

BRANSTON & DISTRICT u3a
COMMITTEE MEETING TUESDAY 18TH JULY 2023
BRANSTON SPORTS PAVILION 2PM

Present: Jane Haresign (JH Chair), Janet Foster (JF), Rick Smok (RS), Robert Waltz (RW), Marjorie Barr (MB), Diane Prettie (DP), Eileen McKelvey (EM).

1. Apologies: Anne Pickersgill

2. Minutes for Approval and Matters Arising: Eileen thanked Robert and Rick for having produced the May and June Minutes, in her absence. The June Minutes were approved, having previously been sent to all Committee members for comments and amendments. All agreed. A copy was signed by Jane and passed to Rick for inclusion on the website. No matters arising. **Action RS**

3. Chair's Report: Jane reported there had only been one response to her email to members regarding the "Scarecrow Trail", and that had been negative, so it was agreed Rick would remove it from the Power Point for July. **Action RS**

The Walking Cricket group is getting under way, so Jane will provide full details to Rick, who will then raise it as an official group on the website. **Action JH, RS.**

Jane reported that she and Robert had a few enquiries at the Branston Community event in the Church Hall, but people seemed to find the word "University" off putting.

4. Treasurer's Report: Janet reported that the balance of the Main Account at the end of June was £3981.14. There was no activity in the Social Account for the period. The balance was £882.43. Janet proposed that a £60 donation be made to the British Lung Foundation, in lieu of payment for the PAT testing, as the person who completed the testing was unable to accept payment. All agreed.

- 5. Secretary's Report:** As Anne was unable to attend the Committee Meeting, she had emailed, for discussion, details of the new reporting requirements for the Charity Commission Annual Return, due by 30th November. Decisions were made on each of the points highlighted by Anne, which would be forwarded to her by Jane. Janet said she would send the income and spend figures requested by Anne asap.

Action JH, JF

It was also agreed that Anne could send our flyer, along with the Missions and Principles sheet to the local RAFBF and SSAFA, with whom she made contact at RAF Waddington. Also, in answer to Anne's questions, it was agreed that the Branston Community Group could publish our events, and details of the RAFAC festival at the Cathedral would be included in the newsletter and in an email to all members.

- 6. Membership Secretary's Report:** Robert reported that the current membership stood at 254. No new members had joined, and no resignations. There had been 3 enquiries, but nothing had yet come of them.
- 7. Welfare Officer's Report:** Marjorie had nothing to report.
- 8. Group Coordinator's and Website Report:** Re Groups, Rick had nothing to report except to reply to the letter sent to the Chair re emergency contact details.

Re the Website, Rick reported that he and James were currently learning about WordPress and SiteWorks. He said they should be in a position in September to give a presentation to the Committee and, in the future, to Group Convenors.

- 9. Programme Secretary's Report:** Diane reported that she had received a certificate of appreciation from the Lincolnshire Emergency Blood Bikes Service, thanking us for the donation of £132.72. She reported that she was getting on well with looking for speakers for 2024. There was some discussion about potential speakers and the average amount it would be acceptable to pay for fees and travel

expenses. If Diane could draw up a full year's programme Rick would put it on the website.

The speaker at the July Monthly Meeting is now u3a member Bryn Jenkins, talking about communications in World War One. His presentation is entitled "From Runners to Radios".

Deferred emails re Volunteers for vacancies on Committee and non-compliance: It was agreed the email from Jane about non compliance would be kept on hold until further discussions could take place.

Jane will redraft an email concerning Committee vacancies, which she will send to the Committee for comments. It was agreed that that it should express a sense of urgency, and it should include details of the skills necessary to fulfil the roles of Treasurer, Secretary and Groups Coordinator.

Action JH

Raffle: After some discussion about the feasibility of running a raffle at Monthly Meetings, as suggested by a member in an email to Jane, it was agreed that Jane would talk to said member about her running it herself, as it was felt that Committee members were too busy with other tasks in the short time available to be able to deal with that also.

Action JH

ID cards for contact and health details: A member had strongly suggested in an email to Jane that members should carry ID cards, with emergency contact and medical details, at meetings. It was agreed there was no need for this if Group Convenors followed procedures correctly and had a list of all group members' details in a sealed envelope at each meeting, to be passed to whoever was deputising for them if they were unable to attend themselves. Jane will reply to the member.

Action JH

Third Age Trust Resolutions: Anne had forwarded to details of resolutions concerning ways to increase membership to be presented at the Third Age Trust AGM on 18th October 2023, which we would need to vote on. It was agreed at we would vote "Yes" to each resolution. Anne to be informed.

