

Aughton and Ormskirk U3A Management Committee Meeting

Christ Church Scout and Guide HQ Tuesday 18th July

Present: I Grant (chair,) P Andrews, J Astles, V. Bullen, L Burden (sec.) I Haskell, G Latham, G.Maitland, D Morley, D Slater, M Tomlinson, P Trigwell, B Yates.

A Starkie sent apologies and arrived at 10.45

Also in attendance was M Wiechers (trustee)

Item 1 Welcome

Item 2 Apologies D Baker, D Glennon

A Starkie to arrive late.

Item 3 Minutes of last meeting, 20th June 2017

One correction: (page2) GL attended the NW Regional workshop, not GM

Item 4 Matters arising

Discussion continued on the problem of storage of documents. Estimates of the required time for storing documents ranged from 6 years to the lifetime of the charity.

It was agreed to seek a volunteer to coordinate electronic archiving (though not using the daunting word,) with the option of employing professional services.

Action PT to use all available communications to seek volunteer(s)

Action LB to seek definitive advice on legal requirements from national U3A

Discussion continued on the ad hoc nature of health and safety. It was agreed that a more coherent system should be put in place, involving a coordinator or dedicated sub-committee and the option of employing professional services, though we should be mindful of possible policy differences with the Scouts.

DM has circulated a premises schedule showing H and S provision, specifically defibrillators.

DS admitted her background in H and S and offered to be involved.

Action PT to use communications to seek more volunteers.

In response to AOB, PT has circulated a draft document of guidelines for group leaders and will disseminate this at a meeting of GLs.

Item 5 Correspondence.

Re. Alan Bonner's letter re. putting away of tables and chairs, VB reported that notices on tables asking members to put them away at the end of horizons seemed to be working.

GL reported that there had been no further reaction from MTG on the evaluation of 'production P&Ls', and relationships were proceeding normally.

A letter was received from a member complaining about interruptions during exercise classes in the main hall. It was agreed that access to the computer room was often necessary during group meetings and would need to continue. However LB informed the meeting that the Chair of Trustees was looking into possible solutions. It was agreed that photographs should not be taken without permission and that any photographs will be removed if members request this. It was suggested that a notice might be placed in the computer room reminding users of this room of the need for courtesy and minimal interruption to group sessions. It was suggested that sensitive groups such as Pilates might switch rooms but this is not viable due to their size. LB to write to the member.....

Action LB

Item 6 Trustees Meeting Feedback

GM clarified that trustees who were required to stand down after 2 years are eligible to stand for re-election; indeed this is the expectation, with those trustees effectively serving for 6 years and ensuring a rolling membership.

There was some discussion on the trustees' contribution to strategy: IG reported that Jeff Roberts does not feel that the trustees should be responsible for producing a strategy plan; GL is working on a draft document, on behalf of the Trustees, outlining his thoughts on what strategy means.

IG thanked MW for the work of the trustees to date.

Item 7 Feedback from AGM.

It was agreed that the AGM was broadly successful, though turn-out was somewhat disappointing. There was discussion of a suggestion to combine the AGM with a guest speaker, but it was agreed that brevity is the key to success.

(listed as a second **item 7** on the agenda) **Health and safety**

This issue was subsumed into matters arising.

Item 8 Treasurer's Report

Re. difficulties opening document attachments, it was suggested that documents might be projected on the screen to save paper, though many people like to annotate paper copies. Word documents might need to be saved as pdf files.

It was agreed that reports are best presented as consolidated documents. Some discrepancies might appear between receipts and payments for individual groups.

IG thanked GL for the rigor of his report and suggested that this level of detail would allow the management committee to spot issues, though GL would raise these initially with group leaders.

There was a discussion about procedures for group leaders making payments eg. for tutors, guest speakers, equipment costs etc. It was clarified that:

- Only minor sums should be paid by group leaders; larger amounts should be paid directly to tutors or refunded to group leaders by the Treasurer.
- Equipment purchased to meet the needs of individual groups should be available for all groups.

(Procedures will be further clarified in the Guide for Group leaders.)

Item 9 Finance – Prudent Reserves

The balance is beginning to be run down, for example through some disparities between group receipts and payments.

The potential cost of professional services for archiving and health and safety might have an impact.

Charity Commission advice is that a sum equivalent to 6 months' receipts should be held in reserve; our figure is approximately 7 months.

Item 10 Membership Secretary' Report

IG thanked IH for his work

IH reported that numbers are rising more slowly.

JA suggested that new members can feel lost at Horizons and suggested setting up a new members' table and ensuring that new members are greeted.

Action JA to look into developing improved procedures

Item 11 Development of Land

IG will liaise with Scout leaders over possible improvements and benefits from planned developments.

Item 12 Audio Tour Guides

PT distributed information about audio tour guides, to be discussed at a later meeting.

Item 13. Meetings and Frequency

MW explained that trustees' concern over the reduced frequency of meetings related to the need for support for sub-committees and that these now seem to be in good health.

It was agreed to move to the new schedule for meetings, considered at the June meeting

Item 14 Sub- Committee Reports

Finance and resources. The following purchases were agreed, on the understanding that items are made available to other groups: a projector for Digital Photography £700; a CD player for French Conversation (though it was pointed out that better technology is available) £150; scores for Choir £500.

The purchase of a defibrillator for Scarisbrick Village Hall is being pursued via West Lancs. District Council.

Social. PA has joined.

LB is in discussion with A McMinn over plans for 15th birthday celebrations, for which a budget needs to be set.

Names of chairs of sub-committees will be on the web-site imminently.

Item 15 Secretary's Notices. Details of the Third-Age Trust AGM are on the web-site should anyone wish to attend.

Item 16 A.O.B. No items were raised

Item 17 Date of Next Meeting: Tuesday 17th October

Signed..... Date.....