

BRANSTON AND DISTRICT U3A

Committee Meeting 19th February 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 Sentance (BS) Janet Foster (observer) (JF)

- 1. Apologies.** None. At this point James took the opportunity to welcome Janet to the meeting, as an observer and potential Treasurer.
- 2. Minutes of the Previous Meeting.** The Minutes, having been circulated to all members, were taken as read and confirmed. Proposed Andrea, seconded Marcus. All agreed.
- 3. Matters Arising.** Chris reported that she had contacted the Council about First Aid training, but was told that they did not provide any. St Johns Ambulance Commercial Branch advised her that they provided a 1 day course covering emergency first aid, which would cost £130, and a 3 day more extensive course which would cost £360. Both courses had availability on dates in March. Chris and Marcus said they would check with LIVES if they provided any training, and at what cost.

Action MS and CH

Andrea also suggested offering it as a study day to help reduce the cost. She also suggested asking Third Age Trust (TAT) if they had any information.

Action JH

James also reported that Andrea had looked at the wording for external funding requests, and had devised the following paragraphs which had already been added to the Guidance Notes for Convenors and the Committee Members Roles and Responsibilities document:

Guidance Notes for Convenors: The Committee will consider applications for reasonable grants to help towards purchasing capital items for individual Groups. However, the practicality of granting a loan, repayable from Group funds, must be the first consideration. If a Group wishes to purchase a high cost item an application should be made to an outside grant giving body. Any such application must be made by the Committee, who, as Trustees, will ensure financial diligence.

Committee Members' Roles: In consultation with an Interest Group, Trustees will make applications to outside grant giving bodies to fund capital items required by the Group.

The above information would be sent to all Group Convenors. **Action DS** Chris proposed, and Elaine seconded that the above actions be accepted. All agreed.

4. Chair's Report. James asked the Committee if they would be happy to share their email addresses with Janet Foster. All agreed and signed the agreement. James also reported that 2 members had requested that we bring to the attention of all U3A members the situations with Lincoln Drill Hall and the Usher Gallery. It was agreed that James would include details of each of these petitions in the Monthly Meeting Reminder but would underline the fact that this would be for information only, as they are of local community interest, and not that we were offering endorsement of either. **Action JH**

5. Treasurer's Report. Val reported that there was a discrepancy between the Social and the General accounts. It was decided that Val and Andrea would meet to reconcile the situation, which, it was agreed, should be urgently resolved. **Action VE and AW**
Eileen proposed, and Brian seconded, that the report be accepted, on the basis that there would be an attempt to reconcile the accounts. All agreed. The following is the correct and accurate report.

Revised_Treasurer's Report as at 19th February, 2019

<u>U3A Current Account as at 19th February 2019</u>	
Balance brought forward from U3A Current Account at 31 st January 2019	£3,221.21
Accounts for Payment as at 19th February 2019	
- Mike Credland – Speaker	£50.00
Total Payments	£50.00
	£3,171.21
Receipts up to 19th February 2019	
- Memberships renewals (01/02/2019)	£2,465.00
Total Receipts	£2,465.00
Bank Balance as at 19th February 2019	
	£5,636.21
<u>U3A Social Account as at 19th February 2019</u>	
Balance brought forward from Social Account as at 15 th January 2019	£111.04
Receipts up to 19th February 2019	
- Payment from B&D U3A Main A/c Grant for Discount for Convenors Xmas Lunches	£150.00
- Payment from B&D U3A Main A/c for Speaker's Xmas Lunch	£27.95
- Transfer of Cash from Local Heritage Group at 31/1/2019	£200.00
- Cash deposit from Croquet Club (14/02/2019)	£340.00

	Total Receipts	<u>£717.95</u>
	Add to Brought Forward Balance	£828.99
	Accounts for Payment as at 19th February 2019	
	- Error in repayment to U3A Main A/c for Branston Hall invoice of	35
	- Trevor Morris (for Mower Engine from Seddon)	£318.74
	- Federation of East Midlands Croquet Club	£25.00
	- Croquet Association	£45.00
	Total Payments	<u>389.09</u>
	Bank Balance as at 19th February 2019	£439.90
	(Of which £80.72 is ring-fenced for the Croquet Club and £200 for the Local Heritage Group)	

6. Membership Secretary's Report. Elaine reported that there had been no new action since 7 new members had joined at January's Monthly Meeting. James reported that there were now 238 members but that this total could change as we were still in the renewals period and not all members had renewed their membership. James said he would put out reminders to all those who had not yet renewed.

Action JH

7. Groups' Coordinator's Report. Den reported that the Strollers Walking Group had closed. He said that attendance had recently waned to the extent that the degree of effort in organising the walks and meal bookings had become untenable. James said he would include this information in the Reminder. Den and James also agreed that they should get together to update the group lists to include new members and to delete those who had left. It was noted that the grace period allowed for members to renew their membership made this even more complicated.

Action DS and JH

Marcus asked if group convenors would receive an acknowledgement that the paperwork was in order once they had completed their returns. Val replied that she would respond to all group convenors at the earliest opportunity.

