

## **AUGHTON & ORMSKIRK U3A MANAGEMENT COMMITTEE MEETING**

CHRIST CHURCH S&G HQ. 9.30am Tuesday 16<sup>th</sup> May 2017.

**PRESENT:** G Maitland, D Baker, V Bullen, L Burden, D Glennon, I Grant, I Haskell, G Latham, D Morley, I Smart, P Trigwell, B Watkinson.

**ITEM 1 WELCOME:** The Chairman welcomed members to the meeting. He pointed out that a new Chairman will be elected at the next meeting. He thanked the members of the Management Committee for their support, commitment and dedication recognising that the priority for the Committee has always been what is in the best interests of the U3A. He wished the Management Committee every success in the future.

**ITEM 2 APOLOGIES:** G Roberts, D Slater.

**ITEM 3 MINUTES OF MANAGEMENT COMMITTEE MEETING ON 18<sup>th</sup> APRIL:**

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

**ITEM 4 MATTERS ARISING:**

LB has contacted Pauline Jones about the storage of U3A files. This matter is being followed up.....**ACTION LB.**

LB informed Alan Bonner that his offer of assistance at the AGM has been accepted.

LB has publicised the AGM to the maximum number of members. The personalised nature of the communications was welcomed.

PT will ensure the AGM is publicised in the magazine and on the website.

The next meeting of the Trustees is in July. LB will circulate the agenda to Management Committee members in advance of the meeting....**ACTION LB.**

The F&R Sub-Committee has compiled a financial insert for the Group Leaders Handbook. The paying-in slip has been redesigned.

The Communications Sub-Committee requires guidance on how best to proceed with External Relations. In the meantime, as they await the strategic plan from the Trustees, they will undertake what they can.....**ACTION TRUSTEES.**

**ITEM 5 CORRESPONDENCE:**

Alex McMinn had written to the Management Committee thanking them for their letter which recognised his significant contribution to the U3A.

A letter was received from Alex McMinn highlighting the need for a Risk Assessment of Group Activities. This led to a lengthy discussion on a range of issues relating to the Health and Safety of members when involved in U3A activities. Proposals included:

A member has offered to take on responsibility for Health and Safety. LB will contact him to ascertain what he is prepared to do and whether he needs additional assistance....**ACTION LB.**

Clarity is required on the nature of the agreement we have with the various premises used by the U3A and the medical facilities available. The U3A should have a bank of appropriate information about each of the premises we use. Information such as the post code of the premises should be clearly visible in case of emergency.

Discussion took place about insurance implications for U3A activities.

Accidents should be recorded in the Accident Book and an Accident form sent to the Secretary.

The F&R Sub-Committee will give Pauline Jones relevant information about the premises used by the U3A and ask her to circulate this to Group Leaders....**ACTION F&R SUB-COMMITTEE.**

It was recognised that the implications of Health and Safety for our U3A require further appropriate in-depth consideration.

LB will write to Alex McMinn thanking him for alerting the Management Committee to the incident which happened at Scarisbrick Village Hall and the need to review Health and Safety procedures.....**ACTION LB.**

#### **ITEM 6 AGM:**

The proposed agenda was discussed by the Committee.

LB and GM will write articles for the magazine which will be published in advance of the AGM. This will eliminate the need for a Chairman's Report and Secretary's Report as agenda items at the AGM.....**ACTION GM and LB.**

BW will present the Treasurer's Report.

The Resolution that subscriptions for 2018-19 should remain at £15 will be proposed by GM and seconded by GL. If this resolution is not accepted, it will go back to the Management Committee for reconsideration.

Margaret Gibbon will propose the Resolution relating to members over the age of ninety being given free membership for life. She will require a member to second this Resolution.

The Chairman will not allow amendments from the floor relating to finance.

There will be an agenda item which will allow the Chairman of the Trustees to thank retiring members of the Management Committee.

There are four vacancies to be filled on the Management Committee and five applications have been submitted.

