

**Trustees Committee Meeting Held on 15 November 2021
the Wesley Centre, Sandbach, CW11 1DG at 9.30 a.m.**

		ACTIONS
1.	PRESENT: Stuart Naylor, Barrie Hacking, Paula Reilly-Cooper, Alice Holmes, Linda Bilsborrow , Sue Jones, Alan Casey, Richard Thorne, Kate Ashcroft, Janet Davis, Sharon Ginnis, Jenny Haines, Linda Williams	
2.	<p>Minutes of October 18th Meeting and Matters Arising.</p> <p>Point 8: Volunteers for Remembrance Day Poppy Appeal – Stuart has circulated with these papers, a policy regarding charities. Agreed that Sandbach u3a will only promote local charities.</p> <p>Point 11 Swish Tutorial</p> <p>Alan has arranged a tutorial for new members on Saturday, 20th November at the Wesley Centre.</p> <p>The minutes were agreed and accepted as a correct record.</p>	
3.	<p>2021 AGM</p> <p>a) Ratify Voting</p> <p>Linda said all voting had been ratified and approved by large margins. Agreed that voting papers should be disposed of with confidential waste company in Crewe.</p> <p>Stuart thanked Linda for all her work in organizing the AGM.</p> <p>b) Confirm new Committee</p> <p>Sharon, Linda, Jenny and Kate were confirmed as Trustees and Stuart welcomed them to the meeting.</p> <p>c) Co-options to the Committee</p> <p>Richard Thorne, Treasurer, was co-opted to the committee for another year and Janet Davis was also co-opted to the Committee for one year.</p> <p>Stuart welcomed Janet as a new member to the meeting.</p> <p>d) Action Plan</p> <p>It was agreed that the time lines for the 2021 AGM had put pressure on several committee members. Richard said it was very difficult to get the accounts produced and audited in one month. It was also felt that members without email addresses needed longer to return their voting forms.</p> <p>Agreed that the AGM date was flexible and the committee would see if it was feasible to hold the 2022 AGM before the brass band concert, normally held in December. The next brass band concert is on 6th December 2021 and so members said they would see how long it took the band to set up.</p> <p>Linda said that of the 118 members who received a postal vote, only 28 replies had been received. It was suggested that next year voting forms could be made available at the library desk sessions.</p>	Linda/Barrie

4.	<p>Committee Roles</p> <p>Stuart Naylor Chair Linda Bilborrow Vice Chair Richard Thorne Treasurer Sue Jones Secretary Barrie Hacking Membership (supported by Wendy Spreadbury) Paula Reilly-Cooper Groups Co-ordinator Linda Williams Groups Co-ordinator Support Alan Casey IT Systems Sharon Ginnis IT Systems Support Alice Holmes Social Events Organiser Kate Ashcroft Member Events Organiser Janet Davis Venue Co-ordinator Jenny Haines General member</p> <p>It was agreed to put the library desk rota on the agenda for next meeting</p>	Stuart b/f Dec
5.	<p>Forthcoming Members Meetings</p> <p>a) 6 December – Brass Band Concert</p> <p>Agreed that Kate and Alice should meet with Jane at the Town hall to discuss the layout of the room for the concert. The room needs to be laid out in rows rather than around tables. Kevin and Ann McCauley will be at the door taking members names.</p> <p>Paula to check how many chairs the band require. Stuart confirmed he will make formal introduction. Tea, Coffee and cakes will be served. Sharon asked if gluten free cakes could be included and perhaps fruit.</p> <p>b) Showcase 7 March 2022</p> <p>This is scheduled for March 2022. The committee discussed the purpose of the Showcase event. It was agreed that it was to highlight some of the different groups, with demonstrations, for current u3a members. Suggested when the event is advertised in the newsletter members could be invited to ‘bring a friend’ if we feel there will be sufficient space.</p> <p>Janet, Alice and Kate to confirm whether this will be held in the Town Hall or St Mary’s, which is smaller but has easier access.</p> <p>It was agreed that at a later date in 2022, u3a should have a promotion aimed at increasing membership. Perhaps this could be in the form of a ‘sign up date’, which has been held in the past, or u3a could have a stand at the Sandbach Partnership event.</p> <p>This to be on agenda in 2022.</p>	<p>Kate/Alice</p> <p>Paula</p> <p>Linda</p> <p>Janet/Alice/Kate</p> <p>Stuart b/f January 22</p>
6.	<p>Update on Groups</p> <p>Paula said the lady who had broken her hip in an accident at indoor bowls was now recovering well.</p> <p>However, Stuart felt it would be an appropriate time to review our accident policy, including near misses and how we record everything.</p> <p>It was agreed to discuss this at the January meeting.</p>	Stuart b/f January 22
7.	<p>Finance</p> <p>a) Monthly Update</p> <p>Richard went through the accounts. He said he was still awaiting invoices amounting to £6,000 so the figures were only provisional.</p> <p>The committee agreed that when it was agreed to charge members a reduced fee of £5 in 2021, a deficit was expected.</p>	

