

AUGHTON & ORMSKIRK U3A MANAGEMENT COMMITTEE MEETING

CHRIST CHURCH S&G HQ. 9.15am Tuesday 15th May 2018.

PRESENT: I Grant (Chairman), P Andrews, J Astles, D Baker, V Bullen, L Burden, D Glennon, G Latham, D Morley, D Slater, A Starkie, M Tomlinson, P Trigwell.

ITEM 1 CHAIRMAN'S WELCOME: The Chairman welcomed all present to the meeting. He noted that it is the final Management meeting for DM, DG and IH. He thanked DM, DG and in his absence IH for all they had contributed to the Management Committee.

ITEM 2 APOLOGIES: I Haskell.

ITEM 3 MINUTES OF MANAGEMENT COMMITTEE MEETING DATED 20th MARCH 2018:

The Minutes had already been approved by Email in accordance with the procedure agreed at the last meeting. The Minutes were signed by the Chairman.

ITEM 4 MATTERS ARISING:

PA had obtained an estimate of £370 for the required work outside the emergency exit doors. Approval was given for the estimate to be accepted and the work to be completed.

AS is continuing consultations relating to the recessed projector. He will discuss the matter with Alan Nolan and communicate their preferred option to LB. LB will write to the Scouts and Guides Management outlining their proposal about the projector....**ACTION LB.**

It was recognised that the Finance Manual was a timely and valuable document. It was agreed roles or position titles, rather than names, should be used.

ITEM 5 CORRESPONDENCE:

The Secretary reported that there was no correspondence.

ITEM 6 AGM:

The proposed formal agenda had been circulated in advance. The Chairman's Report and the Secretary's Report will be published in the magazine. Item 15 will become Questions/Open Forum/ AOB.

Members are aware of the deadline for submitting Resolutions from information already published.

ITEM 7 GDPR:

LB introduced the topic of GDPR (General Data Protection Regulation). LB and Margaret Gibbons had attended a conference in Birmingham and LB outlined the main points from

the conference which are relevant to our U3A. Information will be published on the website as the first stage of informing members.

In discussion, issues such as familiarisation with the Beacon system, the need to upgrade the membership application form to include a tick box for the magazine, possible problems in giving addresses to volunteers delivering magazines and whether permission from individual members is required relating to photographs in the magazine were all considered.

LB informed the meeting that a GDPR Working Party had been set up and they had met twice already to put together a number of documents which were required by the new legislation. All efforts are being made to comply with the requirements of the new law. We are involved in an ongoing process and can seek guidance if needed from the National Office who will be sending out updates and information.

It was agreed that the Membership Form and the Group Form be put to the GDPR Working Party and if agreed by them then LB to contact all members of the Management Committee. If they agreed with the documents, then both Forms could be brought into use immediately.

It was recognised that Committee members and Coordinators are volunteers and not experts.

It was agreed that as problems and concerns arose they should be sent to LB who will raise them first with the GDPR Working Party and then forward them to National Office should further clarification be needed....**ACTION LB.**

ITEM 8 HEALTH AND SAFETY:

On behalf of the Health and Safety Working Party, DS had circulated a paper outlining the significant amount of work being undertaken and progress made. She explained each item in turn commenting on what had been achieved and work still to be completed.

The Chairman thanked DS and her Committee for all the important work being undertaken. What had been treated somewhat informally in the past was now being addressed in a formal manner for the benefit of U3A members.

ITEM 9 TREASURER'S REPORT:

GL had circulated various papers in advance of the meeting including:

Accounts for the Year ended 31st March 2018.

Receipts and payments by Groups for year ended 31st March 2018.

Financial statements for period 1st-30th April 2018.

GL explained the content and answered questions on each in turn pointing out that the balance had been reduced by approximately £10,000 over the course of the financial year.

It was recognised and appreciated that the Finance and Resources Sub-Committee dealt with the detail and minutiae of the finances and the Management Committee were kept informed about any trends and variances. GL pointed out that brief presentations would also enable the Management Committee to become more familiar with terminology and gain greater insight into the U3A's financial standing.