It was agreed there needs to be a policy outlined in Standing Orders relating to a timetable to be followed in preparation for the AGM. LB will circulate relevant documentation.....**ACTION LB.**

#### **ITEM 7 TREASURER'S REPORT:**

Before proceeding to the financial statements, GL thanked members for their prompt response to his request for their unanimous approval by Email to JVSA's examiner's fee. He advised that in future, any such proposal would be submitted to members in sufficient time to allow proper discussion and decision. He notified members that JVSA would deliver the draft accounts for 2016-17 in the current week. Those accounts would be presented in the format he had requested in accordance with Charity Commission guidelines. He expressed his intention to improve the process of dealing with the external accountants next year, to improve communications and to agree mutual expectations.

In advance of the meeting the Treasurer had circulated to members the following reports for the period 1<sup>st</sup>-30<sup>th</sup> April 2017:

Consolidated financial summary

Main Account financial summary

Groups Account financial summary

Summary of Cash Movements

Statement of Assets and Liabilities at 30<sup>th</sup> April 2017

The Treasurer explained that he had refined the allocation of some of the receipts in the groups' account financial summaries (and thus the consolidated financial summary) by adding several new categories: attendance fees, contributions and deposits and ticket sales. He explained the purpose of these changes. At the request of members, several other points were clarified. The meeting accepted the financial statements for the first period of the new financial year.

DB left the meeting at 12.05pm.

#### **ITEM 8 MEMBERSHIP SECRETARY'S REPORT:**

IH had circulated information on details of current numbers and gave an update on recent changes. 5 members had joined since the last meeting. Currently we have 1994 members. So far, 1068 have renewed in person or by post. 519 have renewed by PayPal.

IH pointed out that Beacon can handle online joining as well as online renewal and this could be more convenient for new members. Approval was given for this initiative to be taken forward.

#### **ITEM 9 COMPOSITION OF SUB-COMMITTEES:**

IS outlined the future composition of the Learning and Group Support Sub-Committee. Nobody had come forward to take over the role of Chairman. Possibly vacancies could be filled by new Management Committee members.

The Finance and Resources Sub-Committee are taking steps to recruit an Assistant Treasurer. A job description has been produced which will be in the next magazine and publicised in Enews and on the website.

The composition of the Social Sub-Committee is stable but another member from the Management Committee would be appreciated.

The Communications Sub-Committee is well supported at the moment.

#### **ITEM 10 SUB-COMMITTEE REPORTS:**

The Finance and Resources Sub-Committee had circulated their report plus observations on Surplus Funds. DM drew attention to the need to have a means of identifying when a room becomes available at HQ and he pointed out that cars are still being parked outside the emergency exit.

The Social Sub-Committee had circulated their report before the meeting which included reference to the Summer Social 2017 and the Christmas Lunch 2017.

The Learning and Group Support Sub-Committee report was circulated. IS pointed out that a CPR and AED Demonstration would be provided by St John Ambulance at HQ on 30<sup>th</sup> May. The Tai Chi classes are going well. IS thanked Committee members who had helped and supported him with his work as Chairman of the Sub-Committee.

#### **ITEM 11 SECRETARY'S NOTICES:**

LB informed the meeting that the Third Age Trust U3A Conference and AGM 2017 will be held at Nottingham University on 29<sup>th</sup>-31<sup>st</sup> August. She will give details to anybody interested in attending.

#### **ITEM 12 A.O.B.:**

GL will attend the forthcoming U3A North West Region workshop on Charity Law and Finance.

The Chairman expressed heartfelt thanks to all the Committee members who had given him such loyal support. He expressed particular appreciation to the retiring members.

The Chairman was thanked for his wise and sensitive chairing of the Executive Committee meetings and more recently the Management Committee meetings.

**ITEM 13 DATE OF NEXT MEETING:**

The next meeting will be on Tuesday 20<sup>th</sup> June at 9.30am.

The meeting finished at 12.25pm.