

MINUTES OF A MEETING OF THE TRUSTEES OF AUGHTON & ORMSKIRK U3A
HELD ON MONDAY 10TH JULY, 2017 at 9.30 a.m in THE MINISTRY CENTRE, AUGHTON

PRESENT: J.H. Roberts, (Chairman) L. Burden, M. Gibbon, G. Latham, T. Morrell, M. Wiechers

1.0 CHAIRMAN'S WELCOME

1.1 The Chairman welcomed everyone to the meeting.

2.0 CONFIRMATION OF CHAIR OF TRUSTEES

2.1. It was agreed that JHR remain as Chairman of the Trustees. Proposed by MG, seconded by MW.

2.2. JHR informed the meeting that two Trustee members would have to stand down next year.

3.0 APOLOGIES

3.1. Apologies were received from Ian Grant

4.0 PREVIOUS MINUTES

4.1. The minutes were declared as a true record once the letters GL had been deleted in sub-paragraph 8.14. This amendment was initialled and the Chairman then signed the minutes.

5.0 MATTERS ARISING

5.1. LB confirmed that the document Alex McMinn referred to correlated with the document on our U3A Website.

6.0 CORRESPONDENCE

6.1. A letter was received from Alex McMinn to thank the Trustees for their support in his appointment of Honorary Life President.

6.2. A further letter was received from Alex on the subject of Risk Assessment. This was deferred to Item 11.

7.0 REVIEW OF AGM

7.1. A discussion took place after information provided by the Membership Secretary, revealed that 22% of those attending the AGM were drawn from the earliest members.

ACTION

Suggestions were put forward as to how newer members could be encouraged to attend future meetings. It was decided that each member bring suggestions on this topic to the next meeting.

8.0 GOVERNANCE OF U3A

8.1. LB had circulated a paper giving details of the composition of members of the Management Committee and Sub-Committees as well as Terms of Reference for Sub-Committees. It was agreed that more people needed to come forward to join Sub-Committees.

8.2. JHR informed the meeting that he and MG had attended a Meeting of the Management Committee. He also affirmed that ex officio officers could attend any meeting of a Sub-Committee and it was agreed that an Officer of the Committee could also take on a dual role of Chair of a Sub-Committee if an individual so wished. It was the opinion of those present that all Committee members should be encouraged to participate in Sub-Committees.

8.3. The e-news needs more people to come forward as the same people have been involved since its inception.

9.0. TREASURER'S REPORT

9.1. The meeting reviewed the financial reports circulated beforehand. GL drew attention to the receipt of £9,048 Gift Aid in June. He advised members that the balance on the groups' bank account had reduced by £2,500 in the three months April-June, mainly as a result of the rentals paid for external venues, compared with the attendance fees contributed by group members during the same period.

9.2 He also explained that, amidst the discussion about 'surplus funds', it should be borne in mind that the National U3A Treasurers' Guidelines recommend that 'six months payments should be sufficient as cash reserves. He pointed out that our total bank balances were the equivalent of seven months payments, and would decline over the course of the year.

10.0 STRATEGY DOCUMENT

10.1 JHR circulated a paper he had written for examination and a discussion took place. It was agreed that GL draft proposals for a framework of ideas and circulate to all members.

It was agreed that LB should send her draft Strategy Plan to GL.

LB

11.0 PREMISES – HEALTH AND SAFETY

11.01 A series of Health and Safety/Risk Assessment documents were considered and it was decided that a separate meeting should be convened to deal specifically with this issue.

12.0 2018 CELEBRATIONS

12.01 LB informed the meeting that the Management Committee had asked her to write to Alex McMinn to ask him if he would form a Working Party to take this forward.

12.02 It was agreed that as many Groups as possible should be involved in the preparations and celebrations.

13.0 A.O.B.

13.0 LB reported that she had received a complaint from someone in the Pilates Group regarding members walking into the main hall at HQ during classes, to access the Computer room. JHR to look into access and exit through the outside door of the Computer room.

JHR

14.0 DATE OF NEXT MEETING

14.01 The date of the next meeting was arranged for Monday 9th October, 2017.

SignedDate.....

LB/11 Jul 17