

Sandbach & District u3a Trustees: documents for meeting on 15 November 2021

Item 2 Minutes of meeting on 18 October 2021

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 increased venue charge will now include a charge of £5 for the use of the mats. This applies to bowls groups 8 and 9. 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. 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. Committee Roles	Linda Linda/Sue Stuart Alice Linda Barrie Stuart

	<p>There are 3 vacant roles on the Committee</p> <p>Venue Co-ordinator</p> <p>Working with Alice – organizing members monthly events and showcase event in March 2022.</p> <p>Assistant to Paula in her roles as Programme Co-ordinator and Groups Co-ordinator.</p> <p>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.</p> <p>Sue to circulate contact details of the new members and existing committee members.</p>	
4.	<p>Update on Groups</p> <p>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</p> <p>a) Planning for November and December</p> <p>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.</p> <p>b) Planning for Showcase – 7 March 2022</p> <p>Agreed this should be deferred and discussed at November’s meeting</p> <p>c) Members Quiz Night – 10th November 2021</p> <p>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>	<p>Stuart</p> <p>SN b/f Nov</p>
6.	<p>Finance Update</p> <p>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</p> <p>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</p> <p>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.</p> <p>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 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.</p> <p>Stuart said he would write a policy document detailing what had been previously agreed by the committee with regard to charities.</p> <p>[Policy attached at the end of the minutes]</p>	SN
9.	<p>Town Hall Cancellation Policy</p> <p>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, 15th October. This would clash with our booking for the bowls group, whose session would need to be cancelled.</p>	

	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	

Policy for promoting or supporting other organisations

Policy determined by Trustees in June 2021 and re-affirmed in October 2021. This policy links with our existing policy relating to fundraising, dated 21.11.16, and elaborates the final section related to promoting another charity.

(copied below for reference)

Charity Law prevents us from fundraising for or making financial donations to another charity, unless its aims are consistent with ours. However, we are allowed to promote other charities if we choose, for example by publicising events, making requests for volunteers, or generally raising awareness of what other charities do.

The issue addressed by this policy is which, if any, charities we might choose to promote. The decision of the Trustees is that **we will only promote local charities** – for example, Sandbach Concert Series or Sandbach Animal Rescue.

We will not support or promote any commercial organisation running charitable events or making charitable donations.

We will not support or promote any events run locally by national charities, such as Macmillan cake sales, British Legion Remembrance Day collections, Children in Need Red Nose Day events, Samaritans collections, or events organised by the local Oxfam shop.

Although it seems unlikely it is possible that an exception may be made for a national charity that is fundraising for a specific local initiative (e.g. the British Heart Foundation fundraising for a child in Sandbach). Trustees would need to consider the particular circumstances that may lead to a variation in the policy.

This policy does not prevent individual members of our u3a choosing to support or promote a charity as an individual, as long as they do not appear to represent Sandbach & District u3a.

Policy – Links With Charities

(SANDBACH AND DISTRICT U3A – 21.11.16)

Monies collected as donations:

Some of our groups who receive requests to perform to members of the public may well receive donations. In this situation the following applies:

- U3A members cannot receive payment for such events.
- If donations are made then the preferred policy is to agree with the members of the group which charity the funds should go to and the money should be paid directly to that charity. It must not be paid into the U3A account.
- It would be preferable for the group to decide on which charity(s) will benefit before the event.
- On no account should leaders set up a bank account which has any link with Sandbach & District U3A.
- If a group agree amongst themselves that they would like to purchase equipment, music or other items related to their U3A course, then it should be made clear that they are performing as a group of friends, and the use of said funds be agreed with the donors and themselves in advance of the event.
- Sandbach & District U3A do not want, or encourage, such donations.

Fundraising for Charity by U3A Members:

If a member or group of members wish to organise an event specifically to raise money for a charity the following applies:

- The charity must be agreed by the Committee in advance (money cannot be raised for religious or political charities).
- Only current members of Sandbach & District U3A are allowed to sell items and each such occasion must be approved by the Committee.
- The items for sale must be manufactured or created by the individual or the groups involved.
- All proceeds after the deduction of any material costs must be donated to the charity which has been approved by the Committee.
- No member or group of members may profit personally from the sales.
- The money raised must be sent directly to the charity concerned by the member or group of members.
- On no account should any money go through the U3A accounts.

Requests for Charity Donations by Speakers

On occasions a speaker at a Members' Morning may wish their fee to be donated to charity or may wish to ask members for donations. In these circumstances the following applies:

- The booking form issued to speaker's should ask if the fee money, or donations on the day, is to go to charity
- This information should be noted and it must be clear that we cannot be seen to be passing money to any charity with religious or political purposes.
- If the speaker's fee is to go to a charity the speaker must be asked to sign a disclaimer indicating where the money is to go
- Sandbach & District U3A will then issue a cheque payable to the charity concerned to either be given to the speaker or sent direct to the charity
- If a speaker asks members for voluntary donations after giving a talk that money is collected separately by the speaker who is then responsible for passing it onto the charity concerned.
- It is a member's personal decision whether they donate or not.

