



Minutes of the Trustees Meeting held on 18th October 2021
In the Wesley Centre, Sandbach

	PRESENT: Stuart Naylor, Linda Bilsborrow, Paula Reilly-Cooper, Alan Casey, Barrie Hacking, Alice Holmes, and Sue Jones. Observers: Kate Ashcroft, Sharon Ginnis, Janet Davis, Jenny Haines	
1.	Apologies Richard Thorne	
2.	Minutes of 20th September Meeting and Matters Arising Agreed that in future a copy of the previous month's minutes should be circulated with agenda and papers for the following month's meeting. Item 3: Paula said that the increase of £5 for bowls 8 and 9 was for the venue hire and not for the mats. Item 4a: Stuart said that Jacky Painter isn't able to volunteer to join the committee as previously minuted. Item 4 b: Linda asked for her name to be deleted from this action as only Barrie and Kevin had distributed papers to members.	SN/SJ
3.	2021 AGM a) Update on Action Plan It was agreed that in future more time should be allowed for the completion of the printing of papers for the AGM for onward delivery to members without email addresses. The uptake on voting forms had been slow. Agreed to put a reminder in the weekly news update with a link to the voting form. At least 64 votes are needed to form a quorum for the AGM. Agreed to regularly check the u3a box in the library. b) Planning face to face AGM Meeting Notice Stuart explained that due to the delay in receipt of the printed paperwork members using postal votes had been given less than 3 weeks to vote. However, notification of the voting deadline had been given in September and the notice had gone up in the library 3 weeks before this deadline. Holding Office New officers on the committee hold office from the conclusion of the AGM – the results will be ratified at the next Trustees meeting on 15 th November so this date will be seen as the conclusion of the AGM. Any members who haven't paid by the end of October will be considered lapsed and will automatically be removed from groups and social events. Linda to put this in weekly update. Barrie was asked to produce a spreadsheet of lapsed members before the AGM, to ensure no lapsed member has voted. c) Nominations for Committee and Committee roles After being on the committee for 3 years, we can re-elect those members for a further year without the need to nominate them. This applies to Barrie, Alice, Alan and Paula. Richard was never -elected to the committee – he wanted to be co-opted after the AGM. Agreed to co-opt him again after the November AGM.	Linda Linda/Sue Stuart Alice Linda Barrie

	<p>Agreed that 3 members will be elected to the committee: Sharon Ginnis, Kate Ashcroft and Jenny Haines. Stuart will contact Linda Williams to confirm whether she is still interested in being elected to the committee Janet Davis applied to join the committee after the deadline for nominations had closed, so she will be co-opted onto the committee.</p> <p>Committee Roles There are 3 vacant roles on the Committee Venue Co-ordinator Working with Alice – organizing members monthly events and showcase event in March 2022. Assistant to Paula in her roles as Programme Co-ordinator and Groups Co-ordinator. Job descriptions were discussed, and it was suggested that the new committee members should discuss which of the above roles might be of interest to them. Sue to circulate contact details of the new members and existing committee members.</p>	Stuart
4.	<p>Update on Groups Paula said the wine tasting group had met at the Elworth Scout Hut for the first time. She said the feedback from them was good and the fee for hiring the hut was £15 for 7 – 9.45 pm. It was agreed this could be a useful venue for future committee meetings, provided there was Wifi available. Paula to check</p>	Paula
5.	<p>Planning Members Meetings a) Planning for November and December Although Pam, who organised these meetings, has resigned from the committee a few weeks ago, she had already booked the speakers for November and December. She has forwarded the relevant paperwork to Alan. Agreed that Stuart should contact Pam to confirm we have all the necessary contact details to carry on with these monthly meetings. b) Planning for Showcase – 7 March 2022 Agreed this should be deferred and discussed at November’s meeting c) Members Quiz Night – 10th November 2021 This has been organized by Kevin. He has paid St Mary’s Hall in advance for this event. In answer to a question as to whether u3a members from other groups could join the quiz, it was confirmed that this was acceptable.</p>	Stuart SN b/f Nov
6.	<p>Finance Update Richard had created a financial projection for the year, but as he was not at the meeting, it was agreed to defer this report until November’s Committee Meeting.</p>	SN b/f Nov
7.	<p>Update on Membership There is a meeting tomorrow for new members at the Rugby Club from 10-12. At present 30 people have confirmed they will attend. It was agreed it was encouraging to have so many new members.</p>	
8.	<p>Volunteers for Remembrance Day Poppy Appeal Stuart said he had been contacted by a member who organizes volunteers for the Poppy Appeal at both service stations at Sandbach. As there is a shortage of volunteers, Stuart had been asked if the Committee would agree to promote this to all members. However, previously the committee had agreed they would only support local charities rather than national ones. It was pointed out that this was a request for</p>	

	volunteers and although the committee agreed this was a worthy cause, it was felt that it was not a local charity and so couldn't be supported. Stuart said he would write a policy document detailing what had been previously agreed by the committee with regard to charities.	SN
9.	Town Hall Cancellation Policy Stuart said he had been approached by the Town Crier, who wished to hold the wake for his son in the Town Hall on Friday, 15 th October. This would clash with our booking for the bowls group, whose session would need to be cancelled. It was agreed that clarification was needed from the Town Hall on what their cancellation policy is, as this is not the first time we have been told a group session will be cancelled. Agreed that Stuart should arrange a meeting with them and ask Paula and/or the newly appointed venue co-ordinator to attend. He said he would report back in a couple of months	SN b/f Dec
10.	Trustees' Admin including a) Calendar and information update Sue to send out calendar as separate paper to ensure format is readable. Also agreed to just send out calendar for forthcoming events rather than including previous months. b) Volunteers for library rota Agreed Sue will circulate the rota regularly. Also she will remind members and volunteers of the date they have signed up for on the rota. c) Contact details for new members Sue to send new members email details for the committee and also for all new members.	Sue Sue Sue
11.	Any Other Business Swish Tutorial It was agreed that Alan will hold a tutorial explaining how Swish works for all the new committee members and any existing committee members who would find this helpful. Agreed to make it a Saturday. Specific date to be agreed at next committee meeting in November.	Alan SN b/f Nov
	The meeting finished at 11.24. Date of next meeting 15th November	