

Registered Charity No: 1105144



Minutes of u3a Trustees Meeting held on 18th December 2023

Held at the Wesley Centre, Sandbach, CW11 1DG

		ACTIONS
1.	<p>PRESENT: Stuart Naylor, Linda Bilsborrow, Alan Casey, Barrie Hacking, Kate Ashcroft, Alice Holmes and Sue Jones</p> <p>Apologies: Keith Saywell, Paula Reilly-Cooper, Moira Egan, Linda Williams and Jenny Haines</p>	
2.	<p>Minutes of November Meeting and Matters Arising</p> <p>Minutes of October 16th Meeting – not circulated to all Trustees.</p> <p>2. Update on 2024 Celebrations – remove Barrie’s name from action on publicity.</p> <p>4. Storage space for u3a equipment – Remove Alan’s name from action on point about Jim Thompson’s speaker.</p> <p>The minutes were then agreed as a correct record</p> <p>Minutes of November Meeting</p> <p>Alan asked if Moira could supply her bio details for the website ‘Ken Talbot in attendance’ should be added under Present.</p> <p>2. Should read Minutes of October Meeting and not September.</p> <p>Matters Arising</p> <p>The library have changed their opening hours. They will open at 10.00 a.m. every day and will be closed on Thursday afternoons. Alan was asked to amend the website with these revised times. Linda said her book club would consider the need for a new venue from January 2024.</p> <p>Agreed that the new library times should be shown for members in the next update.</p> <p>Sue to put October and November minutes on Website.</p>	<p>Alan/Moira</p> <p>Alan</p> <p>Linda B Sue</p>
3.	<p>Finalise planning for AGM</p> <p>Linda said everything was on schedule and that final planning would be discussed at the next meeting in January 2024.</p> <p>Code of Practice 2024</p> <p>Alan asked for clarification of points 3.4 and 3.5 in the Code of Practice (previously circulated.) Stuart said that ultimately as trustees make all financial decisions, it is important that we ensure there are no possible conflicts of interest. This applies to trustees in ways that do not apply to other members.</p> <p>Reference the balance sheet submitted by Keith and previously circulated, Alan queried several figures which he felt were misleading. Agreed this should be discussed with Keith.</p>	<p>Alan/Keith</p>
4.	<p>Review likely makeup of Trustees after AGM in March 2024</p> <p>Agreed that in the next update members should be asked to put forward any suggestions for nominees for the Trustees. Any nominations to be discussed at January 2024 meeting.</p>	<p>Stuart B/f January meeting</p>
5.	<p>Confirm Response for Item from 2023 AGM Minutes</p> <p>A member had asked when the next first aid course would be available.</p>	

	Barrie said he already had a full list of names for the next course, which would be held early in 2024.	
6.	<p>Consider Recommendation from Fees Working Group</p> <p>Point 2 – The committee approved the recommendation that indoor and outdoor bowls finances should be combined. Previously every indoor bowls group had lost money whilst every outdoor bowls group had made a surplus.</p> <p>It was agreed to review the bowls groups finances again in a year’s time.</p> <p>The Trustees approved all the recommendations of the Fees Working Group.</p> <p>Following a letter from Wendy, representing Bowls Group 9, who had expressed concern that the group might have to be discontinued, it was agreed that Stuart should write to her to confirm that the committee supports the continuation of bowls Group 9 for the following year.</p>	Stuart
7.	<p>Finance Report</p> <p>This was accepted as a correct record.</p>	
8.	<p>Membership Update</p> <p>Barrie reported good figures for members renewing.</p> <p>Library Desk – Paying subscription by card</p> <p>There have been some teething problems in reconciling payments with Members numbers when paying by card.</p> <p>Agreed that Barry will provide written step by step instructions for any first time users with a back up of photos.</p> <p>This will be added to the library desk folder before the 10th January 2024 which is when the first library desk takes place.</p>	Barrie
9.	<p>Update on Groups</p> <p>The committee were pleased to see a few new groups would be starting up in the new year.</p>	
10.	<p>Trustees Admin</p> <p>a)Calendar – Sue to add Boundary Mill visit on 12 February.</p> <p>b)Update on equipment archive</p> <p>Sue has contacted all Group Leaders about storing any equipment. A couple of Group Leaders replied saying they have equipment they wish to store. Stuart said he would see if he could get another key cut for the storage unit, and planned to purchase shelving for the unit. If this is possible then the GL’s will be notified of a date and time when the unit is open so they can deliver the equipment they wish to store.</p> <p>He suggested that no electronic equipment should be stored in the unit as there is no heating.</p> <p>c) Confirm date of next Meeting</p> <p>This was confirmed as 15th January 2024.</p>	Stuart
11.	<p>No other Business</p> <p>Meeting finished at 10.45</p>	

Signed

Date