- Members should be aware that such requests for donations are not supported or encouraged by Sandbach U3A.

Charity Advertising:

Sandbach & District U3A will not endorse the advertising of any charity.

November 2016

Item 3 d) AGM Action Plan

Sandbach & District u3a AGM Action Plan 2021

What needs to be done?	Who will do it?	By when?
Advertise for new Committee members Nominations, including restanding Committee members Deadline for Nominations 18th October 2021	Linda	End of August
Collate nominations; organise voting if necessary	Sue	
Send out request for any motions or questions for the AGM Deadline for Motions 18th October 2021	Linda/Sue	
2019-20 accounts, with explanatory notes as necessary (accounts need to be examined and signed off)	Richard	1 October
Prepare Documents required: <ul style="list-style-type: none"> • Agenda • Draft minutes of 2020 AGM • Chair's report 2020-21 • Brief introduction to AGM • Treasurers' report and Accounts • Code of Practice • Voting form – paper copy or link 	Linda Sue Stuart Stuart Richard Stuart Linda	To be completed 1st October at latest
Post information on website: <ul style="list-style-type: none"> • Agenda • Link to Draft minutes of 2020 AGM • Chairs Report • Treasurers report • Link to voting form • Code of Practice Deadline for responses 31 October	Alan	W/b 4 th October
Distribute voting form to non email members, with SAE – with name & membership number on each Covering letter for non email members Deadline for responses 31 October	Barry Stuart	W/b 4 th October (With or without reports? – tbc)
Print information for library and display	Sue	W/b 4 th October
Collate electronic responses Collate paper responses	Linda/Sue	
Report results to Committee Prepare response to questions	Linda Stuart	
Face to face AGM Voting forms available for anyone who hasn't previously voted		Monday 1 st November

Committee meets to confirm details, including officers & committee plus results of voting Members informed later that week		Monday 15 th November
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Item 6 Group co-ordinator report

Bowls 3 - Winter – a member of the group recently had an accident and as a result the Town Hall have updated their Risk Assessment, this has been sent to all the Bowls Group Leaders for circulation to their members.

Bowls 8 – Winter – have now requested a change of venue and will be relocating to the Town Hall. As stated in the Licence Agreement the Wesley Centre have been given one month's notice in writing so their final session will be on Wednesday 24th November.

The Town Hall has now been booked and Bowls 8 will start there on Thurs 2nd December 10-12.

Astronomy – the group used to meet weekly before lockdown but have been meeting monthly under the direction of a new Group Leader. From the New Year they would like to meet twice a month, (2nd and 4th Monday). The Oasis Centre has now been booked for these additional dates.

Brewing Appreciation Study Group – have now moved their meetings to **Elworth Scout Hut** rather than being in member's homes. The venue has been booked until Christmas to see how they get on, but all being well they will continue in the Scout Hut for the rest of the season.

Scout Hut, Chapel Street – they have recently reported a roof leak directly over the main door. Repairs will be made as soon as possible, but as this is likely to involve scaffolding over the main door, they have requested that groups using the hall may need to use the "other" door to access the building.

SWISH training – has been organised for new Group Leaders on Sat 27th Nov 10-12 at the Wesley Centre, Room 1.

Item 7 Finance update

a) Finance Report for October 2021

Balances at end of month:

*1 – Current Account Balance excludes unpresented cheques. (£80)

Account Name	Oct-21	Sep-21	Diff.
NatWest Current Account ^{*1}	£19,430.40	£15,037.88	£4,392.52
NatWest Business Reserve Account	£26,636.37	£26,636.16	£0.21
PayPal	£577.83	£1,797.20	£1,219.37
Cash in hand ^{*2}	£115.00	£738.00	£623.00
Total	£46,759.60	£44,209.24	£2,550.36

*2 – Some groups are not entering/incorrectly entering data on SWISH making this figure inaccurate

General Notes

- Total balances in October are not a true reflection of the finances;
 - There are outstanding venue charges of approximately £6k
- Group Surplus/Deficit
 - Non-venue groups - £950 surplus, equating to around 50% of forecast total annual income
 - Venue groups – Surplus of £1,040. Outstanding venue cost of approximately £4.3k
 - Paid Tutor Groups – £5,500 surplus. Outstanding venue cost of approximately £1.7k; Outstanding tutor costs of approximately £2.4k

