

Sandbach & District u3a Trustees: documents for meeting on 18 October 2021

Item 2 Minutes of meeting on 20 September 2021

(previously circulated to the Committee, but included here for our observers)

	PRESENT: Stuart Naylor, Linda Bilsborrow, Paula Reilly-Cooper, Alan Casey, Barrie Hacking, Alice Holmes, Richard Thorne, and Sue Jones. With thanks to Alice for hosting the meeting	
1.	Apologies There were no apologies	
2a.	Minutes of August Meeting and Matters Arising The Minutes were accepted as an accurate record. Matters arising are covered within these minutes. It was agreed in principle that member's names should not be minuted.	
2b.	Correction to previously agreed Minutes from 21st May 2021 Item 4. Fees for Interest Groups Reads "Venue groups to increase to £1.50 per meeting" Should read "increase to £1.20 per meeting."	
3.	Covid Update a) Any update on restarting groups Paula said no news on re- opening date for Lightley Court, so it may become necessary to look for another venue for scrabble and music appreciation. She also said she had spoken to the Wesley Centre and they had said their caretakers were not allowed to help the bowling groups set up their mats. Bowls 8 and 9 will be increasing their fee for use of mats by £5. Art appreciation – first meeting will be to see if this group can continue as there is no groups leader. Bridge group is restarting in Union Street. Poetry Together and short walk + dine 5 have suspended their groups temporarily. Paula said there was a total of 16 paid tutor groups and predicted there would be a surplus from these groups of £70 per week if everyone pays up front. b) Procedure for personal Risk Assessment Stuart to update covid statement on website Agreed Alice should ask members going on u3a group outings to fill in their own personal risk assessment before travelling. Alice to send them the relevant form.	Stuart Alice
4.	2021 AGM a) Update on nominations for Committee and Committee roles With the resignation of Don, Paula's role has become larger and busier and the committee agreed that she should have an assistant. Jacky Painter has said she would like to volunteer. Agreed to invite her to the next meeting in October to see how the committee meeting is run and see if she would be interested in assisting Paula. Agreed Linda should send out extra newsletter asking for volunteers. Stuart said he would send her the briefing for this article.	Stuart Stuart
	b) Draft Action Plan and voting form After discussion , where members don't have an email address, it was agreed to deliver, where possible, the voting form, together with the relevant papers. Members outside the local area would have the form and papers posted to them.	

	<p>Agreed to ask volunteers to help hand deliver these papers in week beginning 4th October. Barrie to send labels to Linda.</p> <p>Agreed to organize for these papers to be sent for printing to Oakdene Printing, Holmes Chapel. Barrie to organise.</p>	<p>Barrie/Linda</p> <p>Barrie</p>
5.	<p>Fees for Interest Groups</p> <p>a) Any Feedback on second Group Leader briefing Alan to put the Group Leader presentation on website.</p> <p>b) Feedback on meeting with with Alex Black After discussion with the Wesley Centre, u3a had been informed that their caretakers can't support putting the mats out and clearing them away. Stuart to draft an email to Alex informing him of Wesley's decision which will be sent to Paula and Linda before he sends it out to Alex. Regarding review of fees, working groups have adjusted session fees but agreed we need to review our overall policy in the new year. Agreed this working group should include two non-committee members. Suggested that Stuart ask Alex and Louise Adams to join him, Paula and Linda also included on this working group.</p> <p>c) Reiterate policy on Group Leader session fees Don and Pam had raised this matter in emails. The Committee re-iterated the decision which they had made and had been unanimously agreed at July's meeting that group leaders don't need to pay session fees unless they choose to.</p>	<p>Alan</p> <p>Stuart</p> <p>Stuart</p>
6.	<p>Members' Meetings</p> <p>a) Planning for future Members' Meetings, including introducing 4th October As both Stuart, Linda and Paula are away on 4th October, it was agreed that Alice would open the members meeting – Stuart to send her briefing. It was reported that 'Dogs for Good' scheduled for 2nd May 2022 had asked if they could sell merchandise. It was agreed that this was not in line with the u3a charity rules. As Pam has resigned from the Committee and she organized all the members meetings, it was felt that unless a replacement could be found for her, it was possible that some of the members meetings might need to be cancelled. Agreed to review the situation at October's meeting.</p> <p>b) Planning for Showcase 7 March 2021 Again this may need to be cancelled as no-one available at present to organize. review in October.</p> <p>c) Possible members' Quiz Night Kevin has volunteered to organize this on 10th November and has booked St Mary's Hall. The Committee supports this.</p>	<p>Alice/ Stuart</p> <p>Stuart b/f Oct</p> <p>Stuart b/f Oct</p>
7.	<p>Finance</p> <p>a) Finance update Richard reported the accounts were up to date. He agreed he would do a month end projection for funds for the rest of 2021.</p> <p>b) Bowls Group Richard pointed out that the bowls group 1 had paid £400 for the use of the Pavilion and bowls 3 & 8 £150 each for use of the hut. Paula said bowls group 1 were aware of this charge and would not be booking the pavilion next year. It was agreed that Richard would collate all the information for policy on fees and charges for bowls greens and pavilions for the December meeting, ready for the review of session fees in the new year.</p>	<p>Richard</p> <p>Richard b/f December</p>
8.	Update on Membership	