Discussion turned to the paper " Financial Integration of U3A Groups " which had been circulated in advance of the meeting. The objective is to ensure that the U3A's financial records are full and complete and are presented in such a way as to satisfy the requirements of the Constitution, Trustees, Management Committee, the Charity Commission and external accountants.

The Trustees of A&O U3A have determined unanimously that steps be taken to reorganise the handling and reporting of Groups' financial arrangements so that all receipts and payments are processed through U3A accounts. The Trustees have clarified that meeting the U3A's financial and legal obligations is a requirement not an option.

GL had circulated a summary report providing detailed information on progress in implementing the decisions taken by the Trustees. GL explained the interaction which had been made (or not made) with each Group in turn. GL pointed out where problems were resolved and where progress was more difficult to achieve. He was prepared to make every effort to resolve concerns and be as flexible as possible within the framework of what is required. Committee members discussed the problems being encountered by the Treasurer as he tried to resolve the difficulties arising with certain Groups. The Management Committee recognised that conformity to decisions taken by the Trustees was not an option but a requirement for Groups which wanted to stay under the U3A banner.

Another email will be sent to Groups where problems have not yet been resolved.

ITEM 10 REPORT FROM TRUSTEES MEETING:

The Minutes of the Trustees meeting held on 23rd April 2018 had been distributed in advance.

IG reported that the Trustees had decided the membership subscription should stay at £15, the date for the AGM in 2019 had been agreed, the implications of the new Data Protection requirements had been discussed and the Trustees had given full approval to the implementation of the Financial Integration of U3A Groups.

IG had thanked the three Trustees who were standing down for their commitment to the U3A.

(At this point GL left the meeting as he had another appointment.)

ITEM 11 MEMBERSHIP SECRETARY'S REPORT:

In the absence of IH, DS provided this report.

So far, 1676 members have renewed their membership. 35 new members have joined since the last meeting.

The last member number is 4479.

Online renewal has started very smoothly. To date, we have had 770 members renewed online.

We have 22 members over 90. 21 have renewed their membership and we have 1 new member. We have 4 members over 90 who have not told us if they want to rejoin.

309 members have not yet renewed and reminders will be sent out.

ITEM 12 2018 CELEBRATIONS:

VB reported that the preparations were progressing well. Copies of the Minutes of the Working Party meeting on 13th April had been circulated in advance.

All U3A members had equal opportunity to obtain tickets for this event.

The Chairman thanked VB and her team for all the hard work which had gone into preparations for the 15th Anniversary celebrations.

VB referred to the progress being made for the autumn event "Showcasing the Groups".

ITEM 13 SUB-COMMITTEE REPORTS:

DM reported that the Finance and Resources Sub-Committee had received a number of requests from Groups including the purchase of a video camera, spotlights at Aughton Village Hall and the provision of books and magazines to support the French Conversation Group.

There are problems with the speaker system and it was recommended that an estimate is sought for providing an annual survey of equipment.

The Minutes of the Learning and Group Support Sub-Committee on 2nd March had been circulated in advance. PT reported that efforts were being made to raise money for a defibrillator at Scarisbrick Village Hall. The Table Tennis Group has a waiting list and is hoping to form a second Group. PT will enquire about the availability and suitability of St Anne's Parish Centre as a venue for Groups. DG was asked to make initial contact....**ACTION DG.**

JA was thanked for all her sterling work in the Learning and Group Support Sub-Committee.

The Minutes of the Social Sub-Committee meeting on 27th March had been circulated in advance and were self-explanatory.

ITEM 14 SECRETARY'S NOTICES:

LB asked the three members leaving the Management Committee to let her have notice of their retiring from the Committee in writing to meet formal requirements.

ITEM 15 A.O.B:

DB and DS asked about the role of Membership Secretary after the AGM. Both were prepared to work together to undertake this position. It was pointed out that the Constitution required one person to undertake this official post. It was suggested that there could be a Membership Secretary and an Assistant Membership Secretary. DB and DS were asked to decide between them which one of them is to undertake the role of Membership Secretary and who will be Assistant Membership Secretary. When they have decided, they are asked to inform LB of their decision....**ACTION DB and DS.**

ITEM 16 DATE OF NEXT MEETING:

The next meeting will be on Tuesday 17th July 2018.

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

18th May, 2018