

Aughton & Ormskirk U3A

Management Committee Meeting

Tuesday 22nd August 2023 9.30am

Present: J Tomlinson, D Fewings, P Andrews, M Rimmer, E Dixon, L Rippon, D Blanchflower, P Ball, A Trigwell, M Tomlinson

1. Chairman's Welcome

Chair welcomed everyone to the meeting.

2. Apologies

S Kierans

3. Election of Officers (Chair, Vice Chair, Treasurer, Secretary, Membership Secretary, Committee Members)

Chair – J Tomlinson elected - proposed M Tomlinson, seconded E Dixon

Vice Chair – P Ball

Treasurer – D Fewings

Secretary - S Kierans

Membership Secretary – E Dixon and A Trigwell

Minutes secretary – L Rippon

Information was checked for inclusion in the next edition of the magazine.

4. Minutes of Previous meeting (23.05.23)

Accepted as a true record.

5. Matters arising

None

6. Correspondence

A thank you card was received expressing thanks to the Management Committee for their hard work.

A card was also received from A and E McMiln regarding the 20th anniversary celebrations.

7. 20th anniversary feedback

P Ball provided very positive feedback about the event. Thanks were given to everyone who had been involved.

Perhaps there could have been a little more thought for provision of those with compromised mobility. Other things to think of including coping with large numbers of people arriving at the same time.

The Chair echoed his thanks to everyone for what was a very successful event.

8. Treasurer's Report

A detailed report was provided.

Balance at end of year approx. £80k, following bills paid since April current balance approximately £72k. Activities are broadly self funding. Admin £5.4k down but that's because membership funds not yet received.

D Fewings explained how he had simplified the accounts.

Proposal for a new Pilates group. Initially will be a 10 week course at Aughton Village Hall on a Tuesday 2.45 to 3.45pm. After the initial 10 weeks the viability of the course will be reviewed. It could result in a loss of approx. £240 over the initial 10 weeks. It was agreed to support the course as there is a demand from members and hopefully numbers attending will increase and the course will become self funding.

Gift Aid – important that this money is not used to fund activities. HMRC insist on this. Gift Aid money goes to support admin (eg website, magazines, communications) which is acceptable.

There could be a balance of £90k at the end of this financial year. Derrick expressed his opinion that our bank balance exceeds required reserves and that steps should be taken to reduce that balance. Options will be put to the MC prior to the 2024 AGM and will include a reduction of the membership subscription for a defined period.

Thanks were given to D Fewings for his hard work.

Action: further discussion needed at next meeting re membership fees

9. Finance Committee Report

The Committee hasn't met as there hasn't been a need.

Action: It was agreed that guidelines are drawn up regarding budgets for events. D Fewings and J Tomlinson to circulate a note to all group leaders.

D Slater is now assisting D Fewings in his role as Treasurer. Agreed to co-opt D Slater onto the Management Committee. Agreed unanimously.

10. Membership Report

1524 at present, will be an increase in September. Numbers are fairly static compared to last year. Recruitment of younger members needs to be borne in mind. Renewal process is underway. Renewals will commence at Horizons on 14th September. Thanks were given to those who helped with looking over design of new form. New members can sign up on line, at Horizons and via post. Succession planning – membership team contact new members with welcome email after 3 months and mention need for people to volunteer to help – suggested mention is made of volunteers to help with website and ICT in particular.

11. Communications Report

Magazine due to be published in next two weeks. Discussion took place about placing of magazines in locations such as St Michael's Church Hall etc. Copies are already left at AVH and are always picked up. Agreed to print 600 copies.

Mention made of the Southport University Extension Society – runs talks and courses. The Chair of the organisation has asked if there were opportunities to work together. A suggestion was made that we could signpost members to the group making it clear that it is another organisation.

Action: P Ball to follow up contact with Southport University Extension Society

Diaries – it was agreed to order 120 as last year.

Action: Chair to order diaries

12. Social Committee Report

Quiz night – 29th September. Looking for 13 groups to take part with 6 in a team.

Christmas Lunch – ticket price to be finalised once food costs are known.

13. Group Support Report

Been an improvement in information from group leaders re groups not operating over the summer. Wood working group at Edge Hill has not begun as the University were concerned re risk assessments. Pickleball has begun. Zumba class not operating on a Thursday now. Backgammon to start again in September. Information needed from Scouts re access to the Sands.

Chair thanked all those on various committees for their hard work.

14. Adoption of TAT template for GDPR

Currently we haven't a specific policy. Suggested that we adopt the TAT template. Membership team will need to go through the document to ensure that we will be compliant.

Action: Membership Team to look over the document and feedback. D Blanchflower to check if we need to register with the Information Commissioner as we hold personal data on members. Agreed to adopt the TAT template.

15. Report of attendance at u3a NW AGM

Chair and Secretary attended the latest meeting. Feedback was given on the meeting including staffing structure of TAT (19 full time members and a CEO).

16. Quote for money to upgrade HQ sound and audiovisual system

Quotation of £1900 has been received to replace speaker system. It was felt that as the current system is adequate and serves the members of the organisation effectively as well as being fit for purpose, there was no need to replace the system at present.

Discussion took place about the sound system at AVH and the possibility of linking the sound from the main hall to the small room.

17. PAT testing

There is no legal obligation to have personal portable equipment PAT tested but there is a need to ensure that the equipment being used is fit for purpose.

Action: Group Leaders to be reminded that they should check the condition of personal portable equipment being used and ensure it is safe.

18. AOB

Climate Change Forum being set up to capture local opinions on climate change with the aim to develop a 2050 plan for climate action. It was felt that whilst we are supportive of such work it would be too big a commitment for an individual u3a branch to take on board and is better aimed at the Third Age Trust.

A similar communication had been received from Edge Hill regarding Sustain Net. It was agreed that someone from the organisation be invited to come and talk with the organisation.

Action: P Ball to follow up Sustain Net link

Julia Clayton – has offered to run a course about art appreciation. The course would be delivered for free.

ICT course on online banking, social media etc is being looked at.

19. Date of next meeting - Tuesday 28th November 2023. 9.30am. Scout & Guide H.Q.

The Chair closed the meeting closed at 12noon and repeated his gratitude for everyone's hard work and support.