	<p>Barrie said we have 147 new members. It was agreed to hold a new members' morning meeting. Proposed date 19th October starting at 10 a.m. at the rugby club. Alice to check whether this date is possible. Agreed we could hold it in bar but also have the outside space available. Tea, coffee and biscuits to be served.</p> <p>Barrie was asked to exclude any lapsed members who had re-joined from the list</p>	<p>Alice</p> <p>Barrie</p>
9.	<p>Trustees' Admin including:</p> <p>a) Calendar and information update Sue was asked to include the quiz night and group leaders briefing on 26th February. Alan asked Sue to include a reminder for the Swish Team website review in March 2022.</p> <p>b) Venue for future committee meetings It was agreed to see if future meetings could be held in the Wesley Centre, Room 1. Paula was asked to book this for the next 6 months.</p> <p>c) Volunteers for Library rota Sue to add to calendar the names of people on the library rota for all dates.</p> <p>d) Library duty procedures Agreed at the close of the November 15th committee meeting, Paula would give a 20 minute tutorial on the library duty procedures. (Sue add this to calendar)</p> <p>e) Printing Discussed under Item 4b.</p>	<p>Sue</p> <p>Paula Sue</p>
10.	<p>Any other business</p> <p>Diaries Kevin has ordered 40 diaries – 20 already sold. Agreed some should be available on library days.</p> <p>Wool Linda said a member had donated £100 worth of wool. She was offering it to members, possibly sewing groups. If not taken up would give to charity shop.</p> <p>Walking Cricket Group – Richard said a member of the group had asked if he could raise money for t shirts and shorts on a facebook page. However, the Committee felt this wasn't appropriate and agreed u3a would buy the kit on behalf of the group.</p>	
	The meeting finished at 11.30. Date of next meeting 18 th October	

Item 4 a) Action Plan for AGM

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 	Linda Sue Stuart	To be completed 1st October at latest

<ul style="list-style-type: none"> Brief introduction to AGM Treasurers' report and Accounts Code of Practice Voting form – paper copy or link 	Stuart Richard Stuart Linda	
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

Item 4 Group co-ordinator report

Wesley Centre – now booked for Committee meetings to May 2022. Third Monday of the month with the exception of Monday 18th April (Easter Monday) when the meeting has been moved back a week to Monday 25th April. The Licence Agreement has been signed for these meetings.

Lightley Court – no further news on when this venue will be available.

- **Music Appreciation** - have decided to temporarily suspend their group for the time being as there isn't a suitable alternative venue.
- **Scrabble** – have decided to move temporarily to the Oasis Centre, Green Street. The hall has been booked to the 17th December.

Town Hall - The Bowls groups have now re-started and some have made the decision to use only 3 of the 4 mats.

We have asked what availability they have to accommodate another bowls group should one of the Wesley Centre groups decide to move, but as yet I've had no response.

Classical Music Visits – the group will be re-starting shortly and a notification will be in the next Update. Suggested that this might be combined with Social Events, but this will depend on the concert and how popular it proves to be.

Wine Tasting 2 – have now moved their meetings to **Elworth Scout Hut**. It's taken a considerable time to get a response from the venue but this has now been booked for 2021-22. The venue is generally available during the day and may be suitable for other groups.

Art Appreciation – as reported previously the Group Leader has now moved away from the area so we are without a leader.

