

Minutes of Sandbach & District u3a Trustees Meeting
held on 9.30am Monday 16 September 2024

Item		Action
1	Present: Kate Ashcroft, Linda Bilsborrow, Alan Casey, Gillian Curtis, Moira Egan, Barrie Hacking, Alice Holmes, Stuart Naylor, Paula Reilly Cooper, Keith Saywell, Ken Talbot, Apologies: Jenny Haines, Linda Williams, Gillian Curtis was unanimously co-opted as a trustee to serve as treasurer when Keith Saywell steps down	Linda B
2	Minutes of August meeting Accepted as a correct record Matters arising None	Stuart
3	AGM Action Plan Changes to the proposed Action Plan were to provide relevant information on our website, in the library, and by post on 3rd February 2025 (not 27 January). Alan to explore with D the possibility of updating the website while he is away. If this does not work out we may request a deputy for Alan in an update. We hope to have a laptop available in the library which can also be used for voting in the AGM (as well as paper forms being available).	Ken Alan Alan
4	Feedback from Group Leader training Ken will note in an update that trustees have discussed the implications of car parking charges in Sandbach, and recommend that members use car sharing or offer lifts wherever possible to minimise the impact of parking charges. Also note that GLs should check that members have paid their membership subscription (this shows in SWISH) in meetings early this term. Also note that bus passes can be used on Flexibus. Linda B will provide an outline of the GL meeting presentation for those GLs unable to attend, along with answers to questions that were raised.	Ken Linda B
5	New members morning Alice has confirmed the venue. Barrie will send out the email invitation soon. Ken will ask for a couple of volunteers from RUG to attend. Committee members attending (probably) are Alice, Linda B or Ken, Paula, Gillian.	Ken
6	Annual review of accidents & incidents There have been constructive discussions with the Scout Hut managers, with improvements in aspects of safety for members playing table tennis.	
7	Finance a) Finance update Final accounts have been sent to the external auditor. b) Membership subscription for 2025-26 Agreed to maintain this at £6. We discussed whether new members joining after April should pay only a single subscription which covers them to the end of August the following year. Alan to explore possible implications. We will come back to this in December. c) Gift Aid	Alan Stuart

	Keith has received guidance from the Third Age Trust which confirms our current position: cheques from a joint account can cover Gift Aid for two people. We are confident that we are doing what we can to comply with complex guidance from HMRC. d) Members who pay their membership twice We agreed to leave things as they are, with refunds given if necessary. e) Malkins Bank Golf Club fees No further information available yet. f) Nat West bank charges We have been informed that charges will be introduced because our turnover is now greater than £100K. Charges are likely to be in the region of £500-600 per year. Keith will clarify the precise details of how charges are applied with the bank before we make any decision on this in October.	Keith
8	Membership update The membership report was accepted. Barrie to scrap old membership forms that have incorrect Gift Aid information. Linda B will get new ones copied through Sandbach Partnership.	Barrie, Linda B
9	Update on groups <i>Desert Island Music</i> will be starting soon. <i>Local Industrial History</i> is proving popular, with more than 30 members signed up for the first meeting which Paula is organising. However nobody has come forward yet willing to act as GL. <i>Classical Music Visits</i> group is likely to be reinstated, probably with a broader range of musical genres.	
10	Trustees admin a) Minor changes to the calendar noted, including Quiz Night on 13 November. b) Kate has received a letter from a member complaining about a recent meeting over-running the expected finish time. No further action is needed. We are alert to the fact that the Town Hall is updating its PA system, though we don't have a timescale for this. Moira will check that a PA system will be available for the next members meeting. c) Moira will check the availability of the Henshall Room for our October Trustees meeting. This should provide a better layout for discussion and better acoustics.	Stuart Moira Moira
11	AOB a) Laptops The two donated laptops are only able to run Windows 10, and support for this expires in October 2025. They will be unable to run Office 365. Keith will explore getting a copy of Office 365 for our u3a, which would cover up to 5 laptops. b) Emails The BT fault in 'reply to' emails should be fixed by the end of September. c) Insurance Third Age Trust guidance is quite clear, that non-members are covered by insurance if they attend a meeting as a guest. It is reasonable for non-members to come to 2 or 3 taster sessions to check out different groups and decide if they might wish to join our u3a. If a member has a carer then the carer can also attend a meeting. Guidance about this will go out in a future update to GLs. d) French magazine We agreed that the French group can take out a subscription for a French magazine to help with their learning. KS to take out a subscription and arrange payment.	Keith Paula, Linda B Linda B
	Meeting closed at 11.26 am. Next Trustees meeting on Monday 21 October at 09.30 am	