Action JH

Incident Report Form and First Aid Procedure: A member had asked for clarification on correct procedures to be followed, after an incident at a Monthly Meeting. A trained first aider, we have 2, should attend to the casualty, and an Incident Form should be completed asap and sent to the Secretary for retention. Jane will get the form completed for this incident and will pass it to Anne. **Action JH**

Marie Curie Talk: Robert had forwarded an email to the Committee from Marie Curie in Lincolnshire, offering to give a talk. After some discussion it was agreed that Robert would reply declining the offer, as it was felt that, although the talk could be of interest, it was on what could be an upsetting subject to some, and the speaker would be looking to fund raise at the same time. **Action RW**

Walking Cricket Progress: Jane asked if it would be possible for the group to receive a grant, probably about £30, for equipment, once they were established. Janet advised that Jane should apply to her, as Treasurer, when they were ready, and it would be discussed by the Committee.

Christmas: The Christmas function is now agreed to be held on Tuesday 12th December, and will take the form of an Afternoon Tea, with dancing after the meal, to be followed by Carol Singing. Sue Kind will provide the tea, set out on cake stands, one for four people at tables for eight. The cost will be £12pp. Marcus Stead will be Master of Ceremonies. Rick will make up the order form once he receives all the details, and the email, including the closing date, will be sent to members after the Committee Meeting in September. Janet suggested there should be spot prizes, rather than a raffle. It was agreed to change the date of the September Committee Meeting to Tuesday 12th September, as Anne and Janet would be unable to attend on the 19th.

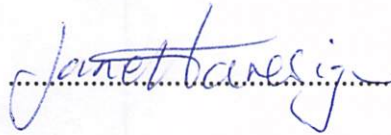
AOB: Rick said he had been contacted by the IT manager of the Woodhall u3a as they are thinking of adopting Beacon as their administration tool. He will give them a talk and a demo at the IT Manager's home on Wednesday 19th July.

Rick also reported that he had received an email from an NHS email address, asking if a 93 year old lady could be given a lift to meetings. Presumably as part of Social Prescribing. No decision was made.

Date of the Next Committee Meeting: Tuesday 12th September 2023, Branston Sports Pavilion, 2pm.

There being no further business, the meeting closed at 4.05pm.

Signed by the Chair as a true record

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Date.....12-09-2023.....

TREASURERS REPORT August 2023	
RECONCILIATION OF ACCOUNT FOR PERIOD 1 July to 31 July 2023	
OPENING BALANCE AS AT 1.7.23	3981.14
TOTAL RECEIPTS/INCOME	79.00
SUB TOTAL	4060.14
LESS EXPENDITURE	65.72
BALANCE AS AT 31 July 2023	3994.42
represented by	
Santander Bank Balance 31 July 2023	4092.42
Add cheques banked but not credited as at 31 July 2023	0.00
less cheques not presented £50, £48	98.00
Reconciled Balance.	3994.42
awaiting payment/paid out	
U3A SOCIAL ACCOUNT reconciliation for period 1 July to 31 July 2023	
OPENING BALANCE 1.7.23	882.43
croquet £313.82 , Heritage £400, , Social Fund £132.31, Art Appreciation £36.30,	
income	0.00
sub total	
Expenditure Croquet group £150, £52	202.00
balance as at 31 July 2023	680.43
croquet £111.82 , Heritage £400, , Social Fund £132.31, Art Appreciation £36.30,	
REPRESENTED BY BARCLAYS BANK BALANCE 31 July 2023	882.43
Less Cheques not yet presented £150 , £52	202.00
reconciled Balance	680.43

TREASURERS REPORT September 2023	
RECONCILIATION OF ACCOUNT FOR PERIOD 1 August to 31 August 2023	
OPENING BALANCE AS AT 1.8.23	3994.42
TOTAL RECEIPTS/INCOME	
SUB TOTAL	3994.42
LESS EXPENDITURE..New Projector	478.80
BALANCE AS AT 31 August 2023	3515.62
represented by	
Santander Bank Balance 31 August 2023	3515.62
Add cheques banked but not credited as at 31 August 2023	0.00
less cheques not presented	
Reconciled Balance.	3515.62
awaiting payment/paid out	
September speaker fee £62.60 K Hanson	
U3A SOCIAL ACCOUNT reconciliation for period 1 August to 31 August 2023	
OPENING BALANCE 1.8.23	680.43
croquet £111.82 , Heritage £400, , Social Fund £132.31, Art Appreciation £36.30,	
income	0.00
sub total	680.43
Expenditure	0.00
balance as at 31 August 2023	680.43
croquet £111.82 , Heritage £400, , Social Fund £132.31, Art Appreciation £36.30,	
REPRESENTED BY BARCLAYS BANK BALANCE 31 August 2023	680.43
Less Cheques not yet presented	0.00
reconciled Balance	680.43