Issues Outstanding

None

Post Month End update

- I have raised a complaint with NatWest because having raised a request to amend statement dates, John Banyard forwarded me an email from NatWest showing he'd been contacted re the change.
- £2,300 venue costs have been paid
- £1,230 tutor costs have been paid

b) Financial projection

Summary of 2021/2022 Forecast Accounts

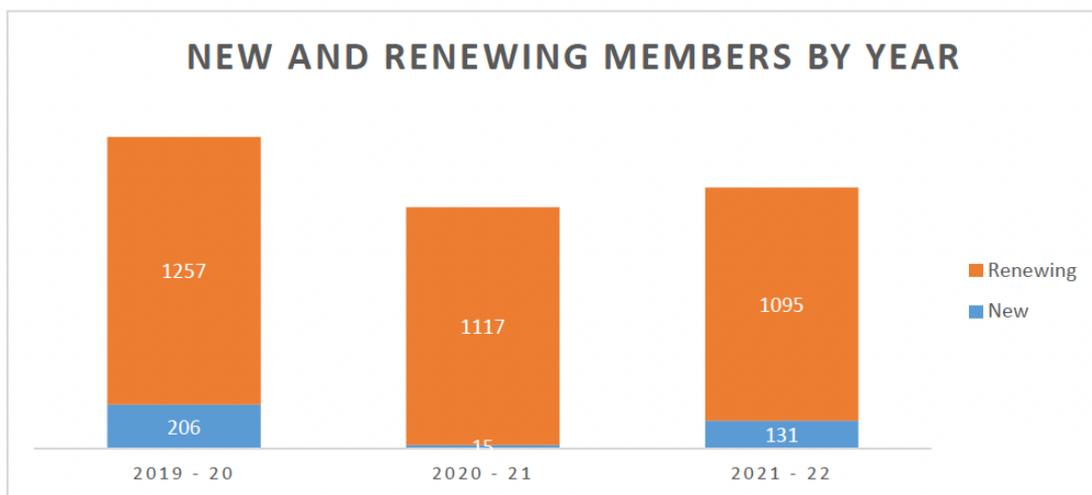
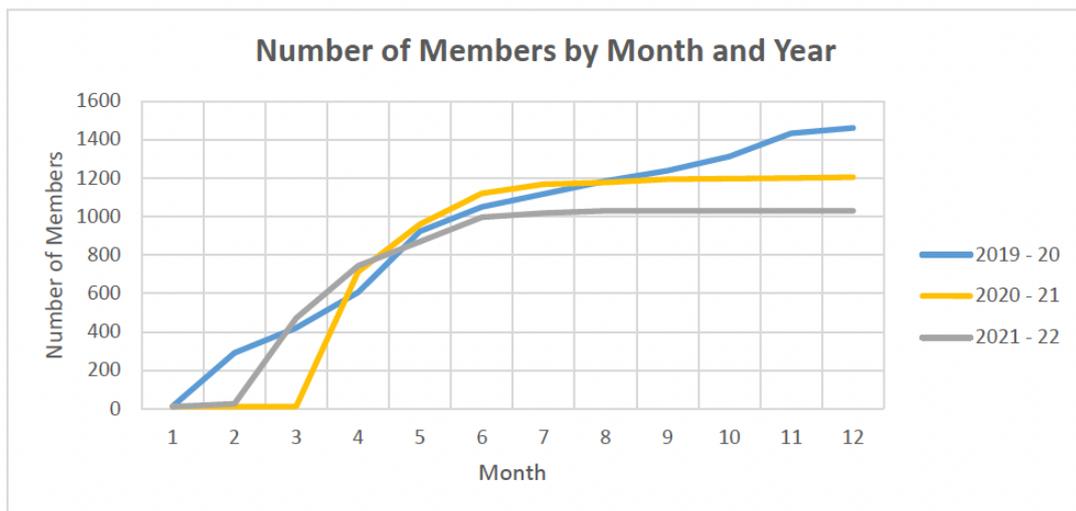
Description	Surplus/Cost	
Membership (Subscriptions less Third Age Trust)	£144	
Social Trips	£500	
Paid Tutor Groups	£500	
Gift Aid	£1,800	
Non-Venue Groups	£1,856	
PayPal fees	-£194	
General Expenses e.g. AGM etc	-£2,100	
New Member / Monthly Member meeting	-£2,400	£4,500 in 2018/19
SWISH/Website Hosing	-£1,170	
Venue Groups	-£8,311 ^{*1}	
	<u>-£9,375</u>	

