

Registered Charity No: 1105144



## U3A Trustees Meeting 21<sup>st</sup> March 2022

Held at Wesley Centre, Sandbach

		ACTIONS
	Meeting commenced at 9.30 a.m.	
1.	<p>PRESENT: Stuart Naylor, Linda Bilsborrow, Paula Reilly-Cooper, Alice Holmes, Alan Casey, Sharon Ginnis, Jenny Haines, Linda Williams, Richard Thorne, Sue Jones</p> <p>Apologies: Kate Ashcroft, Barrie Hacking</p>	
2.	<p><b>Minutes of February 21<sup>st</sup> Meeting and Matters Arising</b></p> <p><b>4a. Groups – Co-Ordinator Report</b> – under Actions change LB to LW.</p> <p><b>Matters Arising</b></p> <p><b>5. Forthcoming Members’ Meeting</b></p> <p>Teas and Coffees - Donation at Monthly Members’ Meetings</p> <p>At the recent monthly meeting with Adam Partridge as speaker, £90.01 had been collected for teas and coffees.</p> <p>The minutes were accepted as a correct record.</p>	SJ
3.	<p><b>Decisions about fees for September 2022</b></p> <p><b>a) Recommendations from Fees Working Group, including GL feedback</b></p> <p>The Trustees discussed the 8 recommendations. Sharon pointed out that venue costs were increasing and she already knew one venue was raising hire fees by 400%. It was agreed that if going forward venue fees rise dramatically, then the committee will need to consider increasing session fees.</p> <p><b>Amendment to Point 6:</b> Groups using an occasional speaker should arrange for group members to cover the speaker’s fee and/or expenses at those meetings.</p> <p>Stuart thanked Richard, on behalf of the Committee, for all the background work he had done producing figures for each of the groups.</p> <p>These recommendations were agreed by the Trustees.</p> <p><b>Proposed arrangements for 2022-3</b></p> <p>Following a letter from Jinty Pike, a group leader, It was felt that as we don’t have a full year’s figure yet, it would be impossible to predict whether the subscription rate should be increased and it was agreed Jinty’s points could be discussed at the meeting of the Fees Working Group in December. At this time we would have a full picture of the increase in venue costs and how this has impacted on our funds.</p> <p>Richard said the u3a has sufficient reserves to last 6 months if costs rise.</p> <p><b>Third point:</b> Paula said she is working through the process and will be talking to all groups leaders, rather than singling out the groups running at a 50% loss rate. By the time we get to the end of this financial year we will be able to assess whether fees need to be increased and whether the subscription fee need increasing.</p> <p><b>Point 1:</b> This was accepted by the committee</p> <p><b>Point 2:</b> This was amended as follows: The session fee for any groups covering less than half of its annual costs should increase from £1.20 (or £1 discount for advance payment) to £2,00 (or £1.60 discount for advance payment.)</p>	PRC

