

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

HELD ON MONDAY 26th FEBRUARY, 2018

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

1.0 CHAIRMAN'S WELCOME

1.01 The Chairman welcomed everyone to the meeting.

2.0 APOLOGIES

2.01 There were no apologies

3.0 PREVIOUS MINUTES

3.01 The previous minutes were approved with the addition of I. Grant to those present.

4.0 MATTERS ARISING

4.01 (4.01) A suggestion had been made that a light buffet could be offered to members after the AGM. It was decided not to proceed this time, although it may be considered at a future date.

5.0 CORRESPONDENCE

5.01 An email was received from Maghull and Lydiate U3A asking if it was acceptable to Aughton & Ormskirk U3A to have an agreement whereby a member's Capitation Fee is deducted from their Membership Fee if they are members of other U3As. A discussion took place and it was agreed that the present Policy of Aughton & Ormskirk U3A that all members should pay the full Membership Fee, should remain in place. **LB to reply to the email.**

6.0 AGM

6.01 **ELECTION** – Chairman Jeff informed the meeting that he and Ted Morrell were to stand down at the AGM in June and that neither would seek re-election. IG expressed thanks to both JHR and TM for the considerable effort they have put in over many years.

6.02 **GENERAL PROCEDURE – Progress on AGM** IG informed the meeting that he had made two announcements at Horizons for members to assist as tellers and counters at the AGM in June. Seven members had now come forward to be part of new team.

7.0 LETTERS FROM NATIONAL OFFICE

7.01 Two letters had been received from National Office outlining a change to the object clause in our Constitution. A discussion took place. IG informed the meeting that there was no alternative but to accept the object clause in order to bring the Constitution up to date and to comply with recent legislation relating to charities and companies. It was agreed that we opt in to the Object clause set up by National Office. **LB to inform National Office**

7.02 A motion will be put to the membership at the AGM to amend the object clause in the Constitution. **LB**

7.03 A discussion took place on the use of paid tutors. The Trustees agreed that they do want the continued use of paid tutors within our U3A.

7.04 It was agreed that the Management Committee should ensure that all Tutors have adequate insurance cover in place. The Trustees would like the Management Committee to devise a means to ascertain the qualifications of paid tutors.

7.05 TM to draft an email regarding insurance for paid tutors to IG **TM**

7.06 **PROPOSED TRUSTEE WORKSHOP** –The Third Age Trust is holding a series of Workshops for Trustees. As both current Workshops are full they are trying to organise another in Birmingham. IG to attend subject to dates. **IG**

8.0 CHAIRMAN'S REPORT/DRAFT MANAGEMENT COMMITTEE MINUTES-16TH JANUARY, 2018- IG

8.01. **Reinstatement of Treasurer**- The decision by the Management Committee to reappoint GL as Treasurer was unanimously accepted by the Trustees.

8.02 **Proposal for Policy on Cash Reserves** A Report by GL was put before the meeting. This fulfils the requirement of the Charity Commission to provide, within our Annual Report, a statement of our cash reserves Policy. It was agreed that, the U3A should continue to hold cash reserves equivalent to approximately six months expenditure. GL pointed out that we should be mindful of the subsidies already paid by U3A in respect of hire charges for external venues used by the majority of Groups. This practice will gradually deplete existing reserves over a period of time. The proposal put forward by GL on cash reserves was unanimously supported by the Trustees.

At this point Chairman Jeff left the meeting

8.03 **Proposal re Hire Charges for S&G HQ** A paper was circulated which proposed changing the way hire charges are paid to S&G HQ Committee with a view to making our tenancy of HQ more secure. **LB to write to the Scout and Guides Committee on behalf of the Trustees.**

Chairman Jeff came back into the meeting

8.04 **U3A in 2018 and Looking Ahead – What do our members want** –A discussion took place on how to engage members in a discussion on how we move forward. How to know what members want in order to influence Policies.

8.05 IG suggested that a future meeting is convened of the members to discuss topics as to how they see the U3A going forward.

8.06 MW suggested that we look into resurrecting a Forum on the Website.

8.07 GL suggested we put together a Questionnaire to gain insight into how members think

8.08 Consulting in small groups

8.09 Market survey of local people

LB to insert a request in eNews for anyone with expertise in designing questionnaires.

8.10 It was suggested that there was a need to consider the next fifteen years and for the Management Committee to put together Terms of **Reference**. GL to put together Terms of Reference for the next Management Committee Meeting **GL**

8.11 **Health and Safety** – The Trustees reviewed the paper put forward by the Health and Safety Working Party. It was agreed that it was an excellent paper and congratulated all involved in putting together a clear and knowledgeable document. This item will be on the Agenda of the next Management Committee Meeting –H&S Moving it forward. **LB**

9.0 INSURANCE REPORT – TM

9.01 TM confirmed that the portfolio of insurances arranged for all affiliated U3As by the Third Age Trust gives suitable and adequate cover for our needs. The premiums required are within our affiliation fee.

10.0 TREASURER’S REPORT – GL

10.01 GL presented the financial statements for the period 1 April 2017 - 31 January 2018. He reported that there had been no unusual financial activities since the last meeting, except that a technical mishap had occurred during the printing of the previous magazine, requiring a complete re-run, at an extra cost of £500.

10.02 The statements showed that, over the ten months of the financial year, cash reserves had fallen by almost £20,000, due mainly to the (expected) shortfall between attendance fees and venue hire charges. Cash balances would return to former levels over February and March as membership renewals were received. At 31 January our cash balances of £86,429 are the equivalent of 5.3 months’ average payments.

10.03 GL also referred to the introduction of a new monthly Liquidity Graph, designed by Derrick Fewings, whom he praised for his diligence and initiative.

11.0 BIRTHDAY CELEBRATIONS –

11.01 LB gave an update on the 2018 Celebrations. She informed the meeting that Invitations had gone out to guests and that there was a further meeting on Friday 9th March. JHR had spoken to Val re his role.

11.02 MG asked if a representative from Age Uk, Ann Oliver, could be invited. It had also been suggested that the NW Regional Trustee be invited. LB to consult working party. **LB**

12.0 DATE OF NEXT MEETING

12.01 The date of the next meeting was arranged for 23rd April, 2018.

The meeting closed at 12.13p.m.

Signed:

Date: