

Meeting of Management Committee
Tuesday 23rd August 2022 at 9.30am Scout HQ

Present

John Tomlinson, Derrick Fewings, Les Rippon, Pamela Ball, Megan Tomlinson, David Blanchflower, Sheila Kierans, Mike Rimmer, Paul Andrews, Alayne Trigwell.

1 Chairman's Welcome

Chair opened the meeting by welcoming everyone.

2 Apologies

Liz Dixon

3 Minutes of previous meeting 21.07.22

Accepted as a true record

4 Matters arising

None

Suggested that Health and Safety policy statement to go into Group Leader handbook.

2 new laptops have been purchased for secretary and membership secretary.

5 Correspondence

None

6 Beacon Terms and Conditions

Ian Haskell has been informed about changes to Beacon terms and condition. Ian has reviewed the changes and suggests we approve accepting them. Agreed that we accept the changes.

7 Health and Safety document

A policy statement was tabled.

Action – Secretary to speak with Deirdre Slater in order to obtain a copy of the Health and Safety manual.

8 20th Anniversary

2023 is the 20th anniversary of the Aughton and Ormskirk u3a. Important to have a celebratory event. Suggested that members are asked via the next magazine. Pam also agreed to hand out a form at Horizons for people to make suggestions. Maybe it could take the form of a recruitment event as well as a celebration. Venue – suggested Aughton Village Hall. A logo could be designed to go onto the website. Ideas and suggestions to be brought to next meeting.

Action – Chair to talk with web team for a logo.

9 Horizons – can we make changes?

Attendance at Horizons was discussed and need for all people to feel welcome especially new members. Suggestion of a “coffee and chat table” so that new members are introduced to other people. Suggestion of an occasional demonstration from various activity groups at Horizons. Suggestion of an “Ambassador” to greet people, after the membership desk and then look after new members. Megan offered to sit on coffee and chat table.

Action – Pam to contact Welcome Desk with above suggestions.

10 Treasurer’s Report

Account balance at start of financial year was £64.3k

Account balance on 31st July was £62.4k

The reduction is attributable to a deficit of £5.8k on the Main a/c (Admin). This is expected because we have paid £7.7k to TAT in advance of receiving membership renewal subscriptions. The only significant receipt to date this financial year is Gift Aid of £3.4k.

The Group a/c (Activities) has a surplus of £3.9k so far this year. This is attributable to members’ contributions to trips/tutors where we have not yet been billed.

Members’ contributions toward room hire costs (session fees) are on course to cover room hire costs over this financial year.

Co-operative Bank

Our application for a Community Account which offers free banking was submitted on 9th August.

The Co-operative bank has advised that I allow 12 weeks for the application to be processed.

V.A.T.

Early June Treasurer queried the lack of detail in TAT guidance notes on applicability of VAT. At the time, the guidance was simply that a u3a should contact the TAT Finance Team if turnover is likely to exceed the VAT registration threshold of £85k.

To move the TAT guidance forward, their Finance Team was provided with a description of the various streams of receipts a u3a could have and Treasurer worked with that team to establish a position on whether receipts of a given type should be counted when assessing receipts versus the VAT threshold.

TAT have now published guidance on VAT registration. Having worked with the TAT Finance Team and considered the guidance arising from the work, Treasurer comfortable that the element of our receipts that could be considered VAT-able is below the registration threshold.

Importance of monitoring room hire costs was mentioned in the light of potential increase in energy bills etc.

11 Finance Committee Report

Committee hasn't met. Budget awaited from Drama group re production in November. Discussion took place re computers in Computer Room.

Action – Chair to ascertain the need to obtain a couple of new computers.

12 Membership Report

Membership secretaries will be present at Horizons on 1st and 3rd Thursday of month.

Update given on current admin associated with renewals.

Current membership number - 1567

13 Communications Report

An update was given on next magazine. 20th anniversary to be mentioned in the magazine. Alan and Joyce Nolan are looking for assistance. Discussion took place about encouraging new members to become more involved in terms of providing help. Suggestion that a personalised letter could be sent from Chair to new members which could also encourage people to become involved in volunteering their help.

14 Social Committee Report

Update given on quiz night and Christmas Lunch. Short of 3 teams. Possibility of a team from Horizons.

Christmas lunch – December 9. Arrangements were discussed.

15 Group Support Report

No indication at present of any possible increase in costs of hire charge for HQ.

Lock on door for HQ has been changed. Keys have been given out. There is a need to keep a close eye on distribution of keys.

16 AOB

Chair reported on a NW Network meeting which he had attended. Suggestion made of creation of a SW Lancs group being formed. Next meeting to be hosted by Aughton and Ormskirk U3A in November.

Speaker meetings – agreed that the maximum fee payable would be £100 (plus reasonable travel expenses).

17 Date of next meeting

29th November 2022, 9.30am, HQ.