication of Trustee Minutes. After being appropriately amended they were agreed by all. This would ensure future Minutes would be available to all Members as quickly as possible.

6. **CORRESPONDENCE RECEIVED**

6.1 There was no correspondence to be actioned.

7. **REPORT ON LEVEL OF FINANCIAL RESERVES (GM)**

7.1 GM had submitted a paper to the Committee. He was of the opinion that we should determine any strategy first then assess financial reserves. After some discussion it was agreed that reserves are left as they are until we take a position on strategy. GM informed the meeting that historically we had a policy of holding enough reserves to cover three months' expenditure. It was also reiterated that all subscriptions were to be used for the benefit of members. However we could support organisations with similar aims.

7.2 GM's paper also pointed out that the contractual position between A&OU3A and Christ Church S&G in respect of the hire of S&G HQ should be clear and documented. JR had also prepared a paper on this subject which was in agreement with GM's view. JR then circulated his paper.

8. STRATEGY PLANNING (JR)

8.1 JR circulated papers which incorporated responses from all present.

8.2 A discussion took place on the many topics outlined by members of the Committee. These included:

- a. Membership:
 - (i) Whether we should keep our present policy of open membership bearing in mind that there are a number of new U3As in the surrounding area.
 - (ii) Continue to recruit new members thus continuing to advertise.
 - (iii) It was the opinion of the Committee that Members' fee should be maintained at £15.
 - (iv) Recruitment of younger people, not in full time employment, perhaps by publicising more active activities, i.e. sailing, archery, canoeing.
- b. Communication:
 - (i) U3A representation at regular activities and events around the local district.
 - (ii) More volunteers to support the Communication Sub-committee's work in promoting our U3A.
 - (iii) Better two-way communication between management and members. It was suggested that some members and group leaders feel disconnected from management. Thus more acknowledgement and appreciation from management for all the hard work members carry out but also appreciation from members for all the work that committee members undertake on their behalf.
 - (iv) It was suggested that members need more information, Consultation and openness. Members should be kept Informed of the progress of any strategy developments.
 - (v) Hold social events, i.e. continue informal social events for Group Leaders, volunteers, new members meetings.
 - (vi) Outline the benefits of volunteering.
 - (vii) Guard against Groups becoming insular and being seen as a separate 'club'. Groups can feel isolated.
 - (viii) Emphasize that U3A is a 'Self Help Group'. Put together a Leaflet outlining how members can help. This can be given to all new members.
 - (ix) We need an overall digital policy, including archiving of information, both paper and digital, and endorse the New Management System.
 - (x) Sub-Committee Group Minutes be made available.

9. **THE SANDS – RISK ISSUES (TM)**

9.1. TM proposed that there should be an Independent Risk Survey to understand how the area is used currently. The Scout and Guide Group are to make a contribution to any costs involved. A discussion took place, many suggestions and ideas were put forward. An important conclusion was that consideration should be given to disabled friendly parking. It was agreed that TM's proposal should be recommended for approval to the Management Committee at their next meeting.

9.2 MG had some suggestions as to alternative estimates, including an Informal one.

10. The Meeting closed at 12.20 p.m

The next meeting will take place on a Friday morning. JR to notify secretary of Date, time and venue. JR

Items for Agenda for next Meeting

1. Discussion of Premises
2. Written Agreement U3A/Scout HQ