

Registered Charity No: 1105144



## U3A Trustees Meeting 18 September 2023

Held at the Wesley Centre, Sandbach CW11 1DG

		ACTIONS
1.	<p>PRESENT: Stuart Naylor, Barrie Hacking, Paula Reilly-Cooper, Alice Holmes, Linda Bilsborrow, Keith Saywell, Linda Williams, Moira Egan, Kate Ashworth, Jenny Haines, Sue Jones</p> <p>Apologies: Alan Casey</p>	
2.	<p><b>Minutes of 21 August Meeting and Matters Arising</b></p> <p><b>3. Membership renewal</b></p> <p>Line 1 should read 'Paypal doesn't have an interface with SWISH'.</p> <p><b>10. Trustees Admin</b> – should have included that members' meetings will continue during the Summer months.</p> <p>The minutes were accepted as a correct record.</p> <p><b>Matters Arising</b></p> <p><b>3. Feedback on Membership Renewal</b></p> <p>Keith is following up with Pay Pal the fact that we are still not registered as a charity.</p> <p>The card reader should be available in the library from September</p> <p>Stuart pointed out that it isn't always necessary for individual committee members to send in written reports for each meeting, unless there is something significant to report.</p>	Barrie/Keith
3.	<p><b>Review of SignUp Day and thoughts about next year</b></p> <p>Paula said attendance had been down on last year and only 31 groups were represented. Although she felt that having the event in one room had been much more successful.</p> <p>It was agreed that the benefits of having sign up day were outweighed by the lack of attendance by both groups and members, and, therefore, it was felt that this event shouldn't be held in 2024 in the same format.</p> <p>However, it was agreed that some kind of event should replace it – perhaps a more social event. Agreed that one person should be designated to run any such event and that Paula would act as support, rather than being in charge of the whole event.</p> <p>It was agreed that as next year we have the special Celebrations Event we should postpone the replacement event for sign up day until 2025.</p> <p>The committee thanked Paula for running the 2023 sign up day.</p>	b/f 2025
4.	<p><b>Storage Space for u3a equipment, including archive of what we already have</b></p> <p>Stuart said he had explored the cost for renting storage space, but it was in the region of £1,000. Therefore, he proposed that he would suggest to Pete Duncan that the u3a rent 4 square metres of space in his storage space. On Pete's return from holiday, Stuart will contact him. There is an archive of existing equipment that u3a own on the one drive. Sue was asked to check through this list to ascertain</p>	Stuart

	whether we still have the equipment and where it is stored at present. She will present this report at the next meeting.	Sue
5.	<p><b>Use of any potential surplus fund from this financial year</b></p> <p>The Committee looked at the potential list Stuart had compiled</p> <ul style="list-style-type: none"> <li>• Agreed to increase amount available to pay speakers for members meetings</li> <li>• Agreed that biscuits would be served with refreshments, except at the Christmas meeting when cakes and mince pies would be served.</li> <li>• Agreed that assisted hearing devices would be available to those groups who required them. Agreed that Linda W would outline the two different types of device we would use and invite members to let us know their requirements. This would be sent out in a future newsletter, along with an email direct to group leaders.</li> <li>• Agreed it wasn't necessary to underwrite any particularly expensive trips to keep the cost down. It was suggested that if Alice heard of any members who were financially struggling to go on any trips, then u3a would look at giving a subsidy.</li> <li>• The committee discussed the possibility of purchasing a decent PA system. Agreed that Stuart should talk to Alan about the cost of this. Also Kate should keep putting pressure on the town hall to see if they could provide a better system, as we pay an extra fee for this.</li> </ul>	<p>Linda W/ Linda B</p> <p>Alice</p> <p>Stuart/Alan</p> <p>Kate</p>
6.	<p><b>2024 AGM Draft Action Plan &amp; Trustee Election</b></p> <p>Stuart/Linda had circulated a time-table for the AGM. Barrie pointed out that last year members without computers had been mailed limited paperwork to save on postage. It was agreed this should be the same for the 2024 AGM. Stuart asked the committee to send in any suggestions for 'Code of Practice' changes to the next meeting for discussion. Agreed to advertise the posts of Vice-Chair immediately.</p>	Stuart/Linda B
7.	<p><b>Finance Update</b></p> <p>Keith said last year figures had been affected by the reduction in the subscription fee to £5. This year the subscription rate of £12 has resulted in £2,000 from Gift Aid.</p>	
8.	<p><b>Membership Update</b></p> <p>Barrie said 150 members haven't renewed. He said the card reader had been successful at the renewal days.</p> <p><b>New Members Morning – 25<sup>th</sup> September</b></p> <p>Agreed that Barrie would notify the Old Hall on numbers attending on 25<sup>th</sup> September.</p> <p>As Stuart, Linda B, Alice, Kate Sue and Barrie would be at the event it was felt there was no need to ask for additional volunteers to help.</p>	Barrie
9.	<p><b>Update on Groups</b></p> <p><b>Antiques and Collectables</b> – Paula said unfortunately the group had not been able to find anyone to take over the Group Leader role, so the group would have to close.</p> <p><b>Group 6 – Winter Bowls</b> – Paula had discussed options with this group. They are not agreeable to reducing bowling times and feel members won't pay upfront. Agreed members can pay a weekly fee of £4 per session. The figures will then be reviewed in December. If there is no improvement the group will close.</p> <p><b>Choir</b></p> <p>Paula said that Stephen would be finishing as leader after the May Celebrations 2024. She said she had been approached by the 'Can't sing choir' from Alsager</p>	