Members were asked for their thoughts and the first meeting on the 8th October was to discuss possible options for the group moving forward.

Disappointing feedback from the membership in general and attendance at the meeting. It was suggested that we use the Update to advertise for a Group Leader who has some knowledge / expertise who could help the group develop and become more self-sufficient.

It was agreed by those attending the meeting that we should see if a Group Leader was forthcoming and that we should revisit how the group might develop in the New Year. Some work is required to see how the group should operate and members need to be more engaged in the process.

The meetings dates for the venue (Sandbach Library) have been cancelled for November, December and January.

The Congleton Art Appreciation group run by the same Group Leader has now folded.

Item 6 Finance update

Finance Report for September 2021

Balances at end of month:

Account Name	Sep-21	Aug-21	Diff.
NatWest Current Account ^{*1}	£15,037.88	£10,760.79	£4,277.09
NatWest Business Reserve Account	£26,636.16	£26,635.94	£0.22
PayPal	£1,797.20	£97.80	£1,699.40
Cash in hand	£738.00	£547.50	£190.50
Total	£44,209.24	£38,042.03	£6,167.21

*1 – Current Account Balance excludes un-presented cheques.

General Notes

- Total balances in September are not a true reflection of the finances;
 - There are a significant amount of pre-payments in September
 - Very few venue costs have been paid
 - Virtually no tutors have been paid
- Group Surplus/Deficit
 - Non-venue groups - £684 surplus, equating to around 40% of forecast total annual income due to pre-payments
 - Venue groups – Deficit of £440. Having only paid the Wesley Centre and ANSA for the summer bowling greens, 33 groups have yet to pay a venue fee which will substantially increase this deficit.
 - Paid Tutor Groups – £4,645 surplus. Pre-payments, lack of venue fees and lack of tutor costs account for this surplus.
- Despite all groups not yet restarting, the amount of transactions has increased significantly in September (94 bank transactions) compared to an average of 22 per month in 2020/2021.

Issues Outstanding

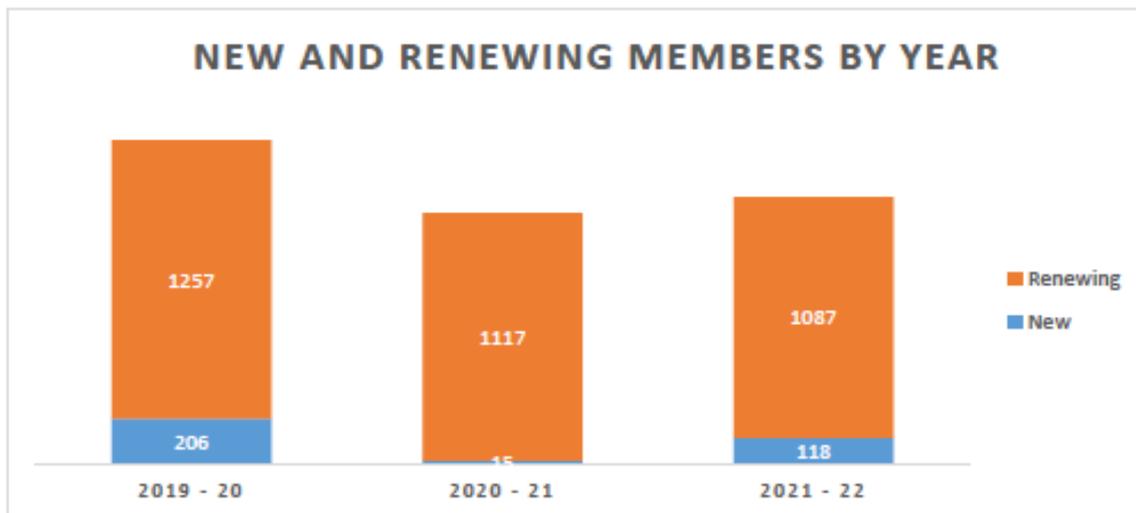
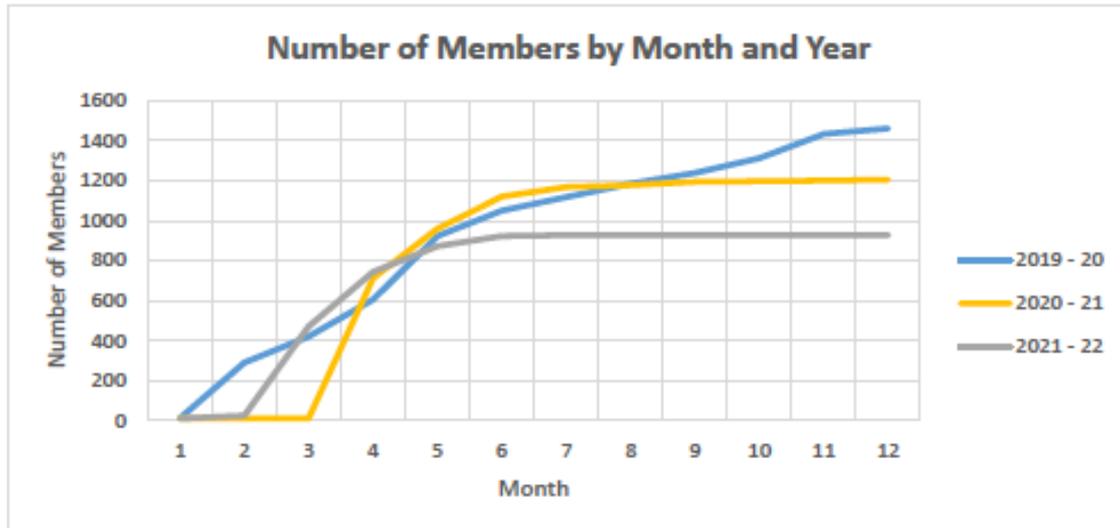
None

