

MINUTES OF A MEETING OF TRUSTEES OF AUGHTON & ORMSKIRK U3A

HELD ON WEDNESDAY 27<sup>TH</sup> FEBRUARY, 2019 AT 10.00 A.M.

IN THE MINISTRY CENTRE, AUGHTON

PRESENT: M. Gibbon (Chairman), L. Burden, M. Faza, I. Grant, P. Jones, S. Watkinson

In attendance: J. Tomlinson.

1.00 WELCOME

1.01 The Chairman welcomed everyone to the meeting and gave a special welcome to JT.

2.00 APOLOGIES

2.01 There were no apologies

3.00 MINUTES OF PREVIOUS MEETING – 24<sup>TH</sup> OCTOBER, 2018

3.01 The Minutes were approved as a true and accurate record and signed by the Chair.

4.00 MATTERS ARISING

4.01 (4)(1)(5.00) MG informed the meeting that an Edge Hill student who had been helped in her studies by the U3A had now received her Masters. Congratulations and well done Sara.

4.02 (8) SW suggested that we should start thinking about another Open Forum

4.03 (8) SW informed those present that she had taken over the Chair Rota at Horizons.

4.04 (8) After requests had been made for blinds to be put up at the windows in HQ at the Members Forum, MG said she had received two quotes for blinds of £1700 for both rooms. We still have to get approval from the Scouts' Committee.

4.05 (15) MG had met with Jeff Roberts, Chairman of Scout Committee and he had confirmed that they had decided not to ask for donations for the use of the Sands.

4.06 (15) MG requested that a sensor downlight on the garages would be of benefit to users of the Sands.

4.07 (16)(2) MG had received a list of key holders for HQ.

4.08 (16)(2) It was confirmed at the meeting that a Notice is now in the Computer Room regarding the outside door.

5.00 CORRESPONDENCE

5.01 A letter had been received from Alex McMinn asking for approval for a letter which he sends out to promote A&O U3A to the general public. MG and IG to meet with Alex before the next Management Committee Meeting.....**MG/IG**

5.02 MG read out a letter which she had sent to the Art Appreciation Group Leaders in response to the present financial situation regarding holiday arrangements as agreed at a Trustees' Meeting on 24<sup>th</sup> October, 2018.

6.00 AGM 2019

a. **Notice of AGM**

6.01 A Formal Notice has been published in the Magazine.

6.02 It was suggested that Group Leaders should be asked not to arrange holidays/outings on the date of the AGM. LB informed the meeting that she had written an article on the subject in the previous Magazine.

6.03 JT informed the meeting that year end accounts would be with JVSA, by 5<sup>th</sup> April, 2019. JVSA are aiming to deliver the inspected accounts by 31<sup>st</sup> April.

6.04 SW volunteered to take charge of laying out the room on the day, she will check with the Ministry Centre where the spare chairs are stored.....**SW**

b. **Agenda**

6.05 The AGM Agenda will be an item on the March Management Committee Agenda... **LB**

c. **Committee Re-elections**

6.06 MG explained that she was stepping down as a Trustee at the AGM. All other Trustees confirmed that they will continue to serve.

6.07 IG to announce at Horizons that there will be vacancies on both Trustees and Management Committee.....**IG**

6.08 IG thanked MG on behalf of the Trustees and the Management Committee for all the work she had done in her role as Chairman of Trustees.

7.00 TREASURER'S REPORT

7.01 JT informed the committee that the balance on our account as at 31<sup>st</sup> January, 2019 was £76,099. It was forecast that the balance at 31<sup>st</sup> March would be £90,000. This increase will be due to Membership renewals.

7.02 The expenditure on equipment this year has been comparatively low.

7.03 Tutors' costs are being covered by members' attending the Groups.

7.04 The F&R Sub-Committee has three new members. A further member has expressed an interest in joining. F&R to send letter to Hon Secretary re the new members. The present Chairman is happy to stay on as Chair.....**F&R**

7.05 JT informed the Committee that there were no financial issues created by the resignation of the Treasurer, operations would continue according to existing procedures. The Committee was grateful to JT and the F&R for their work in ensuring that things remain stable

over a difficult time. IG informed those present that there was one person who had put their name forward for the post of Treasurer.

7.06 The Trustees expressed their appreciation of the fact that the Treasurer had negotiated a lesser charge with the Independent Examiners JVSA for preparing the Annual Accounts.

7.07 The Trustees thanked Norman for all the work he had done as Treasurer. LB to write to Norman conveying their thanks and appreciation and to ask if he would like to remain a member of the Management Committee.....**LB**

8.00 FINANCIAL MATTERS

a. **V.A.T Issue** – Awaiting Treasurer’s Appointment. LB to write to National Office asking for a timeline to VAT liability and the U3A .....**LB**

b. **Cost of A & O Magazine Distribution** – The Magazine will not be posted out from the next issue. A decision was made to wait and see how the changes go.

c. **Subscription to ‘Third Age Matters’ Magazine** – It was confirmed that this would be trialed for a year and would be reviewed next year.

d. **Building Fund** – Due to a shortage of time it was agreed to defer this item to the next meeting.

9.00 REPORT FROM MANAGEMENT COMMITTEE – IG

9.01 IG praised the work done by individual Sub-Committees.

9.02 Peter Trigwell has been co-opted onto the Management Committee.

9.03 He emphasized the need to look at succession planning.

9.04 We should look into the options of making use of IT with regard to the Magazine.

10.00 MEMBERS FORUM UPDATE

10.01 This item was deferred to the next meeting.

11.00 A.O.B.

11.01 There were no items raised.

12.00 DATE OF NEXT MEETING

12.01 The date of the next meeting was arranged for WEDNESDAY 24<sup>TH</sup> APRIL, 2019 at 10.00a.m. in the Ministry Centre, Aughton.

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