

MINUTES OF MEETING OF AUGHTON & ORMSKIRK U3A TRUSTEES  
Monday 10<sup>th</sup> June, 2019 at 10.00 a.m.  
Ministry Centre.

Present – Sue Watkinson. Mia Faza. Pauline Jones. Alan Starkie. Derrick Fewings. Megan Tomlinson

1. **Welcome**

The Chair of the Management Committee AS welcomed everyone to the meeting.

2. **Apologies** –none

3. **Minutes of last meeting**

The minutes of the meeting 24.04.19 were approved as a true and accurate copy.

4. **Matters Arising –**

The advertisement in the Magazine had been removed.

5. **Board of trustees –**

The meeting noted that the board of trustees comprised :

Mia Faza	Elected
Pauline Jones	Elected
Sue Watkinson	Elected
Alan Starkie	Hon.Chairman Management Committee
Derrick Fewings	Hon.Treasurer
Megan Tomlinson	Hon.Secretary

Pauline Jones was elected as Chair for one year unanimously. (The minutes of the last meeting were then signed).

6. **Correspondence** - none

7. **Treasurer's Report** (including Cash Reserve Policy and Gift Aid)

A report on the financial summary for year was given. Amount in bank will drop over the course of the year by approximately £20,000, we have presently £80,000 in the bank. The Treasurer will make the Committee aware of any trends.

On the matter of VAT DF will have a further meeting with JVSA to review the payment threshold regarding monies passing directly through accounts. With some Groups there is a discrepancy between income and outgoings and a clear conclusion is needed. SW to accompany DF to meeting on Friday 14.06.19.

Regarding Gift Aid, the use of subscriptions for payment of premises hire may jeopardize Gift Aid application. Increasing attendance fees would be a better way forward. DF to send paper on Gift Aid to Chair or Treasurer of TAT.

With regard to cash reserves as we have a low risk profile then £60,000 would be a reasonable figure, and this was agreed by the Committee. It was also decided that at some time in the

future we should increase attendance fees back to their original figure of £1. SW to place article in Magazine sometime within the next six months to make people aware of the reasons for this increase. DF proposed that the £50,000 presently in a bond should be placed in four staggered one year bonds each three months apart at 1.9% fixed interest. These bonds have no facility for early encashment – reflected by the interest rate.

The Trustees agreed that United Trust Bank be appointed as suppliers of investment banking services to the Aughton & Ormskirk U.3.A; accepting the detailed description of the resolution as Section G of the UTB Charity Application. The trustees agreed that DF, PJ and SW were to operate the accounts; with two signatories required on any instruction to UTB.

DF needs to be primary contact at HSBC and this to be established before signature changes. The Committee agreed this action.

The trustees authorised the revision of the details of our HSBC Main and Group bank accounts, to make DF the primary contact and to revise the address for postal items to P.O.Boz 198, Ormskirk, Lancs. L39 6WY.

**8. Report from Management Committee meeting –**

The Chair of the MC – Alan Starkie, Treasure – Derrick Fewings and Secretary – Megan Tomlinson were confirmed.

**9. Matters raised by Members –**

There had been concerned about some jokes in the Magazine but it was decided that the Editor had the final say on contents.

**10. A.O.B. –**

AS mentioned viability of some Groups but this came under Group Support.

SW asked that next year we list items included in the Membership subscription.

It was agreed that the following year's subscriptions should be an Agenda item at the AGM.

The Magazine issue date to be changed to fit in with the AGM in 2020.

Group Leaders and others should be made aware of the procedures required for any changes.

AS to speak to Jeff Roberts with regard to leaving key for HQ in Ministry Centre in case of emergency.

DF – We have a tutor who has ignored requests for insurance and qualifications and the Committee agreed that he would draft letter.

**11. Date of next meeting – Monday 23<sup>rd</sup> September, 2019 at 10.00 in the Committee Room at the Ministry Centre.**

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