Action VE

8. Programme Secretary's Report. Marcus reported that several emails had been received which said that the Great Ormond Street talk at January's Monthly Meeting had been excellent. He reported that he had confirmed arrangements with Mike Credland, the speaker at February's meeting. Marcus also reported that he had done further research on activities for the Summer Social. He reminded us that we had agreed to form a sub committee, which would take responsibility for the planning of the Summer Social. Andrea and Elaine volunteered to join Marcus on the subcommittee, and arrange further

meetings. Marcus reported that he had already booked the Village Hall and asked that an approximate budget figure be agreed for the entertainment. After some discussion it was thought that we would be looking at an approximate budget of £200, but that would have to be finalised. Andrea suggested that members be asked to complete a form to provide an idea of how many people would be attending. Eileen proposed, and Den seconded, that this plan of action be adopted. All agreed. Marcus said he would liaise with the other sub committee members to call the first meeting. **Action MS**

9. Website Manager/Newsletter Editor. James said he had nothing new to report and that he had heard nothing from John Tyerman. Andrea commented that she had experienced difficulty accessing the Branston website via the homepage. James explained that it could depend on which search engine was being used.

10. Other Committee Members' Reports. Andrea reported that she had been advised of a member being admitted to hospital to undergo heart surgery. She gave details to Ros so that she could contact the member. **Action RB**

11. Eileen reported that she had completed an online survey on U3A administration, which was designed to assist TAT in improving the support offered to U3A's. Eileen also reported that she had been notified of an 8p increase in the cost of each edition of Third Age Matters (TAM). The cost would now be 58p per copy.

12. Arrangements for AGM. James reminded us that he had circulated to us, for our consideration, his ideas for the AGM agenda. All declared themselves happy with that. James said he would include the agenda details in this month's Monthly Meeting reminder, in order to give plenty of notice to members. James also said that he would put in the reminder that apologies for the AGM would be appreciated in advance, as knowing the number attending would help with the catering arrangements. It was agreed that scones and plum bread would be provided as refreshments, to be served after the meeting, but before the entertainment. **Action JH**

13. James said that he would close the meeting, and Andrea would take over as Chair at the end, as she wanted to say a few words. It was also noted that those Committee members continuing in post should be listed together, but that Janet Foster, nominated as Treasurer, and James, nominated as Data Manager, should be listed separately. James said he would prepare a proposal form for Janet. It would also be brought to the attention of members that Marcus would continue as Programme Secretary for another year, but that Chris Hodson would work with him later in the year, with a view to taking over the role from 2020. It was agreed that a separate table would be set out so that last minute

membership renewal fees could be collected if necessary. James said he would draw up and circulate formal notification of the AGM. **Action JH**

14. Val reported that she had the accounts ready for the AGM and that she had lined up an accountant to agree and audit the accounts. Val requested approval to go forward with her suggestion, and she said she would report back at the next Committee Meeting, before the AGM. All agreed.

15. Branston & District U3A Contact Details. Concern was expressed, because of fears over personal safety and security, that the Branston U3A contact address and telephone number on the Charity Commission (CC) Website, which is a public website, had to be the home address and personal number of one of the Trustees, as there was no official address. It was agreed that Eileen would check the CC website to see if there was a way that this could be dealt with.

Action EM

16. AOB. Marcus reported that there are now 20 members in the Singing for Pleasure group, and that he thought 17 would be singing at the AGM. Val reported that she had brought the cheque signatory changes form for Janet to sign, which would mean that there would be 3 cheque signatories until the handover. As 2 plus the Treasurer is recommended by the bank it was decided not to change anything at the moment, current signatories being Val, James and Andrea.

James reported that the Visits Group were planning 2 trips, to York and to Chatsworth and that a request had been made for the Committee to underwrite the Chatsworth trip. It was felt that these trips should be self funding, and that they should be open to other U3A's and members' family and friends, if necessary, to achieve this. James pointed out that a non member can take part in 2 visits before having to become a U3A member and pay a subscription. James said he would inform the Group Convenor of the decision.

Action JH

James reported that a suggestion had been made for a Book Exchange at the Monthly Meetings. Marcus informed us that there was no space at the Village Hall to store any books left over, which would mean that someone would have to be responsible for bringing, and taking away, those books. There was also the question of space available at the meeting. It was decided that the idea would not be feasible.

Den requested that James ask John Tyerman to find out at the next Neighbourhood Meeting if there was going to be another Walking Challenge. He said it had always proved popular, but that it had recently lapsed. Den said that Pete Robinson would be happy to undertake the running of it if no one else would be doing it.

Action JH

As James would be unable to attend the next Committee Meeting, which would be his last as Chair, Marcus offered a vote of thanks for all his hard work,

dedication and inspiration during his period as Chair. All joined in this vote of thanks.

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

Dates of Meetings

General Meeting

**26 February 2019
Mike Credland. Tommy Goes to War**

Hall Preparation

Mike Burbidge, Jackie Burbidge

Catering

MaryAnn Williams, Anne Kennedy, Lucille Auckland

Next Committee Meeting

19 March 2019, 2pm, Thomas Garrett Heritage Rooms, Heighington.

Signed as a true record

Date

