

Meeting of the Management Committee  
19.03.19 at Scout & Guide H.Q.

Present – Ian Grant. Linda Burden. Val Bullen. Jane Astles. Margaret Gibbons. Mia Faza. Deirdre Slater, Doreen Baker. Pamela Green. Alan Starkie. Megan Tomlinson. Paul Andrews. Peter Trigwell. John Tomlinson (Asst. Tres).

1. The Chairman welcomed everyone to the meeting, especially Margaret Gibbons and Mia Faza from the Trustees.

2. There were no apologies.

3. The minutes of the last meeting (15.01.19) were agreed and signed by the Chairman.

4. Matters Arising

(Item 2.) Leaflet 'Understanding Tomorrow's World'. This was questioned because the initial request for funding to F&R was for £300 but an invoice was received amounting to £555 which was in excess of the request. This placed F&R in an unfortunate position but as the product was of good quality and the invoice sent in good faith payment was made on this occasion. The Management Committee therefore ratified F&R decision to pay this invoice.

For continuity we should be aware of what is being done in the name of the U3A on future occasions. It was suggested that other U3A's may request this leaflet and if so then finance should come from TAT. Discussion regarding level of funding not required to go to MC, presently thought to be £600 to take place at a later date. Also any published leaflet etc., should be passed to the Communications Committee before funding request is made.

(Item 5.) Matters Arising. Norman Shelmerdine has now left as Treasurer and thanks to Dereck and John for keeping on track.

(Item 7). Correspondence. The last issue of the Magazine was distributed as usual and 500 to 600 copies were posted out. Jane Astles and Stephen Ellison are available to help with distribution in future if needed.

5. Correspondence.

(a) We have received a communication from Jack Brett regarding a safety issue concerning the number of people allowed in H.Q. Jeff Roberts confirmed that the Architect had given figures of 120 people in the main room and 80 in the small room all sitting. These figures are some 20 years old and rules may have changed. This was passed to H&S who will report back to MC.

(b) Letter from an Estate Planning Consultant asking if they could give a talk to the U3A on Will writing. This was considered to be a sales tactic and therefore decided against.

(c) Mia Faza brought up the subject of an advertisement for a local restaurant in the U3A magazine offering discount to members. Further investigation as to how this occurred is to take place as it is not acceptable to the U3A.

## 6. Resignation of Treasurer.

IG conveyed thanks on behalf of the MC for the work done by Norman Shelmerdine. He also thanked Margaret Gibbons for her efforts in discussion on this subject, and the F&R for keeping completely up to date during this troubling time. The hand-over to Norman was a difficult one and we must ensure the next one is executed in a better way. IG has announced the position of Treasurer at Horizons and to date there has been one applicant Derrick Fewings. John Tomlinson stated that there were difficulties approaching the bank as we presently did not have a Treasurer.

## 7. A.G.M.

(a) Agenda. -The U3A magazine comes out two weeks after the AGM so the Chairman and Secretary's reports will be published on the 2019 AGM Website and both Reports will be in the Magazine when it is published. It was decided to possibly change the date of the Magazine on this one occasion to 14.05.20 and the date for the A.G.M. to be 21.05.20. Communications to be contacted.

John Tomlinson was asked to present the annual Treasurer's report at the A.G.M.

As MC co-opted PT onto the Committee he will have to stand for election at the A.G.M.

(b) Layout of Ministry Centre – Sue Watkinson and the chair rota are available but perhaps some members could come early and help.

(c) Refreshments –Lilly Bonner will organise the refreshments and Ministry Centre kitchen will be used.

(d) Re-election of Members -. There is a vacancy for a Trustee as Margaret Gibbons is standing down. IG thanked Margaret for her hard work.

LB is standing down as Hon.Sec. and IG thanked her on behalf of all the members of the U3A for all the work she has done most of which is behind the scenes.

DS and DB have been on the Membership team for 3 years but have agreed to re-appointment, which practice the MC have adopted and IG thanked them both.

MT has agreed to take over the role of Secretary after the AGM on a six month trial basis and will presently be Assistant Secretary, allowing LB to share some of the workload with a view to being eased into the role. IG proposed MT as Assistant Sec. and this was seconded by LB.

AS clarified that a non-MC member could act as Minute Secretary.

VB is also standing down and IG thanked VB and her team on the Social Committee which has gone from strength to strength.

MC should have a Succession Plan in place to cover for vacancies.

