

Registered Charity No: 1105144



## U3A Trustees Meeting 20<sup>th</sup> June 2022

Held at The Wesley Centre, Sandbach CW11 1DG

		ACTIONS
	Meeting commenced at 9.37 a.m. PRESENT: Stuart Naylor, Linda Bilborrow, Paula Reilly-Cooper, Jenny Haines, Richard Thorne, Keith Saywell, Sharon Ginnis, Alice Holmes, Barry Hacking, Kate Ashcroft, Sue Jones.	
1.	<b>APOLOGIES</b> Alan Casey and Linda Williams	
2.	<b>Minutes of May Meeting and Matters Arising</b> <b>8b) New Treasurer Access Rights</b> All information giving Keith's address and National Westminster Bank account numbers to be redacted on minutes before they are circulated, put on the website or pinned on the library noticeboard. <b>9d) Trustees Admin</b> <b>Passwords/user names for One Drive:</b> Linda handed Sue a list from Alan with all this information. Sue to file in secure place. With these amendments, the minutes were accepted as a correct record.	Sue  Sue
3.	<b>Confirm plans for membership renewal days in July and August</b> The committee were asked to confirm which renewal days they were available. The following members confirmed their attendance on the following days 13 <sup>th</sup> July – Renewal Day: Stuart, Kate, Keith Alice, Paula Linda B Sharon, Barrie 27 <sup>th</sup> July – Renewal Day: Stuart, Kate, Alice, Barrie, Paula, Linda B, Sue, Sharon 10 <sup>th</sup> August – Renewal Day: Keith, Alice, Barrie and Paula Sue was asked to contact volunteers to see who could help with marshalling, etc., It was agreed 4 – 6 extra volunteers were needed at each renewal day event. Paula to send Sue list of volunteers who had helped on previous renewal days. Linda B was asked to promote these renewal days in the next newsletter. Kate confirmed that Sandbach Rugby Club is booked for these renewal days.	Sue  Paula/Sue
4.	<b>Confirm Plans for Group Leaders working lunch on July 13<sup>th</sup> and 27<sup>th</sup></b> Agreed that an invitation needs to go to all Group Leaders inviting them to attend a working lunch on either 13 <sup>th</sup> or 27 <sup>th</sup> July at the Rugby Club, to take place after the renewal day sessions. Stuart and Paula to liaise on wording of invitation. The Group Leaders briefing will start at 12.30. The following Schedule for the briefing was agreed: Swish Update Alan (incl. explanation of entering vacancies) (5 mins) Venues Sharon (5 mins) Sign Up Day Kate (5 mins) 2023 Celebrations Kate (30 mins)	Stuart/Paula  Alan/Sharon/ Kate



	<p>Stuart said that at the next cluster meeting, he proposed putting on the agenda an item asking to set up a working group with representatives from all the local cluster u3a groups so they could all work together to set up a risk assessment/health and safety policy. Linda W has agreed to lead this group.</p> <p>Stuart suggested in the first instance the Working Group look at the most urgent issues and report back by September. Stuart thanked Sharon for compiling the venues information.</p>	Stuart/Linda W
8.	<p><b>Group Co-ordinator Report</b></p> <p>Paula highlighted groups “not covering 50% of their costs.” She said the Group Leader of Book Group Fiction 1 had asked if the session fees could be increased to £1.40 per session rather than £2.00, which would increase their figure to 65% of costs. At present the fee is £1.20 per session (pay in advance is £1.00 per session). The group does not wish to change venue or timing of their sessions.</p> <p>Stuart pointed out that not all groups are self financing. If a group doesn’t cover its costs, then it is subsidised by groups that do.</p> <p>He said the Committee had agreed a policy and it was important for all groups to follow the same policy. The committee did not agree to this group increasing their session costs to only £1.40 per session. Stuart said he would compose an email to the group leader of the book group explaining the committee’s agreed policy. Paula to send email out to group leader.</p> <p><b>Equipment</b> – Don Rickard is storing a pair of tri-fold screens u3a were given and he would like to move them from his garage. Kate said she could probably take them from Don in a couple of months. Sue to email this to Don.</p> <p><b>Vacancies in Groups</b></p> <p>Paula said not all Group Leaders were showing current vacancy figures. Agreed that Alan should include an explanation of the process in his Swish presentation at the Group Leaders lunches in July. It is important that vacancy lists are up to date.</p> <p><b>Town Hall Request for Bowls Group to change their session times</b></p> <p>Paula has received a request from the Town Hall asking if the bowls groups will change their session times to 1 p.m. – 3 p.m. from their current time of 2 p.m. – 4 p.m. Sharon explained this is because the Town Hall need more set up time for evening events, particularly on Thursdays and Fridays. Stuart suggested we ask if the Town hall would accept a change of time of 1.30 p.m. – 3.30 p.m. Paula to check with Group Leaders this is acceptable before we go back to the Town Hall with this proposal.</p>	<p>Stuart /Paula</p> <p>Sue</p> <p>Alan/Paula</p> <p>Paula</p>
9.	<p><b>Finance Monthly Update</b></p> <p>Richard said cash flow is improving, which may result in us not having to transfer funds from our reserve account. He said we needed to review the amount u3a expected us to keep in our reserve fund.</p>	Richard
10.	<p><b>Membership Update</b></p> <p>Barrie said he had received several letters of thanks to the Committee from members. One member paid £20 with his renewal slip and told Barrie he didn’t want any change.</p> <p>Barrie said he had put this extra amount through as a donation under membership donations. He said donations were shown separately and not entered on swish to ensure Richard could reconcile the accounts at the end of the each month.</p>	
11.	<p><b>Trustees Admin</b></p> <p>a)Calendar and Information Update</p>	

	<p>Sue said she had updated the calendar up to and including April 2023 with all the members morning events from the list Kate sent her.</p> <p><b>b) Passwords</b>  Sharon has entrance codes for venues.  Barrie to send gift aid claims to LB  Richard said Barrie can view Pay Pal but can't make any transactions</p> <p><b>c) Safeguarding/members safety working group update</b>  Stuart to put this on next Cluster Meeting Agenda</p> <p><b>d) Update on Library duty re new members</b>  The working Group – Linda B, Paula, Barrie and Sue met and had u0pdate the library duty procedures. It was agreed that Sue would send out a copy of the procedure to all volunteers on library duty.  Linda B is working on publicity brochures, which were out of date, which she will bring to the Committee for their input.  The notice board has been tidied up. Agreed only one set of minutes needs to be displayed.</p>	<p>Barrie/Linda B</p> <p>Stuart</p> <p>Sue</p> <p>Linda B</p>
12	<p><b>Any Other Business</b></p> <p><b>Sandbach Partnership</b>  Linda B said she hadn't received an update on Sandbach Partnerships status. There is a meeting of Sandbach Community Group tonight, which Linda plans to attend and hopefully she will hear an update on the Partnership.</p> <p><b>Email from Choir</b> (<i>Added after Committee Meeting</i>)  Stuart received the following email from Stephen Davies  "Please could you thank all committee members (and others) who supported the Choir in their appearance with Crewe Male Voice Choir earlier this month (yourself included)."</p>	<p>Linda B</p>
	<p><b>The Meeting finished at 11.30</b></p>	

Signed .....

Date .....