

MINUTES OF A MEETING OF THE TRUSTEES OF AUGHTON AND ORMSKIRK U3A

HELD ON FRIDAY 14TH OCTOBER, 2016

AT

10.00 A.M.

IN

THE MINISTRY CENTRE, AUGHTON

PRESENT: L. Burden, M. Gibbon, T. Morrell, J. Roberts, B. Watkinson, M. Wiechers

ACTION

1. CHAIRMAN'S WELCOME

1.1 The Chairman welcomed everyone to the meeting.

2. APOLOGIES

2.1 Apologies were received from G. Maitland.

3. MINUTES OF A TRUSTEES' MEETING HELD ON FRIDAY, 9TH SEPTEMBER, 2016

3.1 The Minutes were accepted as a true record

4. MATTERS ARISING

4.1 (4.2) LB informed the meeting that the archiving process was going ahead. LB to start archiving hard copy records and LB is to write to Willem Wiechers to ask him if he will undertake the process of setting up a digital archive.

LB

4.2 (9.1) It was pointed out that the road leading to S&G HQ is not part of the adopted Highway network. The markings are not the responsibility of LCC Highways. A discussion followed and it was agreed that a significant problem was that the Sands was used by such a variety of people, there was no control over it. It was agreed that no action be taken for the time being.

5. MEETING BETWEEN TRUSTEES AND MANAGEMENT COMMITTEE

5.1. The Trustees were delighted to be having an informal lunch together with members of the Management Committee but felt that any further meeting at this time would be too soon. The Trustees' view is that they act in an Advisory capacity and will not interfere as long as the Management Committee adhere to the Foundation Documents and operates according to Charities Requirements as per Charity Law and our Constitution. JHR to forward Paper to LB to table at the next Management Committee Meeting.

JHR

LB

5.2 MG said that there had been a good response for the informal lunch.

5.3. JHR to welcome members to the informal lunch.

JHR

6. TREASURER'S REPORT

6.1 BW spoke to his Report. He explained the Beacon System and the intended charge. MW reported that Ian Haskell had given a comprehensive presentation on the Beacon System at a Computer tutorial and that he should be asked to give a further presentation.

LB

6.2 Derrick Fewings, Secretary of the F&R Sub-Committee has undertaken the preparation of financial documents on behalf of the F&R

6.3 BW is to carry on his system before handing over to a new Treasurer who will then decide on a way forward.

6.4 The Management Committee are happy with the format of financial documents

7a. AGREEMENT RE USE OF HQ PREMISES

- 7a.1. JHR advised the meeting that the members of the Committee who are responsible for HQ do not want a formal agreement between themselves and U3A and are happy to carry on as it is now with an informal arrangement.
- 7a.2. They have proposed an additional £600 rental per quarter. All other charges remain unchanged.

7b. DISCUSSION OF PREMISES

To be dealt with as part of our Strategy.

8. STRATEGY REPORT

- 8.1 LB to send out Strategy Plan to the Trustees.
- 8.2 JHR asked each member to work on a part of our Strategy Plan.
- a. MG - Membership
 - b. MW - Communications
 - c. BW - Premises and Finances
 - d. TM - Outreach
 - e. JHR - Volunteers – succession planning – Groups
 - f. GM - Corporate Identity
- Reports are to be forwarded to the Secretary by mid- January, 2017.

LB
MG
MW
BW
TM
JHR
GM

9. A.O.B.

- 9.1. At the last Speaker's Meeting a gentleman fell outside HQ. He suffered cuts and bruises. One of our members who is an ex-nurse went to assist him. She was unable to locate a usable First Aid kit within HQ. The gentleman was taken to the Walk In Centre at Ormskirk Hospital. This raises a number of concerns. Firstly the lack of an adequate First Aid Box, Secondly, the need for more people with First Aid skills and lastly the lack of a Health and Safety Officer. Thus in the light of these developments LB to speak to Iain Smart to see if Group Support Sub- Committee can organise First Aid Training and encourage as many members as possible to take part.
- 9.2 MG agreed to replenish First Aid Boxes in HQ and ensure they are prominently sited.
- 9.3 MG to put a notice in the magazine informing members where First Aid Boxes are located.
- 9.4 It was agreed that Horizon Rotas should be publicised on the noticeboard and the website and also in the magazine.
- 9.5 The meeting closed at 12.15. The date of the next meeting to be advised.

LB
MG
MG
JHR/LB