

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

HELD ON MONDAY 23<sup>RD</sup> APRIL, 2018

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

1.00 CHAIRMAN'S WELCOME

The Chairman welcomed everyone to the meeting.

2.00 APOLOGIES

There were no apologies

3.00 PREVIOUS MINUTES

3.01 The minutes were agreed as a true copy and signed by the Chairman.

3.02 It was agreed that the minutes could be published in draft form after agreement by the members of the Trustee Body.

4.00 MATTERS ARISING

There were no matters arising.

5.00 CORRESPONDENCE

It was agreed that correspondence should be dealt with at Item 8

6.00 AGM

6.01 a. **Subscriptions:** It was agreed that subscriptions should remain at £15.

6.02 b. **Date – 2019 AGM:** A provisional date was set for 23<sup>rd</sup> May subject to confirmation that the Final Accounts would be ready in time. GL to check dates with Auditors. **GL**

6.03 It was agreed to appoint JVSA as Auditors for 2019

6.04 LB informed those present that there were three vacancies on the Trustee Body and four vacancies for the Management Committee to be filled.

7.00 DATA PROTECTION

7.01 LB informed the committee that there had been a meeting of a Working Party to discuss the way forward in light of new Legislation to be introduced on 25<sup>th</sup> May, 2018 and that there would be heavy fines for non-compliance which does include voluntary organisations such as U3As. MW confirmed that she would like to join this group. IG said that it was a requirement of the new Act that a Data Protection Officer should be appointed.

7.02 MG and LB are to attend a Third Age Trust Work shop on this topic at the end of April.

7.03 IG to mention this topic in his Annual Report in the next Magazine. **IG**

## 8.0 COMPLIANCE WITH TAT FINANCIAL/INSURANCE REQUIREMENTS

8.01 A discussion took place and it was unanimously agreed by all those present that:

**The Trustees in exercise of their obligation under the Constitution agree:**

**1. All activities including finance must be included in the U3A Financial Statements**

**and**

**2. All monies collected by groups in connection with official U3A activities and functions must be paid to and accounted for to the Treasurer.**

8.02 It was agreed that Trustees would meet with a number of Groups to more fully explain the new requirements and to clarify our obligations under Charity Commission Law.

## 9.0 CHAIRMAN'S REPORT/DRAFT MINUTES OF MANAGEMENT COMMITTEE, MARCH, 2018

9.01 IG gave a report on the activities of the Management Committee which was saying farewell to Dennis Morley, Chairman of the F&R Committee, Dermot Glennon, Minutes Secretary and Ian Haskell, Membership Secretary. These stalwarts were very reliable people and would be missed by their colleagues. On the Trustee Body Jeff Roberts, Ted Morrell and Margaret Wiechers were standing down. IG expressed the gratitude of the U3A to all three for their longstanding commitment. Their long history and knowledge in helping to set up our U3A had been an integral part in making it the wonderful Organisation it is today.

9.02 GL would present the accounts to the AGM. IG thanked GL and the Accounts Team for all the excellent work they had put in to get the accounts ready in time.

9.03 Thanks to the efforts of the Membership Team a significant number of Members were using Pay Pal to renew their membership

9.03 In planning for the future we are actively setting up measures to meet our commitments for Health and Safety, Archiving and the new Data Protection Legislation.

9.04 It was suggested that the revision of a Policy and Procedures document for short courses, visits and holidays may be a task for the new Trustee Body.

## 10.0 TREASURER'S REPORT

10.01 GL presented the Treasurer's report for the financial year 1 April 2017 - 31 March 2018, which had been delivered to independent examiners JVSA on 4 April. Cash balances at the year end stood at £95,805, equivalent to six months' average payments, in accordance with approved cash reserves' policy.

10.02 As recorded in the Statement of Assets & Liabilities, Gift Aid of £6,542 had been applied for but not yet received, and there was a liability of £20,990 outstanding in respect of prepaid members' subscriptions at 31 March 2018.

10.03 The Trustees approved the accounts, as presented, unanimously

11.0 BIRTHDAY CELEBRATIONS

LB informed the meeting that preparations were going well. Tickets were almost sold out so we should have a good attendance. Guests would be greeted on arrival. There were a number of Guests still to reply. A further meeting had been arranged before the event to tie up any loose ends.

12.0 AOB

MG said that a student of Edge Hill was doing research on mobility restrictions and healthy eating and had prepared a questionnaire which it was hoped could be circulated to U3A members if they agreed. It was agreed that it could go ahead if details of the plan and questionnaire were seen before they were distributed. MG to arrange and report back to Pete Trigwell, Chairman of Learning and Group Support. **MG**

13.0 DATE OF NEXT MEETING

The next meeting would take place on Monday, 9<sup>th</sup> July, 2018

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