

Minutes of meeting of Management Committee
S & G H.Q. 16.10.18

Present- Ian Grant. Linda Burden. Paul Andrews. Margaret Gibbon. Deirdre Slater.
Doreen Baker. Pamela Green. Val Bullen. Jane Astles. Alan Starkie. Mia Faza.
Norman Shelmerdine. Megan Tomlinson.

1. The Chairman welcomed everyone to the meeting especially Pamela Green who was elected at the AGM and our new Treasurer Normal Shelmerdine. IG thanked all the Management Committee for the vast amount of work done since the last meeting. The two Trustees attending this meeting, Margaret Gibbon and Mia Faza, reinforced that both Trustee and Management work closely together for the good of the U3A.

2. Apologies – None

3. Minutes of previous meeting.

The minutes of the previous meeting had been agreed were signed by IG.

4. Matters Arising.

It was pointed out that under Terms of Reference members of F & R Committee should be elected by The Management Committee and the new Chair of F & R, Alan Starkie, was voted in unanimously.

Concerning the proposed projector AS informed the Committee that the cost of this could be between £2000 and £8000 dependant on S & G requirements. This to be held in abeyance.

5. Correspondence – None

6. Regulation of Financial Matters

The hand over to the new Treasurer did not run as smoothly as it might. It was pointed out that any major decisions F&R thought necessary should be agreed by MC. In a matter of extreme urgency an MC meeting could be called the same day. F&R would keep IG LB and MG fully informed of any proposed changes. Regarding Bank requirements – these have caused unnecessary difficulties but this has now been sorted out which was necessary due to the urgency of the matter. NS had asked bank to justify their requirements.

7. Trustees Report.

Minutes from Trustees Meeting have been circulated, and the Trustees intended that they and the MC work together for mutual betterment of the U3A.

AS mentioned the sequencing of various Committee meetings and this could be discussed at a later date.

MC are responsible for operation of policy and they react to Trustee requirements accordingly. Under present Constitution Trustee and Management Committees should be separate bodies. Trustees will meet next week and the Charity Commission guidance issued yesterday will be discussed.

8. Treasurers Report. (incl. 8a)

NS attempted to amend details on Paypal and the address has been altered but not the name of the new Treasurer. Electronic payments now up and running and gadgets for same issued. One long term bank account has been closed and brought into Main account and the other one expires in Spring 2019.

F&R have a limit of £600 which they can authorise without MC approval. As previously stated any extreme urgency should be reported to IG who can call a MC meeting the same day. Non urgencies can be sorted out via e.mail. NS thought contacting necessary people would still take time but IG assured him that this need not be so.

IG asked to be made aware of any trends noticed regarding finances of U3A. NS informed Committee of yoyo effect of variance in funding over year and this to be noted and watched. Discussions were had regarding reserves and premises, costs of activities etc.,

(b) HSBC signatures have now been set up – Norman Shelmerdine. Derrick Fewing. John Tomlinson. Alan Starkie. Margaret Gibbon. Linda Burden, and old signatures removed.

(c) New signature for electronic banking John Tomlinson who was approved as person responsible for electronic banking with two signatures required for authorisation.

9. VAT

This item for noting as we are awaiting further information from our governing body, Third Age Trust.

10. Membership Secretaries Report.

1863 members recorded in report but 8 more new members since so 1871 members presently. This figure is subject to seasonal change but Aughton & Ormskirk U3A have contributed members to many other local U3A's.

11. Forum at Horizons.

This was a success and produced interesting information and comments. Perhaps the idea of using two rooms individually was not ideal but this could be considered next time.

12. The Sands.

This piece of land is owned by LCC who are trying to sell probably due to the upkeep which will be in perpetuity. IG has contacted The Parish Council, The Church, The School plus Chair of Governors, none of whom have finances available for it's upkeep. As the U3A have no lease on H.Q, purchase of this land cannot be considered. Any future purchaser could cause difficulties and further discussions regarding contingency plans should take place.

13. Magazine distribution.

IG expressed the Committee's gratitude to Peter Trigwell for all his efforts in distribution of the magazine. Peter has worked alongside Bill Evans and it has been a good system.

The cost of distribution is £2000 plus per year and this money could be used more wisely.

The Committee unanimously agreed that members should collect their magazine from Horizons during the month of publication. Magazines would be available on Thursday

mornings at Horizons for a period of one month. Group Leaders could collect magazines for their group, and any U3A member who cannot attend Horizons could ask their leader or a

nominated person to collect their magazine. This to be in the next issue of the magazine and to take effect from next year (2019).

14. Birthday Showcase.

IG thanked Val Bullen and her team for the successful Birthday Showcase. The number of people attending was within the set boundaries and everything went to plan. IG commented on the top quality of the displays and performances and AS felt it was unfortunate that we could not display our wealth of talent to non-members. Press coverage was also mentioned for further events.

15. A&O Benevolent Fund.

PA discussed a fund for sending cards/flowers etc., to members who were unwell. It was pointed out that perhaps this did not fit with the aims and objectives of the U3A. This to be re-visited on a future date and meanwhile Dorothy Harrison to be asked about her views, this due to her experience (LB).

At this point IG thanked all the sub-Committees for the vital work they did for our organisation.

16. GDPR.

LB reported that DS is making amendments and reporting back. TAT suggestions being used and adopted to our own practice.

AS asked if it was necessary to fill in one form per person in group and presently this is so. Group Leaders should remember to update records and delete names of people who are no longer in group. If the Beacon system is used then no forms are necessary, these are only for information stored on personal computers.

Details of Trustees will now be in magazine so members are able to contact them.

The committee were asked if they had any objections to their photographs being in the magazine and none objected.

17. Health & Safety Report.

The various points raised at the Forum or individually with members are being investigated by H & S and will be passed to MC. Graham Laverty has now joined H & S Group.

A list of key-holders should be posted on the notice board.

There was some discussion regarding the key to the Computer Suite door.

18. Group & Learning Support Report.

JA asked for clarification on delegation of rooms in HQ and Jeff Roberts is in charge of this. It was suggested that JA invite him to the Sub Committee meeting and seek his advice in organising groups.

With input from Membership and Communications, Group Support have produced a form which can be completed showing any change to groups or leaders, this then forwarded to Membership (Beacon), Communications (Magazine, Web page, e.news, Facebook) also F&R so all are informed.

It was thought to hold a Group Leaders/Volunteers meeting in the new year.

19. F & R Sub-Committee Report.

Gift aid payment has now been received.

There was some discussion regarding cash reserves. AS also discussed financial result should membership fees/attendance fees be increased.

20. Communications.

Joyce & Alan Nolan have now aligned information regarding groups in Magazine, Web page and Beacon and this gives Group Support a starting point for the new information form.

It was thought that the Magazine may find an Assistant Editor helpful as Bill Evans edits the magazine singlehandedly. More input regarding articles etc., is needed and members should be encouraged to provide input. Recruitment is still an issue and Communications and Group Support to meet to discuss this. Also the problem of groups who are full and have waiting lists needs to be addressed.

21. Social Sub-Committee.

Diaries were very late this year (LB has written to Company). Christmas lunch tickets go on sale on Thursday 18th at Horizons.

An 'Antiques Road Show' type event is planned for 2019.

22. Secretaries Report – No items were reported.

23. Any Other Business

It was mentioned during the course of the meeting that the Chair of a Sub-Committee could invite a member of any other Committee to attend their meeting if they so desired.

The meeting ended at 12.40

24. Date of next meeting 15th January, 2019 time 9.15 a.m. at H.Q.