

Registered Charity No: 1105144



U3A Trustees Meeting 25th April

Held at Wesley Centre, Sandbach

	Meeting commenced at 9.30 a.m.	ACTIONS
1.	<p>PRESENT: Stuart Naylor, Linda Bilsborrow, Richard Thorne, Paula Reilly-Cooper, Alan Casey, Kate Ashcroft, Sharon Ginnis.</p> <p>Apologies: Barrie Hacking, Jenny Haines, Linda Williams</p> <p>Observer: Keith Saywell</p>	
2.	<p>Minutes March Meeting and Matters Arising Meeting was held on zoom, not at the Wesley Centre, as stated.</p> <p>3. Decisions about fees for September 2022 Proposed arrangements for 2022-3 Point 2 Currently reads: The session fee for any group covering less than half of its annual costs should increase from £1.20 (or £1.00 discount for advance payment) to £2.00 (or £1.60 discount for advance payment.) Where a group already pays more than the typical session fee, a similar proportional increase will be applied.</p> <p>This was amended after the meeting as follows: The session fee for any group covering less than half of its annual costs should increase from £1.20 (or £1.00 discount for advance payment) to £2.00 (or £1.60 discount for advance payment) <i>for the following year, unless the Group Leader has already taken steps to significantly reduce the loss for that group.</i> Where a group already pays more than the typical session fee, a similar proportional increase will be applied.</p> <p>3d) Choir Accompanist This minute was amended as follows: <i>Under the current scheme, u3a choir members pay a session fee plus an additional fee for the accompanist. The accompanist is not paid from central funds.</i> <i>Therefore, the accompanist's fee will be paid by members if she is absent due to illness. Agreed that Stuart contact Stephen to ascertain that the accompanist is self employed and ask her to sign the u3a document declaring this. The existing self employment form on the website needs slightly amending before it is given to the accompanist to sign.</i></p> <p>6. Group Co-ordinator Report Amended to read as follows: <i>Paula said she was awaiting final confirmation from Sandbach Park. She also said that online payments were very successful.</i></p> <p>7c Toilet for Bowling Green Linda B said she had looked at the u3a constitution regarding such requests, and although there wasn't any specific rule, it was agreed that it is not within Sandbach u3a remit to give such a donation. However, agreed u3a Sandbach would support any fundraising activities.</p>	<p>Stuart</p> <p>Stuart</p> <p>Linda B</p>

	<p>9d) Trustees Admin Sandbach Partnership – Linda B said she had tried ringing the Partnership but there was no reply and upon looking at the website it stated the office was closed. Linda will report any changes. With these amendments, the minutes were accepted as a correct record.</p>	
<p>3.</p>	<p>Review EGM Planning for 9th May The EGM will commence at 9.45 a.m. before the members meeting in the Town Hall. Thanks to the recently introduced Code of Practice we were able to offer members the opportunity to vote on line, as well as by post, for which Barrie already had a system in place. The voting form was created using our gmail address and Google Forms. This can then be used to create paper copies and an internet link. We learned from previous experience that using the internet link in emails flags the email as spam. To overcome this a webpage was created, with information about the voting and the link to the form. The information about this page could then be sent to members through the usual Update, using SWISH. This resulted in 191 responses by 24th April. For: 175 Against: 8 Abstention: 8 Linda said this meant that 16% of the membership had voted compared to only 9% at our AGM. Previously a SAE has been included with the voting slip but, due to the cost, this was omitted for the EGM and seems to have made very little difference in terms of the number of votes from this group. At the 2021 AGM we received 27 votes from this cohort. For the 2022 EGM we have received 22 as of 24 April.</p>	
<p>4.</p>	<p>2023 Celebration Working Group initial thoughts Kate said the Working Group had its first meeting on Friday, 22nd April. Provisional dates for the celebration had been discussed. These are 18th – 20th May 2023, with fallback dates of 6-8th May, and Kate will check whether the Town Hall is available. <i>[After the meeting the fallback dates of 6-8th May have been confirmed as the Town Hall is only available all day on Saturday 8th]</i> She explained celebrations had been split into the following groups: Workshops – eg Poetry, Play reading, Creative Writing, Displays and exhibitions – eg Quilting, Needlework, Crafts Performance – eg Dance (various), Circus Skills, Dance Fit, music (various) It was planned to have venues around the town advertising the events and the main performance events would be on the Saturday, 20th May. There was a possibility that Julie Clarke would do a quiz. Also it had been suggested that talks could be given in schools so children were aware of their grandparents’ activities with the u3a. Kate said she planned to confirm the above dates at the next meeting of the Committee and to give a more formal report on planned events. Kate said the Working Group would be looking into what marketing and publicity material was available i.e. banners, sashes etc., Also there would be an information point on the Cobbles giving details about the u3a. with membership forms available. Agreed to organize to meet the Group Leaders to brief them and discuss ideas for the Celebration. Suggested this could be at membership renewal days on 13th and 27th July.</p>	<p>KA</p>

