

BRANSTON AND DISTRICT U3A

Committee Meeting 15th January 2019

Thomas Garrett Heritage Rooms, Heighington

Present. James Hewson – Chairman (JH) Andrea White (AW) Eileen McKelvey (EM) Val Elliott (VE) Marcus Stead (MS) Denis Stubbings (DS) Elaine Johnson (EJ) Ros Bloomfield (RB) Chris Hodson (CH) Brian Sentence (BS)

1. Apologies. None

2. Minutes of the Previous Meeting. The Minutes, having been circulated to all members, were taken as read and confirmed. Proposed Brian Sentence, seconded Val Elliott.

3. Matters Arising. Chris requested that it be noted in the Minutes that Committee Meetings are now held on the 3rd Tuesday of each month at 2pm, instead of at 7pm.

Andrea proposed a vote of thanks to all those who had been involved in the decorating of the U3A Christmas tree at the Christmas Tree Festival in December. All agreed. Andrea also was of the opinion, following Marcus's statement that members should always send apologies if unable to attend an interest group meeting, and should be dropped from the group if they failed to do so on 3 consecutive occasions, that it should be the responsibility of group convenors to manage that.

4. Chair's Report. James reported that all membership renewal reminders had gone out. He said that more than 50 members had already replied, renewing their membership, and James had acknowledged receipt of all of them. He also said that 7 members had stated they would not be renewing, mainly because they were unable to get to meetings. He also said that we needed to discuss arrangements for the Monthly Meeting, to facilitate the collection of renewal fees, and this was duly done.

5. Treasurer's Report. Once Val had gone through the report Elaine Johnson proposed, and Eileen McKelvey seconded, that the Treasure's Report be formally accepted. All agreed.

Val reported that Convenors' returns with receipts had been coming in slowly, but she was still awaiting some. She said that she would send another reminder after the Monthly Meeting. James said that he would also mention it at the Monthly Meeting.

Action VE and JH

James then informed the Committee that Val would be standing down as Treasurer after the AGM. James thanked Val for the wonderful job she had done and the whole Committee joined in the vote of thanks.

James also reported that he and Val had been discussing the possibility of BACS payments for the membership fees, but they had decided that this was not the right time to initiate it, as it would be a massive task to set it up.

James reported that there had been a query about Affiliation Fees. James had explained that John Tyerman had reported back from a Local Neighbourhood meeting that it had been decided that if a member was paying a full Capitation fee to one U3A and then came to another U3A and joined just one group, then there was no need to pay again. James proposed that any such member should be included on our books for insurance purposes, but that they should not be included in our return to the Third Age Trust (TAT). If someone came to more than one group or to a group and the Monthly Meeting then they should pay the £9.50 fee. All agreed.

Action JH

Treasurer's Report as at 15th January 2019

<u>U3A Current Account as at 15th January 2019</u>	
Balance brought forward from U3A Current Account at 3rd December 2018	<u>£3,713.06</u>
Accounts for Payment as at 11th December 2019:	
- Joanne Naulls Entertainment Xmas Lunch	£300.00
- Peter Robinson (Convenor sub for Xmas Lunch)	£10.00
- A Yorke (Convenor sub for Xmas Lunch)	£10.00
- Branston Hall (wrong cheque book)	£1337.00
Accounts for Payment as at 15th January 2019	
- Repayment to U3A Social Account for 'Cash – Hotel Tip'	£100.00
- Branston Village Hall – Monthly Hire (Jan/Feb/March + storage)	£123.00
- James Hewson (Stamps & Cartridges)	£71.78
- Sam Lilley - Great Ormond Street Presentation, 22 nd January 2019 meeting	£80.00
- TGHR – Hire of Rooms for U3A Committee (Oct – Dec 2018)	£20.00
Total cheques:	<u>£2051.78</u>
Receipts up to 15th January 2019	
- Payment from U3A Social Account for Branston Hall Xmas Lunch	<u>1,337.00</u>
- Payment from U3A Social Account for Xmas Lunch pre-payment	<u>500.00</u>
Total Receipts	£1,837.00
Balance brought forward as at 15th January 2019	<u>£3498.28.28</u>

