

Registered Charity No: 1105144



## U3A Trustees Meeting 16<sup>th</sup> May, 2022

### Held at Wesley Centre, Sandbach

	Meeting commenced at 9.30 a.m.	ACTIONS
1.	<p>PRESENT: Linda Bilsborrow, Richard Thorne, Paula Reilly-Cooper, Alan Casey, Sharon Ginnis, Keith Saywell, Barrie Hacking, Alice Holmes, Jenny Haines</p> <p>APOLOGIES: Linda Williams, Stuart Naylor, Kate Ashcroft, Sue Jones</p>	
2.	<p><b>Minutes of Meeting on 25<sup>th</sup> April and Matters Arising</b></p> <p><b>Finance</b></p> <p>Richard noted that the Nat West Account would need to have Keith Saywell's address added on.</p> <p><b>7c Toilet for Bowling Green</b></p> <p>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><b>9d) Trustees Admin</b></p> <p><b>Sandbach Partnership –</b></p> <p>Linda B had seen an item on Facebook that there was to be a meeting about the Sandbach Partnership – this seems to be incorrect as the meeting was about setting up community involvement in Sandbach, led by the Co-op</p> <p><b>Passwords/user names for One Drive</b></p> <p>Alan has prepared a list of all passwords and user names to give to Sue. There is a copy on the One Drive without passwords. The Folder is called "Security". The KeePass File has all the passwords for email addressed.</p>	Alan/Sue
3.	<p><b>EGM</b></p> <p>The Extra Ordinary Meeting was held on 9<sup>th</sup> May in the Town Hall at 9.45.</p> <p>The motion to increase the Sandbach u3a subscription fee to £12 was carried as follows:</p> <p>For: 210</p> <p>Against 10</p> <p>Abstentions: 9</p> <p>Therefore, the proposal to increase the Membership fee to £12 from June 22<sup>nd</sup> was passed.</p> <p>The website needs amending to reflect this</p>	Alan
4.	<p><b>Confirm Outline Plans for 2023 Celebrations</b></p> <p>Kate outlined the plans. Sharon said that they had lots of ideas in the pipeline and meetings planned. She proposes to ask local businesses if they would like to be involved. Tricia and Sharon to go round the businesses, and Sharon will contact the local schools to see if they are interested in also being involved.</p>	Sharon

	<p>It was suggested that someone check with Sandbach Footpath Group to see if they have any walks organized that would coincide with our walking programme. It was agreed that Paula would inform Group Leaders before July. The outline plans for the Celebrations were approved. It was agreed that it should be documented that the £2,000 legacy would be specifically used for promotion of the u3a. celebrations, and not for any particular event.</p>	Paula
5.	<p><b>Venue Booking</b> Sharon said that this was going well – the information pack needs formatting. There is information for the Group Leaders giving costs/features of venue, etc. Many Group Leaders have helped with the compilation of this information. Sharon to liaise with Swish team to get this information included on the website.</p>	Sharon/ Swish Team
6.	<p><b>Bowling Green Toilets</b> Sandbach Town Council will purchase the toilet, and ANSA and the Bowling Club will install. The costs, originally £1500 have now risen to £4000, and Sandbach u3a have been asked to make a contribution. This was discussed at the last meeting and it was decided that it is not in our remit. Sharon met with Anthony Challinor, the treasurer of the club, who was unhappy to hear that the u3a could not contribute and said that in the past we had contributed towards the veranda. Paula contacted one of the u3a Leaders, who could not remember any contribution, other than possibly money towards a canopy many years ago – which the bowling group have never used.</p> <p>The Charity Commission say that any facility the u3a help to fund has to be available for public use. Only members of our u3a bowling groups would have access, and we already invest in the upkeep of the green through ANSA. Bowling groups costs to u3a are over £4000 per annum.</p> <p>Keith suggested that group leaders might be happy to raise money – talking to them is the next step. We can't make a donation directly, but we can support the leaders to raise funds – e.g. raffle or quiz.</p>	
7	<p><b>Group Co-ordinators Report</b> Paula has started to contact groups that are in the 50% group, and is getting a positive response– ideas could be, to increase costs, change venue, decrease meeting times. There was a 50% response to programme changes – Paula will bring a rough draft to June meeting.</p> <p>There has been a request for extra dates for Dance Fit and Pilates. As Pilates meetings were cancelled because of illness, there will be some extra sessions in June to make up for the lost classes, but people who can't attend could get refunds. Keep Fit will be going back to one class in September. Some suspended groups have now been deleted from the programme.</p>	Paula b/f June
8.	<p><b>Finance</b> <b>a) Monthly Update</b> Richard gave an update on his Finance report.</p>	

	<p><b>b) New Treasurer Access Rights</b>  Richard also asked that the following statement be added to the minutes.  "Having been co-opted to the committee in April 2022, Keith Saywell of (address) needs to be added as a signatory to the NatWest accounts detailed below.  In addition Keith will need to be able to administer the NatWest accounts using either online banking or the mobile app.  In addition Keith will need access to the PayPal account and Treasurer information will be updated on PayPal."</p>	
<b>9.</b>	<p><b>Membership</b>  We had a request from a lady who volunteered to help out with the admin. Unfortunately we have yet to receive her membership fees.  The forms in the library need to be updated to reflect the increase in fees to £12.  74 new members have joined since the last meeting, some of which are lapsed members  Sign up day in August should be followed by a New Members meeting, probably in September.</p>	
<b>10.</b>	<p><b>Trustees Administration</b>  <b>a) Library rota induction</b>  The meeting discussed library duty and it was agreed that a sub-committee should be appointed to discuss how best to make this work  <b>b) Planning for Sign up day – 24<sup>th</sup> August</b>  The meeting discussed the planning for Sign Up Day. It was agreed to ask Sandy Boyle to help.  The hall and side rooms are booked  Alice to organize refreshments  There are a set of rules on the One Drive for the enrolment proced  The meeting discussed library duty and it was agreed that a sub-committee should be appointed to discuss ways to make this happen.  <b>c) Calendar and Information Update</b>  The calendar had been circulated to the committee  Alice reported that the trips were very successful.</p>	
<b>11.</b>	<p><b>Any Other Business</b>  Barrie raised the idea of new committee member induction.   Alice reported that the trips are going well.   <b>The Meeting closed at 10.45 p.m.</b></p>	

Signed

Date