Post Month End update

Whilst some venue invoices, and the majority of Tutor invoices, have been received and paid there are a large number of outstanding venue invoices.

Item 8 Membership update

October 2021



	2019 - 20	2020 - 21	2021 - 22
New Members	206	15	118
Renewing Members	1257	1117	1087
Not Yet Renewed	163	0	78
Total No of Members	1463	1132	1283
%Renewed	86.87	76.35	96.02
Change from previous year	16	-331	151
Total No as % of previous year	101.11	77.38	113.34
Renewed Online	412	555	448
% Renewed Online	32.78	49.69	41.21
Joined Online	90	13	70
% Joined Online	43.69	86.67	59.32
Renewed / Joined Manual	958	566	689
Left	24	20	25
Lapsed	163	326	0
Re-Activated			55

No. of New Members
since last New Member
Morning Invitation

4

New Members Morning - October 2021	
Yes	32
No	25
Not Replied	74

Item 9 Town Hall cancellation policy

The background to this is a request from the Town Hall recently to cancel the bowls group on Friday 15th October in order to allow a funeral wake to take place. The funeral was for Michael Robinson, the son of the town crier. The family had asked for the use of the Town Hall.

A request for cancellation from the Town Hall has happened fairly frequently in the past. What we need to consider is what are the circumstances in which we will agree to cancelling our existing booking in order to make the Town Hall available.