<u>U3A Social Account as at 15th January 2019</u>	
Balance brought forward from Social Account at 29th November 2018	£2064.04
Receipts up to 11th December 2018s	
- Xmas Lunches	£696.00
Receipts up to 15th January 2019	
- Payment from U3A account for 'Cash' (contra)	£100.00
Total Receipts	<u>£2,860.04</u>
Accounts for Payment as at 29th November 2018	
- Ashby Grass Care (outstanding)	£582.00
- Branston & Mere Recreation Ground (outstanding)	£230.00
- Cash for Branston Hall tip	£100.00
Accounts for Payment as at 15th January 2019	
- Repayment to U3A Account for Branston Hall Hotel Xmas Lunch	£1337.00
- Repayment to U3A Account for Deposit to Branston Hall re: Xmas Lunch	<u>£500.00</u>
Total cheques:	<u>£2,749.00</u>
Balance brought forward at 15th \January 2018	£111.04
(Of which £129.46 is ring-fenced for the Croquet Club)	

6. Membership Secretary's Report. Elaine reported that she had brought with her membership applications for 2 new members. She also said that she had sent out 3 membership forms to potential new members and Marcus and Brian said that between them they knew of another possible 3 new members.

7. Groups' Coordinator's Report. Den reported that a few convenors had told him they were not happy with the reduction, for convenors, of the cost of the Christmas Lunch and that they would have preferred an opportunity for convenors to meet together. Den suggested that we try to organise this again, and it was agreed by the Committee, on the proviso that invitations were sent out with RSVP, so that he could get a firm idea of how many would attend. The meeting would only go ahead if enough interest was shown. Den said he would see about organising a meeting later in the year. **Action DS**

8. Programme Secretary's Report. Marcus reported that he would be unable to attend the January Monthly Meeting so Chris had volunteered to look after the speaker. Marcus also said that a number of people had commented on how good the meal had been at the Christmas Lunch. At that point James said he wanted to

thank both Marcus and Chris for all their hard work in organising the Christmas Lunch.

9. Website Manager/Newsletter Editor. James said he had nothing to report as he hadn't heard from John Tyerman.

10. Other Committee Members' Reports. Ros reported that, as Welfare Officer, she had sent cards to members who had either been bereaved, suffered ill health or had an accident. Marcus reported that he would be attending the funeral of a former member and Chris said that she had visited a member who had had an accident at home.

11. National Lottery Funding Applications. James said that this needed to be discussed as one group had made an application for National Lottery funding, but it had not been discussed in Committee, and not all the information included in the application had been accurate. He was of the opinion that some direction needed to be put in place to oversee this in the future. It was suggested that it should be added to the Convenors' duties but Den said it should be the duty of the Committee to make any application, as it is the Trustees who are ultimately responsible. Val proposed that this should be implemented quickly so that one Committee member could take responsibility for overseeing the completion of the application. Seconded by Andrea, who added that she had all the information required when an application is made and that any application must be submitted to the Committee for approval. All agreed. James asked Andrea to draw up a document which he would circulate to the Committee members for approval and which could be ratified at the next Committee Meeting. The document should include a letter to Convenors, an additional clause in the Convenors' Roles document and an additional clause in the Trustees' Roles document.

Action AW and JH

12. AGM Reminders and Committee Roles. James reported that he had sent out to Committee Members a list of members and their years of service. He said that we would require a Vice Chair to take Andrea's place, and we would also need a new Treasurer to replace Val. Marcus said that he intended stepping down as Programme Secretary, but that he had already drawn up the programme for 2019, including the AGM, and that he would continue for the rest of the year, bringing in Chris Hodson, who had agreed to take over, during that time, so that she could learn the ropes. James said Marcus had done a wonderful job and he thanked him for all he had done.

James said he would, of course, be stepping down as Chair, but he suggested that he could become Data Manager, looking after the Membership database, and taking over the Website Management from John Tyerman. James also was of the

opinion that there should be a deputy Data Manager. It was suggested that James mention these Committee changes, and the need for nominations, at the Monthly Meeting. **Action JH**

13. Committee Members' First Aid Certificate. James reminded us that this had been mentioned at the previous Committee Meeting. He asked the question whether we needed more Committee members with a valid First Aid certificate, as only one member is currently first aid trained. It was agreed that it would be wise to more than just one member. Chris offered to contact St Johns Ambulance and the County Council to check availability and cost of training, and James said he would also do some research. Andrea suggested that the Safeguarding Policy would have to be changed to include the number of Committee Members required to hold a current Certificate. This could be actioned once costs and availability had been ascertained. **Action CH and JH**

14. AOB. None.

There being no further business, the meeting closed at 4pm.

Dates of Meetings

General Meeting

22 January 2019

Marilyn Horner. Great Ormond Street Hospital

Hall Preparation

John McCracken, Bill Randerson

Catering

Glenys Storey, Gill Hayes, Maureen Burton

Next Committee Meeting

19 February 2019, 2pm, Thomas Garrett

Heritage Rooms, Heighington.

Signed as a true record

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Date

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