

## Aughton & Ormskirk U3A

### Minutes of a Meeting of the Trustees on Wednesday 24 October 2018 at 10.00 am in the Ministry Centre

**Present:** Margaret Gibbon (Chairman), Mia Faza, Pauline Jones, Ian Grant, Norman Shelmerdine, Sue Watkinson

1. **Welcome:** The Chairman welcomed everyone, especially Norman Shelmerdine in his capacity as Hon. Treasurer of U3A, attending his first meeting.
2. **Apologies** – Linda Burden  
**SW** agreed to take and write up the minutes.
3. **Minutes of meeting** held on 9 July 2018 (copies had been circulated) were approved as a true record.
4. **Matters arising from the minutes:**
  1. 5.00 – Peter Trigwell is in charge of progressing the Edge Hill study with the Aerobics Group
  2. 8.03 – the AGM date will be advertised in the magazine due out at the end of February **LB**
  3. 10.01 – NS requested that the word ‘auditor’ be replaced by ‘independent examiner’
  4. 15.04 - a suggestion that Group Leaders be advised always to use Blind Copy for emails had not yet been implemented. Deirdre Slater will be asked for advice. **SW**
  5. 16.00 IG suggested that dates of future MC and Trustee meetings be aligned so that the Trustee meeting precedes the MC by a few weeks. It was agreed that the February and April meeting dates will remain with the June date to be reconsidered nearer the time.  
MC will meet on 15 January and 19 March with the AGM on 23 May  
Trustee meetings are on 27 February and 24 April.
5. **Correspondence**
  1. A letter had been received from Her Majesty the Queen’s office, thanking Alex McMinn and congratulating our U3A on it’s the 10<sup>th</sup> anniversary of receiving the Queen’s Award.
  2. A confidential item from the previous meeting was considered. One copy of the letter was signed by the Chairman for the records and all other copies destroyed.
  3. A letter had been received from JVSA, the independent examiners, regarding VAT.
6. **Review of 15<sup>th</sup> birthday celebrations** – PJ commented that all performances and the display were excellent and all agreed. The Chairman of Trustees had sent a message of appreciation to the Group Showcase organisers, requesting that it be forwarded to those involved.
7. **Financial Integration of Groups** – following a detailed consideration on the position of one group it was agreed that MG contact the leaders to advise them of the present situation and that we are still awaiting firm guidance from TAT.
8. **Evaluate Members’ Forum on 27 September** – MC had passed the document to the Trustees for any policy changes and the 35 points were considered. The discussion was mostly general, but the main thrust of many of the points was that our U3A must be more inclusive. The message ‘step forward – it’s YOUR U3A’ must be communicated clearly and repeatedly. Sympathy was expressed for the member who requested lifts to evening events but no specific action will be taken. The suggestion of a subsidy for coach travel for some members was discussed and set aside with some regret and understanding. **MG** will contact the correspondent with this decision. **SW** will attempt to cluster the points around a few general headings and the document will be considered again. It was agreed that the consultation had been worthwhile and will be repeated. Lessons had been learned about the methodology. A summary

will be sent to the magazine and website thanking participants and assuring members that all efforts are being made to ensure co-ordination. MG

9. **Membership Renewal form and New Member Application form** –A new item had been added (based on the sample from TAT) where a tick box offered a copy of the magazine Third Age Matters. Most new members had ticked to request this thus adding to general expenses. The magazine’s postage is £2.50 per copy per household A suggestion was made that back issues of TAM be provided for the Welcome Desk to give new members an idea of the type of magazine and that the tick box item should be amended for one membership year only. It was also suggested that TAM might widen the scope of knowledge about the U3A movement generally. All Trustees will assist in providing the magazines and MG will speak to the Membership team.
10. **Safeguarding issues** – This forms part of the responsibility of the Health & Safety group. Agreed that we note obligations by members to take responsibility for themselves and that a policy might be useful, including the feeling that we must all be aware of the needs of others. IG suggested that the prevalence of Social Prescribing might impact on U3A. The item will be considered again at a future meeting.
11. **GDPR** – The report was noted and a request made to keep the Trustees up to date.
12. **VAT** – The Finance subcommittee has been dealing with this topic and has clarified its procedures. More advice from TAT is necessary before we take any further action. The item will be discussed at the next meeting and in the meantime the Treasurer must be involved in all future discussions. The national workshop on Finance will be held in Warrington on 22<sup>nd</sup> November and representatives of U3A must attend. It was thought that two places had been reserved, one for IG. **MG will check with LB.**
13. **Treasurers’ Report** – NS spoke to his report explaining frustrations with HSBC and PayPal in changing names and responsibilities. The financial figures presented were very detailed. IG and SW suggested that an indication of trends or irregularities in receipts or payments would be helpful. **NS**
14. **Report from Management Committee** – MG and MF had attended. IG is satisfied that all subcommittees and MC members are working together.
15. **The Sands** – The Scouts & Guides Committee have bought the land at auction. MG had met Jeff Roberts regarding the implications for U3A and discussed the principles of contributions towards the upkeep of the land as a safe access and car park. IG congratulated JR and the Scouts on their decision. A further meeting is planned, committee members will be updated and information will be shared on the HQ kitchen extension and Computer Room security.
16. **Any other business:**
  1. SW explained that a new Speaker Secretary (Pamela Ball) would take over in January.
  2. Horizons – a problem with accessing the building had occurred a few weeks ago when no key holder had been present. MG will speak to Jeff Roberts about obtaining a list of keyholders.
17. **Date of next meeting** is 27 February 2019

There was no further business and the meeting closed at 12.40 p.m.

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