	<p>who would like to join with the Sandbach ‘ Can’t sing choir.’ To be discussed at a further date.</p> <p><b>Book Club Fiction 1</b> which is held on a Thursday afternoon at the library will need to find another venue as the library will be shutting on a Thursday afternoon. The committee suggested The Marriot Vets Pavillion might be suitable.</p> <p><b>Library Opening times</b> – Cheshire East have reduced library hours. The library won’t open until 10.00 a.m. each morning. Agreed that the Library desk should be open from 10.00 until 11.30. from November.</p>	
<p><b>10.</b></p>	<p><b>Update from members meeting co-ordinator</b></p> <p>Kate said although she had emailed the group leaders who had expressed an interest in being part the May Celebrations, she hadn’t received a response from several. It was agreed she should email the groups leaders again and ask them to confirm for definite that they wished to take part in the celebrations, giving a deadline for replies.</p> <p>She was asked to compile a list of groups doing workshops and those doing performances and was asked to copy her correspondence in to the committee members.</p> <p>Keith asked if Moira/Kate could let him have a costing for the rooms being used for the celebrations. H said that although we have a legacy of £2,000 left by a member which has been ring fenced, we will need to spend more on the rooms.</p>	<p>Kate</p> <p>Moira/Kate</p>
<p><b>11.</b></p>	<p><b>Trustees’ Admin including</b></p> <p><b>a) Thanks to Louise</b> Stuart asked Sue to write a letter of thanks on behalf of the Committee to Louise for stepping in twice to help with the venue bookings.</p> <p><b>b) Calendar</b> Sue to amend calendar – GL’s working lunch is now confirmed as 10<sup>th</sup> February.</p> <p><b>c) Using Card Reader</b> It was agreed that as pensions were being increased, which would result in some members being liable for income tax, that they are reminded that they could alter their status on their Profile page and add gift aid to their subscription fee. Reminder to go out in future newsletter. Keith said that the new card reader could be set up with the list of trips which would mean that Members could pay for individual trips by card and would also be able to renew their membership. Agreed that Barrie would produce a paper giving instructions on how to use the card reader.</p> <p><b>d) Update on Dementia Friendly Sandbach</b> Agreed that there would be leaflets on dementia at the library desk and u3a would advertise this group to its members.</p> <p><b>e) New Buddy for Moira</b> Linda W and Kate said they would support Moira. It was agreed that if a committee member was unable to get a lift or drive to a meeting, the u3a should pay for a taxi to bring them to any meeting.</p> <p><b>f) Date of Next Meeting</b> 16<sup>th</sup> October at the Wesley Centre</p>	<p>Sue</p> <p>Linda B</p> <p>Barrie</p>

Signed

Date