	<p>The Third Age Trust suggest we should have reserves of 6 months venue costs. The Committee felt this was probably excessive, and our reserves will still be substantial.</p> <p>Finance</p> <p>b) Financial Projection</p> <p>Agreed that at our next meeting in December, we set up a Working Party to look at our projected finances and consider overall policy for fees. We can also decide whether groups need to be self financing, which is a question asked at our AGM. Richard needs December's data before any discussions take place.</p> <p>Richard to email groups leaders to check they will be entering all their data before 20 December. Alan to assist Richard with this.</p> <p>Once we have this data we will then be in a position to set out terms of reference for the Working Party.</p>	<p>Richard/Alan</p> <p>Stuart b/f Dec Agenda</p>								
<p>8.</p>	<p>Membership Update</p> <p>The Committee discussed how much lapsed members should be charged when rejoining u3a. So far it has been £5, but it was agreed that as from the 15th November, any lapsed members should pay £10. The £5 fee was agreed as a reward to members who continued their membership during the pandemic.</p> <p>It was agreed that it was important to notify members without email addresses of any changes to membership fees.</p>									
<p>9.</p>	<p>Remembrance Day Wreath</p> <p>The Chair was made aware recently that a wreath had been ordered for the Remembrance Day ceremony in Sandbach, and that in previous years the immediate past chair had laid a wreath at the war memorial. It appears that this has been accepted practice for some time, although there seems to be no record in the minutes of the Committee discussing or agreeing to this arrangement in the past.</p> <p>Kevin Dean agreed to lay the wreath on our behalf at the war memorial. The Committee agreed that in future years our u3a would be represented at the Remembrance Day Ceremony in Sandbach, including laying a wreath, and that the Trustee acting as our representative would be selected at the Committee meeting in September.</p>	<p>Stuart b/f Sept 2022</p>								
<p>10.</p>	<p>Trustees' Admin including</p> <p>a) Calendar and information update</p> <p>Events to be added to the calendar for 2022</p> <table border="0"> <tr> <td>Boundary Mill – Colne</td> <td>14th February</td> </tr> <tr> <td>Liverpool</td> <td>19th April</td> </tr> <tr> <td>York</td> <td>10th May</td> </tr> <tr> <td>Llandudno</td> <td>7th June</td> </tr> </table> <p>Agreed Sue would be responsible for updating the minutes on the library noticeboard.</p> <p>Sue to supply new members with badges.</p> <p>b) Volunteers for library Rota</p> <p>Agreed Sue to contact Pam to check whether she had any volunteer members signed up for dates in 2022 for the library rota.</p>	Boundary Mill – Colne	14 th February	Liverpool	19 th April	York	10 th May	Llandudno	7 th June	<p>Sue</p> <p>Sue</p> <p>Sue</p>
Boundary Mill – Colne	14 th February									
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<p>11.</p>	<p>Any Other Business</p> <p>Correspondence from a member</p>									

	<p>An email had been received from a member, in relation to a recent event, in which the member suggested that Committee members had not shown support, enthusiasm and commitment to Sandbach u3a events.</p> <p>The Chair referred to item 9.i in our constitution (which requires two Trustees to agree any expenditure) and noted that no proposal for holding the event and committing to expenditure had been submitted for approval.</p> <p>The Committee agreed that:</p> <ul style="list-style-type: none"> • There is no distinction of any sort between co-opted Trustees and elected Trustees, as the member implied in the email submitted to the Committee. • Although Committee members are always welcome at events, it is not necessary for them to attend every social event in the u3a calendar to show their support for those events. • Any suggestion that the Committee do not show support, enthusiasm and commitment to Sandbach u3a events is absurd, as is evident from the many messages of thanks to the Committee received at our recent AGM. <p>The Chair agreed to write a response to the member concerned. The event organisers have already been thanked for their contributions to the event.</p> <p>Walking Cricket T Shirts</p> <p>The Walking Cricket Team plan to buy T Shirts with the u3a logo on to wear at their away matches.</p> <p>Richard asked the Committee if they would fund these.</p> <p>The following options were discussed:</p> <ul style="list-style-type: none"> • u3a pay whole bill which is £255 for 17 T Shirts • Members pay £5 each towards T shirts and the u3a pays £170 • Members pay the whole amount. <p>The Committee were asked to vote and it was agreed by a majority that u3a would pay £170 towards the cost of the T shirts and members pay £5 each.</p>	
	The meeting finished at 11.40	
	Date of Next Meeting Monday 20 th December 2021	

Signed

Date