

Registered Charity No: 1105144



U3A Trustees Meeting 17th July 2023

Held at the Wesley Centre, Sandbach CW11 1DG

		ACTIONS
1.	<p>PRESENT: Stuart Naylor, Linda Bilsborrow, Paula Reilly-Cooper, Alan Casey, Louise Adams, Sue Jones</p> <p>Apologies: Keith Saywell, Linda Williams, Kate Ashcroft, Alice Holmes, Barrie Hacking, Moira Egan, Jenny Haines</p>	
2.	<p>Minutes of 19th June Meeting and Matters Arising The Minutes were agreed as a correct record.</p> <p>Matters Arising</p> <p>6. Storage space for Equipment Linda reported that she had contacted a couple of storage companies to get quotes for storing u3a equipment. Minimum costs ranged from £70 - £80 per month. It was agreed this was too expensive. Stuart said he had looked at another option and had contacted a colleague, Richard Hovey, who owned storage facilities in Wheelock. After discussion he felt there was a good possibility that Richard might be able to offer storage to the u3a. As we already rent a small space in Pete Duncan's storage unit, it was agreed that Stuart would check whether u3a could rent any more space in his unit. Also agreed to explore the possibility of storing equipment in a member's garage, if neither of these possibilities works out.</p> <p>New Projector Alan had circulated options for purchasing a new projector. The current one is nearly 10 years old. He recommends purchasing an EBFH-52 model, costing £670.25. This was agreed and Alan was authorized to purchase the new projector, using his personal credit card and being reimbursed by the treasurer. Agreed to keep the current projector as a reserve. Stuart said he had an old projector which he planned to give to a charity shop, but it was felt this could be offered to members for free – Linda to include in newsletter.</p>	<p>Stuart</p> <p>Alan</p> <p>Linda B</p>
3.	<p>Any update on planning for membership renewal days The renewal day held on 12th July was successful. The new Zettle card reader facility had also been successful and members were pleased to have the facility to pay by card. Alan has put instructions on how to use the card reader on the shared one drive. However, it was felt that members weren't made aware of the offer of teas and coffees. It was agreed that at the next renewal date a table with crockery and a sign should be placed outside the kitchen.</p>	<p>Alice</p>
4.	<p>Any update on planning for Group Leader training Refreshments – Sue has ordered lunches on the 26th July and the 9th August with The Wishing Well Project. It was agreed we should have the £6 a head sandwich lunch on both days with extra fruit platters @ £10 each.</p>	<p>Sue</p>

	<p>Numbers are as follows; 26 July 50 people sandwich lunch + 2 fruit platters 9th August 30 people sandwich lunch + 1 fruit platter U3a will offer teas, coffees and fruit squash. The food will be delivered on both days at 12.45.</p> <p>Group Leader Training – Presentation</p> <ul style="list-style-type: none"> • Online Payments Stuart The focus will be on the reasons for using online payments rather than the mechanism. Important to emphasise that many members are requesting this facility. Possibility of running a one-off training session with Group Leaders if felt necessary. Jinty Pike will comment on using the system as a group leader. • Alternative Banking Procedures Keith • Update on 2024 Celebrations Kate • Outline of Venue pack, incl Risk Assessment Louise/Moira • General Q & A 	
5.	<p>Consider Report on Members’ Safety Stuart circulated a report from SE and Mid Cheshire u3a Cluster Working Groups meeting. He said it was a very positive move for cluster groups to collaborate on discussing common issues. It was agreed that procedures related to members’ safety should be included at the Group Leaders lunch presentation, to be held later in the year with date to be agreed. Discussion could take place stressing the importance for Group Leaders to maintain members’ emergency contact numbers. The recommendations from the Cluster Working Group were accepted, with the expectation that they will come back to Trustees for further consideration and then discussed with the Group Leaders.</p>	
6.	<p>Agree potential membership of draft terms of reference for fees Working Group This Working Group will meet in Autumn 2023. Agreed that the Chair, Vice Chair, Group Leader Co-ordinator and Treasurer be in this Group, and that Alex Black should be invited to represent bowls groups and also another Group Leader be invited to join (Paula to suggest names). It was suggested that it will be helpful to include more of a rationale for groups being able to run at a loss, and maybe publicise this more to members.</p>	Paula Stuart
7.	<p>Finance Update We have purchased a new Zettle card reader system which was used successfully at our renewal day on 12th July.</p>	
8.	<p>Membership Update We are in a healthy position with over 1300 members.</p>	
9.	<p>Update on Groups Venue Information Paula said that she, Moira and Louise had met Michael Leese and had a very productive meeting, where he had confirmed that prices wouldn’t be increased until 2024. 50% Groups Guitar and Patchwork and quilting groups have agreed to increase their fees. Creative Writing are currently considering their options.</p>	

	<p>Indoor Bowls groups 6 and 9 are considering their options. The Town Hall is willing to reduce the cost if the session length is reduced, but the timing of sessions would need to alter. Paula will discuss with the Group Leaders after the briefing on 26th July.</p> <p>Gardening – they will remain on Swish as the leaders still want to run one-off events e.g. plant swap.</p>	
10	<p>Trustees' Admin</p> <p>a) Calendar - Sue to check on 6th September the sign up day is at the Wesley Centre and not the Masonic Hall.</p>	Sue
11.	<p>Any Other Business</p> <p>Stuart explained that Kate would be unable to attend committee meetings for the foreseeable future because of family issues.</p> <p>Paula volunteered to be a buddy for Moira over the coming months. After that we may advertise for a longer-term buddy from the membership to avoid overloading Paula.</p>	
	The meeting closed at 11.30 am	

Signed

S.N.

Date 25 August 2023