

U3A Trustees Meeting 19th June 2023

Held at the Wesley Centre, Sandbach CW11 1DG

		ACTIONS
1.	PRESENT: Stuart Naylor, Barrie Hacking, , Paula Reilly-Cooper, Alice Holmes, Linda Bilsborrow , Alan Casey, Jenny Haines, Louise Adams, Sue Jones Apologies: Keith Saywell, Kate Ashcroft, Linda Williams and Moira Egan	
2.	Minutes of 15th May Meeting and Matters Arising The minutes were agreed as a correct record. Matters Arising 4. Paula said she was still waiting for the Town Hall to let her know what the charge would be if an indoor bowls group reduces from two to one and a half hours. 6. It was agreed to send out a reminder in the newsletter to ask all group leaders to let Paula know whether they would be attending the presentation on either the 26 th July or 9 th August by the 30 th June. 11d) Library Rota – Keith had checked and confirmed that Trustees and all u3a members are insured for handling money up to £1,000.	
3.	Venues Co-ordinator Stuart had met with Moira to discuss her role as Venue Co-ordinator following her accident. Moira is keen to continue in the role, and the Committee unanimously support Moira continuing in the role of Venues Co-ordinator. Stuart suggested that in the short/medium term Moira would need a buddy with transport, so she would be able to visit venues and meet the managers. Paula and Louise volunteered to do this. In the longer term, maybe where an immediate response to an incident at a venue was required, a buddy with transport who could help with assessing the situation would be useful. It was suggested this buddy should be a u3a member rather than a Trustee. Agreed to advertise for a buddy in the newsletter later in the year. Moira has a new laptop on which Windows is being installed. It was agreed that Alan would meet with her to answer any questions she had, including using Excel. Agreed to wait until September to review the situation.	Paula/Louise Alan Review in Sept
4.	Update on Progress with Planning for Membership Renewal Days It was agreed to have 4 tables, each staffed by 2 people. Also agreed to supply refreshments. Alice to organize the refreshments – Jenny volunteered to help her. The following Committee members have volunteered to attend the renewal days: 12 th July: Alan, Sue, Alice, Louise, Paula, Jenny 26 th July: Barrie, Alice, Paula, Louise, Stuart, 9 th August: Linda B, Sue, Paula, Barrie, Louise, Jenny, Stuart 23 rd August: Paula Alice, Jenny, Barry, Stuart, Sue Keith, Kate and Linda W may also be available. Agreed members should arrive to set up the Masonic Hall at 9 a.m. on each of the renewal days. Agreed Sue approach volunteers to help staff the tables and also act as stewards.	Alice
	Also agreed there would be signs directing members to come into the Masonic Hall via the front door and leave by the side door.	

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	Regarding the card reader for processing payments – Linda B, Keith and Alan have been researching the best methods. Keith is recommending we go down the Pay Pal/Zettle route. The discounted cost for this would be £239.04 including a printer. The Committee authorized this expenditure.	Keith
5.	 Update on progress with planning for group Leader Training Paula said so far she had received 26 acceptances for the 26th July but only 9 for the 9th August. Agreed to contact those Group Leaders who haven't replied and encourage them to attend on the 9th August, where possible. The Committee discussed the presentation to the Groups Leaders. Agreed to contact one or two group leaders to explain the activation of Paypal. Agreed to ask Jinty to be one of these leaders. Linda B can also be involved. Keith likely to lead on this. Alternative banking activity – suggested Keith does presentation. Linda B to liaise with Keith re the presentation. Update on 2024 Celebrations – Kate Outline of venue pack incl. reminder of health and safety rules – Louise General Q & A – Stuart It was agreed that Alan, Keith, Linda B and Paula should meet to organize the format for these two days. 	
6.	Consider possible use of any surplus for this financial year Stuart had listed some suggestions as to how any surplus could be used. It was agreed that any firm decisions would be delayed until the Committee had more accurate figures in the autumn. It was pointed out that if our u3a ever has to fold, then any monies in the reserve fund go to the Third Age Trust and not back to the members. It was agreed that any surplus should benefit members here and now, as far as possible. It was agreed we should look at the cost of having a dedicated storage area for u3a equipment. Linda B will research possible storage areas locally. Also Alan was asked to research more up to date projectors as the current one was very outdated. Agreed this should be reviewed again when accurate figures were available.	Stuart b/f Sept Linda B Alan
7.	Paula suggested it was time to start looking at the costings for all groups before September when all groups start up again, to identify any groups which were in danger of falling below the 50% threshold. Alan said he could use Swish to show the income for each group and highlight any groups in danger of falling below this threshold. Agreed he would give the figures to Paula. Alan said several groups were behind with their payments and needed chasing up. Paula to liaise with him and contact the group leaders concerned. Stuart said he would put a reminder in the diary that this needed to be looked at every year in June, so that plans can be implemented for the next year.	Alan/Paula Stuart
8.	Membership Update Barrie said membership was up to 1300. He had put in the gift aid claim which comes to £2052. Due to the increase in the state pension in April, but with no increase to the earnings threshold of approx. £12,000 a year, it was probable that more members would now have to pay tax. Agreed to put a note in the newsletter to let members know that if they are in this situation, they can now gift aid when they pay their subscription.	Linda B
9.	Update on Groups Gardening Group Paula said that after 30 th June the Gardening Group would be suspended as no one was willing to take on the GL role. The group members are suggesting organizing garden visits	

	or gardening related trips. It was agreed Paula would check with them whether they wanted to open up these trips to all u3a members or just limit it to their group members. If so, the group would be listed as having occasional meetings. Tai Chi Paula said she hadn't found a suitable paid tutor yet.	Paula
10.	Trustees Admin a) Calendar Agreed library rota should not be included on the calendar. Sue to add Natasha Slinn and Lesley Wittering's insurance renewal dates	Sue
11.	Any Other Business Marriott House Vets Pavilion Louise has been to view it and there have been many improvements. The charge is £8.75 per hour, so the Committee agreed it could be somewhere to recommend to groups. Library Day Closure Cheshire East is planning to shut Sandbach library for one day and also half a day. Agreed that Sue would write to them on behalf of the u3a to express concern about these proposals	Sue
	The meeting closed at 11.11	

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