*1 Named groups are where the surplus/deficit is more than £200 per annum

Antiques & Collectables (Monthly)	£293
Bowls (Total 9 Groups)	-£737
Bridge (Total 2 Groups)	£218
Choir	-£1,365
Circus Skills	-£696
Contemporary Dance	-£747
Creative Writing	-£290
French Conversation	-£345
Geology in Action	-£282
History - Interactive Forum	-£232
Needle Crafts	-£782
Painting (Total 3 Groups)	-£576
Papercraft (Total 2 Groups)	-£270
Petanque (French Boules) Apr to Oct	-£326
Scrabble	-£247
Sewing	-£406
Spanish	-£568
	<u>-£7,358</u>
Other Surplus Groups (6)	£252
Other deficit groups (13)	-£1,205
Total	<u><u>-£8,311</u></u>

Item 8 Membership update

November 2021



	2019 - 20	2020 - 21	2021 - 22
New Members	206	15	131
Renewing Members	1257	1117	1095
Not Yet Renewed	163	0	2
Total No of Members	1463	1132	1228
%Renewed	86.87	76.35	96.73
Change from previous year	16	-331	96
Total No as % of previous year	101.11	77.38	108.48
Renewed Online	412	555	465
% Renewed Online	32.78	49.69	42.47
Joined Online	90	13	79
% Joined Online	43.69	86.67	60.31
Renewed / Joined Manual	958	566	684
Left	24	20	25
Lapsed	163	326	70
Re-Activated			8

No. of New Members since last New Member Morning Invitation

16

Item 10 a) Calendar update

<p>SEPTEMBER 2021 6th Live Well for Longer Members Meeting - 10 – 12 noon Sandbach Town Hall) 8th Library desk open 9.30 - 11.30 <u>20th Trustees meeting</u> 21st Liverpool Day Trip 22nd Library desk open 9.30 - 1130 24th Insurance Renewal due Caroline Webster</p>	<p>OCTOBER 2021 4th Community Police Members Meeting A light hearted chat about allsorts) 10 – 12 Sandbach Town Hall 12th Library desk open 9.30 - 11.30 Alan/Kevin Dean 18th Trustees Meeting 19th New Members Meeting 10.00 a.m. Sandbach Rugby Club 27th Library desk open 9.30 - 11.30 Barrie/Keith Haines</p>	<p>NOVEMBER 2021 1st AGM Starting at 9.30 Followed by Chester Uncovered Members Meeting 10 – 12 noon Sandbach Town Hall 10th Library desk open 9.30 - 11.30 Alice/Kevin Dean 10th Quiz Night – St Mary’s Hall 7.30 15th Trustees Meeting 24th Library desk open 9.30 - 11.30 Paula/Lesley Farrar 28th Bridgewater Hall Concert 27th Insurance renewal due Jenny Bull</p>	<p>DECEMBER 2021 6th Xmas Special Brass Band (Members meeting) 10 – 12 noon Sandbach town Hall 8th Library desk open 9.30 - 11.30 Barrie/Kevin Dean 17th Xmas Party Crewe Golf Course 20th Trustees meeting 22nd Library desk open 9.30 - 11.30 Stuart/ Sandy Boyle</p>
<p>JANUARY 2022 3rd Dr Karen Castle (Members Meeting) 10 – 12noon Sandbach Town Hall 12th Library desk open 9.30 - 11.30 Kevin Dean 17th Trustees Meeting 26th Library desk open 9.30 - 11.30 Lesley Farrar 31st Insurance Renewal due Tanya Audas</p>	<p>FEBRUARY 2022 7th Roger Browne (Members Meeting) 10 – 12 noon Sandbach Town Hall 9th Library desk open 9.30 - 11.30 21st Trustees Meeting 23rd Library desk open 9.30 - 11.30 26th Group Leaders briefing & lunch at Crewe Golf Club.</p>	<p>MARCH 2022 Reminder: Swish team website re-view due 7th u3a Showcase (Members Meeting) 10 – 12 noon Sandbach Town Hall 9th Library desk open 9.30 - 11.30 21st Trustees Meeting 23rd Library desk open 9.30 - 11.30</p>	<p>APRIL 2022 4th Michael Moore (Members Meeting) 10 – 12 noon Sandbach Town Hall 13th Library desk open 9.30 - 11.30 Stuart 25th Trustees Meeting (18th is Easter Monday) 27th Library desk open 9.30 - 11.30</p>
<p>MAY 2022 2nd Dogs for Good (Members Meeting) 10 – 12 noon Sandbach Town Hall 11th Library desk open 9.30 - 11.30 16th Trustees Meeting 25th Library desk open 9.30 - 11.30</p>	<p>JUNE 2022 8th Library desk open 9.30 -11. 20th Trustee Meeting</p>	<p>JULY 2022 18th Trustees Meeting</p>	<p>AUGUST 2022 15th Trustees Meeting</p>