Item 10 a) Calendar update

SANDBACH U3A CALENDAR 2021 - 22

MAY	JUNE	JULY	AUGUST
<p>17th Trustees meeting 9.00 a.m. – 10.00 a.m. Sandbach Rugby Club</p> <p>-----</p> <p>Informal members coffee morning 10.30 – 12 noon Sandbach Rugby Club</p>	<p>2nd – National U3A Day</p> <p>-----</p> <p>21st Trustees Meeting 9 a.m. 10.30 Members Coffee morning Sandbach Rugby Club</p>	<p>6th Cluster Meeting</p> <p>-----</p> <p>14th Membership Renewal 9.30-11.30 Sandbach Rugby Club</p> <p>-----</p> <p>19th Trustees meeting</p> <p>-----</p> <p>28th Membership Renewal 9.30 – 11.30 Sandbach Rugby Club</p>	<p>16th Trustees Meeting</p> <p>-----</p> <p>11th Membership Renewal 9.30 – 11.30 Sandbach Rugby Club 12 Group Leaders meeting – rugby club</p> <p>-----</p> <p>25th Membership Renewal 9.30 – 11.30 Sandbach Rugby Club 12 – Group leaders mtg</p> <p>26th Insurance Renewal due Kay Moston Morris</p>
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<p>6th Live Well for Longer Members Meeting - 10 – 12 noon Sandbach Town Hall)</p> <p>-----</p> <p>8th Library desk open 9.30 - 11.30</p> <p>-----</p> <p>20th Trustees meeting</p> <p>-----</p> <p>21st Liverpool Day Trip</p> <p>-----</p> <p>22nd Library desk open 9.30 - 11.30</p> <p>-----</p> <p>24th Insurance Renewal due Caroline Webster</p>	<p>4th Community Police Members Meeting A light hearted chat about allsorts) 10 – 12 Sandbach Town Hall</p> <p>-----</p> <p>12th Library desk open 9.30 - 11.30 Alan/Kevin Dean</p> <p>-----</p> <p>18th Trustees meeting</p> <p>-----</p> <p>19th New Members Meeting 10.00 a.m. Sandbach Rugby Club</p> <p>-----</p> <p>27^h Library desk open 9.30 - 11.30 Barrie/Keith Haines</p>	<p>1st AGM Starting at 9.30 Followed by Chester Uncovered Members Meeting 10 – 12 noon Sandbach Town Hall</p> <p>-----</p> <p>10th Library desk open 9.30 - 11.30 Paula/Kevin Dean</p> <p>-----</p> <p>10th Quiz Night – St Mary's Hall 7.30</p> <p>-----</p> <p>15th Trustees meeting Followed by 20 minute tutorial by Paul</p> <p>-----</p> <p>24th Library desk open</p>	<p>6th Xmas Special Brass Band (Members meeting) 10 – 12 noon Sandbach town Hall</p> <p>-----</p> <p>8th Library desk open 9.30 - 11.30 Barrie/Kevin Dean</p> <p>-----</p> <p>17th Xmas Party Crewe Golf Course</p> <p>-----</p> <p>20th Trustees meeting</p> <p>-----</p> <p>22nd Library desk open 9.30 - 11.30 Stuart/ Sandy Boyle</p>

	----- 9.30 - 11.30 Lesley Farrar ----- 27th Bridgewater Hall Concert ----- 27th Insurance renewal due Jenny Bull		
<p>JANUARY 2022</p> <p>3rd Dr Karen Castle (Psychologist working for the NHS in prisons) (Members Meeting) 10 – 12noon Sandbach Town Hall -----</p> <p>12th Library desk open 9.30 - 11.30 Kevin Dean -----</p> <p>17th Trustees Meeting -----</p> <p>26th Library desk open 9.30 - 11.30 Lesley Farrar -----</p> <p>31st Insurance Renewal due Tanya Audas</p>	<p>FEBRUARY</p> <p>7th Roger Browne (Actor, Singer, speaker, musician, composer ad writer) (Members Meeting) 10 – 12 noon Sandbach Town Hall -----</p> <p>9th Library desk open 9.30 - 11.30 -----</p> <p>21st Trustees Meeting -----</p> <p>23rd Library desk open 9.30 - 11.30 -----</p> <p>26th Group Leaders briefing & lunch at Crewe Golf Club.</p>	<p>MARCH</p> <p>Reminder: Swish team website review due -----</p> <p>7th u3a Showcase Performances, displays and exhibitions by our own groups. (Members Meeting) 10 – 12 noon Sandbach Town Hall -----</p> <p>9th Library desk open 9.30 - 11.30 -----</p> <p>21st Trustees Meeting -----</p> <p>23rd Library desk open 9.30 - 11.30</p>	<p>APRIL</p> <p>4th Michael Moore (East Lancashire Railway talk) (Members Meeting) 10 – 12 noon Sandbach Town Hall -----</p> <p>13th Library desk open 9.30 - 11.30 Stuart -----</p> <p>18th Trustees Meeting -----</p> <p>27th Library desk open 9.30 - 11.30</p>
<p>MAY</p> <p>2nd Dogs for Good (Charity set up to provide assistance dogs) (Members Meeting) 10 – 12 noon Sandbach Town Hall -----</p> <p>11th Library desk open 9.30 - 11.30 -----</p> <p>16th Trustees Meeting</p>	<p>JUNE</p> <p>8th Library desk open 9.30 -11.30 -----20th Trustees Meeting -----</p>	<p>JULY</p> <p>18th Trustees Meeting</p>	<p>AUGUST</p> <p>15th Trustees Meeting</p>

<p>----- 25th Library desk open 9.30 - 11.30 -----</p>			
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