## 8.GDPR.

The GDPR Sub-Committee had finished almost all they set out to do. LB thanked Joyce and Alan Nolan who had worked on the Website, the Beacon system and the Magazine and the rest of the team for all the hard work they had put in to bring us in line with the new GDPR Regulations. As this was an evolving issue IG suggested they meet every six months and report back to MC. PT suggested that reminders regarding GDPR should be placed in the magazine periodically. LB to arrange further meeting of the Working Party.

## 9. Gift Aid.

IG stated this was a matter for further discussion when all factors were known and no Gift Aid to be claimed this year as it can be claimed later when more information is at hand.

John Tomlinson explained that we may be subsidising group activities from membership fees.

#### 10. Treasurer's Report.

Up to end February 2019 there was a loss of receipts over payments of £20,000. If we take into account subscriptions collected from end of February to end of March we have £8,000 appx. paid in so there will be a loss of £10,000 over this year. Subsequently the trend is downwards and must be addressed, possibly by increasing the attendance fees to £1, otherwise by the end of next year our losses will be considerably more. This to be made plain at A.G.M. John Tomlinson stressed the importance of addressing this downward trend.

AS suggested that the 'Reserve' held could be re-adjusted which is presently 50% of turnover

#### 11. Membership Secretary's Report.

To date online renewals are up on the submitted report to 306 slightly less than last year. Other renewals are also up to 290. There are 38 new members since last meeting, 160 new members since the beginning of the financial year. There are 148 lapsed members for various reasons. DS thanked everyone who had helped on the Membership Desk.

#### 12. F&R Structure.

Treasurer To be appointed.

Chairman A. Starkie

Assist. Tres. J. Tomlinson

Book-keeper D. Fewings

Members I.Smart. S.Kirby. D.Blanchflower. A.Houghton.

Members of F&R have to be approved by MC who need to ratify all new members.

The F&R Log has now been reconstituted.

#### 13. Update Health & Safety.

The Group Leaders meeting was successful and members realised the necessity of Health & Safety. H&S are now looking at activities as opposed to premises. Walking Groups had a meeting with Paul Davies and they are already doing everything they should. This can be cascaded down to lesser groups. Fell Walking and large groups have identified the need for walkie-talkie sets and portable stretcher systems. Cycling and Horse Riding groups have yet to be reviewed.

John Tomlinson informed MC that all Tutors have necessary Insurance and Qualifications but Horse Riding has produced no information as yet.

IG informed MC that the responsibility for care of pedestrians etc., who use The Sands are entirely the owners i.e. The Scout & Guide organisation.

#### 14. Reports from Sub-Committees

F&R Committee -

Request from French Conversation for £602 for magazine subscription. After considering the possible implications this was refused.

The Social Committee had put in a request for £200 to cover the proposed Antiques Road Show but this will be re-paid after the event. The request was agreed.

An amount of £410 was agreed for Walking Group Health & Safety equipment.

A request of £3500 for replacement of audio/visual equipment in H.Q. The Scout & Guide Organisation have agreed verbally to this and when written agreement is obtained this request will be agreed. The large TV will then have to be removed, possibly to the Computer Suite. LB to provide AS with contact details for Secretary of Scout Committee. TAT was unclear whether or not holidays offered to U3A should go through U3A accounts and conflicting reports have been given. We need a policy on this as the U3A are not a Travel Company and cannot be seen to promote any activity for profit. IG to investigate further.

Social Committee–

VB, PA and MT are going to see Mike Litherland to-morrow 20.03.19 to confirm arrangements for The Antiques Road Show as Mike will be the expert.

Group Support Committee –

No changes to report already received.

15. Secretary's Notices –

LB has put Nomination Forms for completion by potential new Trustee and MC members in relevant pigeon holes in small room at HQ. She asked that all Committee Members actively seek nominations from members for both Committees.

16. A.O.B.

The TAT magazine costs are beginning to increase and there is a box on the back of the Membership Renewal form that can be ticked. Members mistake this for the U3A magazine and tick this box. The increasing costs of possibly miss- ordered magazines at £2.90 each could be in the region of £2000 this year. It was thought a copy of the magazine should be available to Group Leaders who can make it available to members and LB will email members who receive this magazine to see if they wish to continue receiving it.

AS asked if we held any insurance to cover the movement of cash and also what the U3A insurance covered. IG stated that U3A insurance was to cover Trustees liability should any claim be made against the U3A and consequently the Trustees. We do have insurance cover for up to £1000 of money kept in member's homes. LB is waiting to hear from National Office and will circulate any response.

17. Date of next meeting Thursday 6<sup>th</sup> June 11.00 a.m. Ministry Centre.

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