5.	<p>Progress with Venue Package and responsibility for booking venues Sharon went through her job description for the Venue role. She then put forward proposals that her, Paula and Linda W had worked on. This included Health and Safety, Venues fit for purpose and safeguarding adults. After discussion, the following was agreed:</p> <ol style="list-style-type: none"> 1. We will take our time and develop the venue package with due diligence. 2. We will ask Linda W to lead on the Safeguarding of Adults and Health & Safety when the venue pack is finalized. 3. Once our venue packs are finalized all Group Leaders will get a generic list of checks to be carried out. 4. At membership renewal days, Group Leaders will be invited to a working lunch to be briefed on the venue packs and what procedures need to be checked at each venue. <p>It was agreed that venues should be asked to supply, where available, any written information on procedures, which could be attached to their venue packs. It was agreed that for all queries, Sharon should be the point of contact.</p>	SG/PRC/LW
6.	<p>Group Co-ordinator Report 2022-23 Programme – Paula said the request for information about next year’s programme will be circulated to all Group Leaders shortly. The deadline for responses is the 29th May. Request from Bowls Group 4 & 8 Paula said a request has been received from Alex Black for the purchase of four new footers/mats at a cost of £5 each. The Trustees agreed these should be purchased. However, Alex also requested the u3a purchase 4 new jacks at £63 each, but on the condition that this would only go ahead if another group also needed them. Agreed to defer this until Alex reported back to the Committee.</p>	PRC
7.	<p>Finance: a) Monthly update Richard reported that shortly there would be a breach of the policy that the u3a should have reserves of 6 months’ worth of venue charges. He would need to transfer funds from the reserve fund as and when required. It was agreed it was important to maintain this policy in principle, but to accept that there may be good reasons on occasion when we vary from the policy. It was pointed out that income was low as the renewal dates were later in 2022 as they usually started from 1st April and so a shortfall has been created. Also the reduced subscription fee of £5, together with the restrictions of Covid had created this situation. But the committee were confident this would be rectified once subscriptions started to be paid. In answer to a question about the cost for Pay Pal transactions, Richard said on a £10 payment it was 0.34p. For social outings where payments varied, there was a flat fee and then a % of the total cost. b) Wording of renewal letter/email After discussion and in view of the appointment of a new treasurer, it was agreed this item should be deleted. c) New Treasurer Keith Saywell, who was attending as an observer, agreed that he would be the new treasurer, when Richard left in September. The Trustees welcomed him to the committee and <i>it was agreed to co-opt him immediately as a Trustee</i>, with a view to him taking over as Treasurer. Agreed to announce this in the next Weekly Update.</p>	SN
8.	Membership Update	

	Membership is steadily growing. The 2022-23 figures on the graph is estimated.	
9.	<p>Trustees' Admin including:</p> <p>a) 'The No 47 Bus' The committee were concerned that in Alan's absence, access to the data on the various u3a websites was not available to enough committee members. Alan said currently, him, Kevin, Mark and Rick (Web Integrate) were the only persons who knew the access codes and passwords to u3a computer data. It was agreed other members of the committee need access to all the necessary information and passwords, and that Alan would set up a password protected site so that other Trustees could get access to passwords. It was agreed he would let Sue have the access password on paper, rather than electronically. Alan was asked to authorize Keith to use the 'one drive' website.</p> <p>b) Members Meetings Alan has received a request from a member whose wife is a carer, but not a member of u3a. She has asked to attend the members meeting on 9th May, 'Dogs for Good'. It was agreed she could attend. <i>The Committee agreed a policy that non-members could attend a meeting on a 'one-off' basis with prior agreement.</i></p> <p>c) Calendar and Information update Sue was asked to add the following to the Calendar: Christmas Party - 16th December Ludlow Food Festival – 9th September</p>	<p>AC/SJ</p> <p>AC</p>
10.	<p>Any Other Business</p> <p>Equipment List Paula said she was concerned that the latest Equipment List on the one drive is for 2019 and there are no bowls items listed. There are several inconsistencies when this is compared with the archive list 2013 – 2017. The list needs updating and it was agreed to ask Linda W to take this on and report back.</p> <p>Nat West Account Numbers (Amendment made as follows) <i>Richard said Keith Saywell would need access to the National Westminster Bank accounts via on-line banking and/or via the NatWest banking App. This was approved by the committee.</i> 52504107 and 52542630 (These numbers will be redacted when the minutes are displayed on the library notice board.)</p> <p>Library Sessions Alan asked for this to be put on the Agenda for May's meeting.</p> <p>Sign Up Day Volunteers Volunteers are required for Sign Up day on 24th August - add to May Agenda.</p> <p>Sharon said there would be an article about Sandbach u3a Circus Skills group in the u3a national magazine.</p>	<p>PRC/LW</p> <p>LW</p> <p>SJ</p> <p>SN b/f May</p> <p>SN b/f May</p>

Signed

Date