

U3A Trustees Meeting 20th June 2022

Held at The Wesley Centre, Sandbach CW11 1DG

	Meeting commenced at 9.37 a.m. PRESENT: Stuart Naylor, Linda Bilsborrow, Paula Reilly-Cooper, Jenny Haines, Richard Thorne, Keith Saywell, Sharon Ginnis, Alice Holmes, Barry Hacking, Kate Ashcroft, Sue Jones.	ACTIONS
1.	APOLOGIES Alan Casey and Linda Williams	
2.	 Minutes of May Meeting and Matters Arising 8b) New Treasurer Access Rights 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. 9d) Trustees Admin 	Sue
	Passwords/user names for One Drive : 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
3.	Confirm plans for membership renewal days in July and August The committee were asked to confirm which renewal days they were available. The following members confirmed their attendance on the following days 13 th July – Renewal Day: Stuart, Kate, Keith Alice, Paula Linda B Sharon, Barrie 27 th July – Renewal Day: Stuart, Kate, Alice, Barrie, Paula, Linda B, Sue, Sharon 10 th 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.	Confirm Plans for Group Leaders working lunch on July 13th and 27thAgreed that an invitation needs to go to all Group Leaders inviting them to attend aworking lunch on either 13th or 27th July at the Rugby Club, to take place after therenewal 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 UpdateAlan (incl. explanation of entering vacancies) (5 mins)VenuesSharon (5 mins)Sign Up DayKate (5 mins)2023 CelebrationsKate (30 mins)	Stuart/Paula Alan/Sharon/ Kate

	A sandwich lunch will be served at approx. 1.20 which Kate will book when numbers are confirmed.	Kate
4	Sharon to check with Rugby Club that data projector and screen will be available for Alan's Swish presentation.	Sharon
5.	 Confirm Plans for Members Sign Up Day on 24th August. Wesley Centre is booked from 10 – 12 on 24th August. Paula has emailed Group Leaders to invite them to attend. So far there is a limited response with only 13 groups accepting, all of these being groups with vacancies. The Committee discussed whether there should be a minimum number of 20 groups for the day to go ahead. However, it was agreed that the sign up day would be run more as an informal event, which would be different to previous years. It was hoped to persuade more groups, even those who had waiting lists, to attend. Louise Adams will be attending with her non-fiction book club and it was agreed to ask her if she would also be in charge of taking names of those people who wanted to go on waiting lists. If enough interest was shown in one of these groups it might be possible to start a second group. Schedule for Sign Up Day 9 a.m. Committee Members to prepare rooms. 9.30 Groups Leaders assist 10 – 12 Open to the Public The following Committee Members will be attending: Stuart, Kate, Keith, Barrie, Paula, Sharon, Jenny and Sue The Group Leaders will be briefed about Sign Up Day at their July meetings. Tea and coffee to be offered to everyone free of charge. Stuart volunteered to help with the drinks. Linda B to send out update for Sign Up Day in 2nd week of August. Paula to let her know which groups are participating so she can list them. Sharon to organize data projector and screen if necessary Paula to let Sue have list of volunteers who have participated in previous sign up days so she can contact them to help. Sue to produce cards with each group title. Volunteers to be briefed with risk assessment i.e fire exits, first aid box 	Paula/Linda Sharon Paula/Sue Sue
6.	Oral Report on 2023 Celebration Kate briefed the committee on what the Working Group had discussed at their meeting on 17 June. The date is confirmed as 4, 5 and 6 May. Many ideas were discussed. The celebrations would be split into the following groups: Performance – Music Groups Workshops – interactive Demonstrations It was agreed that the Group Leaders needed to contribute ideas for the 20 year celebrations and early November 2022 would be deadline to receive suggestions.	
7.	Oral Report for Progress with venue booking arrangements Sharon showed the committee the folder she had compiled giving details for each venue used by u3a groups. She thanked Paula for her help with compiling the information. It is planned to put this on Swish. If a Group Leader wants details of alternative venues, then the information can be emailed to them. She said there was patchy information regarding health and safety issues at some venues.	

	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. 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	Stuart/Linda W
	venues information.	
8.	Group Co-ordinator Report 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. 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. 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. Equipment – 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. Vacancies in Groups 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. Town Hall Request for Bowls Group to change their session times 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.	Stuart /Paula Sue Alan/Paula Paula
9.	Finance Monthly Update 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.	Richard
10.	 Membership Update 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. 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. 	
11.	Trustees Admin a)Calendar and Information Update	

	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.	
	b)Passwords	
	Sharon has entrance codes for venues.	
	Barrie to send gift aid claims to LB	Barrie/Linda B
	Richard said Barrie can view Pay Pal but can't make any transactions	
	c)Safeguarding/members safety working group update	
	Stuart to put this on next Cluster Meeting Agenda	Stuart
	d) Update on Library duty re new members	
	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.	Sue
	Linda B is working on publicity brochures, which were out of date, which she will bring to the Committee for their input.	Linda B
	The notice board has been tidied up. Agreed only one set of minutes needs to be displayed.	
12	Any Other Business Sandbach Partnership 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.	Linda B
	Email from Choir (Added after Committee Meeting) 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)."	
	The Meeting finished at 11.30	

Signed

Date