	<p><b>Point 2 Continued ..</b> Where a group already pays more than the typical session fee, a similar proportional increase will be applied.</p> <p><b>Point 3:</b> Amended with wording saying “all” group leaders. Points 2 and 3 were agreed by the Trustees.</p> <p><b>3b) EGM proposal for annual subscription</b> 21 days notice is required to inform members of the proposed increase in subscription fees, asking them to vote on this resolution. Voting to close on 24<sup>th</sup> April. Letters will go out to those members without email addresses (but without a sae.) The changes to the fee will be implemented after Trustees meeting on 25 April. Members will be informed of new fee at next members meeting on 9<sup>th</sup> May. Renewal membership will be £12 and notices will go out on 1<sup>st</sup> June informing members. Alan to amend website information.</p> <p><b>3c) Travel Expenses for speakers</b> It was agreed that any extra travel expenses should be paid by members if travel expenses were claimed. Paula to inform group leaders.</p> <p><b>3d) Choir Accompanist</b> Agreed this fee should be covered by the members. Stuart to speak to Stephen and explain that if the members feel the accompanist should be paid when off ill then the money must be paid by them not by the u3a.</p> <p><b>3e) Increase in cost of Third Age Matters – need for any action?</b> Agreed no action to be taken.</p>	<p>LB/BH AC</p> <p>PRC</p> <p>SN</p>
4.	<p><b>Covid Update</b> It was agreed to continue with the current covid policy. Stuart to look at statement on website and amend, if necessary. Agreed that when the groups re-start in September the Trustees will look at this policy again. Agreed to bring forward in July.</p>	SN b/f July
5.	<p><b>2023 Celebration Working Group</b> Jenny pointed out that she was also a member of the Working Group. No date set for this yet.</p>	
6.	<p><b>Group Co-Ordinator Report</b> Paula said she was awaiting final confirmation from Sandbach Park. She also said that online payments were very successful and Richard said it saved time when he did the end of month accounts.</p>	
7.	<p><b>Finance</b> <b>a) Monthly update</b> Richard asked Alan to send him details of two refunds paid by cheque which hadn't been cashed.</p> <p><b>b) Proposal for use of recent donation to our u3a</b> It was agreed this should be used towards costs incurred for the 2023 celebration for e.g. if we use the Town Hall it would cost us £350 per day. Agreed that the celebration should focus on promoting the u3a. Stuart said he would go back to the donor's family to let them know how we were using the donation once plans had been finalized.</p>	<p>RT/AC</p> <p>SN</p>
7.	<p><b>c) Toilet for Bowling Green</b> It was agreed that this wasn't a suitable project for the u3a to contribute to and also it was felt that the Charity Commission would have a ruling on such requests. Linda to check</p>	LB

	<p>It was suggested that perhaps members who would be using the facilities could raise funds by organizing events (e.g. a quiz.)  Agreed that Paula and Sharon speak to Anthony Challener, who had raised this issue so he could inform the bowls groups of the committee's decision.</p> <p><b>d) Group Vacancies</b>  Stuart asked Paula to email all group leaders to check that the information regarding vacancies in their group was up to date on the website.</p> <p><b>e) New Treasurer needed</b>  Stuart said he had prepared an advert to recruit a new treasurer.  It was agreed there was a possibility of splitting the role between 2 people, but it was felt that in the first instance it would be advantageous to see if one person was prepared to take the role on. This advert to be sent out in newsletter.</p>	<p>PRC/SG</p> <p>PRC</p> <p>SN/LB</p>
<b>8.</b>	<p><b>Membership Update</b>  Membership is steadily increasing. There was a discrepancy in how the graph represented the figures. It was agreed to ask Barrie to amend it.</p>	BH
<b>9.</b>	<p>Trustees' Admin including</p> <p><b>a) Calendar &amp; information update</b>  Sue was asked to include the names of the people running the library mornings on the calendar.</p> <p><b>b) Changing day for Committee Meetings</b>  After looking into this, it was agreed to leave the committee meetings taking place on a Monday morning as that was the most convenient date for all members of the committee.</p> <p><b>c) Clarifying responsibility for booking venue for some events</b>  Sharon said it was proving difficult to keep track of all the bookings as some of them were not coming through her and were being booked by group leaders.  Agreed that Sharon should write a summary of her role and that all group leaders should be made aware that all venue bookings must come through her.  Sharon to decide whether she should also include the Town Hall bookings in her responsibilities.</p> <p><b>d) Sandbach Partnership</b>  It was agreed that Linda would support them on behalf of the Committee.  It was pointed out that they have two rooms available which are both free.</p>	<p>SJ</p> <p>SG/PRC</p> <p>LB</p>
<b>10.</b>	<p><b>Any Other Business</b>  Linda to contact Keeley to check whether the Enterprise Centre still offer u3a free photocopying</p>	LB
	<b>The Meeting closed at 11.15</b>	

Signed

Date