

## BRANSTON AND DISTRICT U3A

### Committee Meeting 19<sup>th</sup> March 2019

#### Thomas Garrett Heritage Rooms, Heighington

**Present.** Andrea White – Vice Chair (AW) Eileen McKelvey (EM) Val Elliott (VE) Marcus Stead (MS) Denis Stubbings (DS) Elaine Johnson (EJ) Chris Hodson (CH) Brian Sentance (BS) Janet Foster (observer) (JF)

- 1. Apologies.** James Hewson, Ros Bloomfield
- 2. Minutes of the Previous Meeting.** The Minutes, having been circulated to all members, were taken as read and confirmed. Proposed Den, seconded Elaine. All agreed.
- 3. Matters Arising.** Chris reported that she had approached LIVES about First Aid training and she had been told the LIVES representative would contact her when they were back in Lincoln.

Val told the meeting that there was a First Aid course advertised in the Sheepwash Times at a very reasonable cost.

Andrea said that, regarding the Grants and Subsidies Policy, the amended paragraph, which had been agreed at the last Committee Meeting, would need to be inserted into the guidance. Val offered to do this and then send the amended guidance to James, who would put it on the website.

**Action VE and JH**

Val enquired whether the members, who had suggested setting up a Book Exchange at the Monthly Meetings, had been informed of the decision not to go ahead with this. As it was James who had received the suggestion it was decided that he would be asked to let them know.

**Action JH**

- 4. Chair's Report.** There was no report as James was away on holiday.
- 5. Treasurer's Report.** Val reported that there had been no activity in the Social Account since she had last reported.  
Following the folding of the Film Club, Marcus proposed that their remaining balance of £55.20, which had been paid into the Social Account, should be transferred to the Main Account, to be used as required. Seconded by Eileen. All agreed.  
**Action VE**  
Val reported that the accounts were still with the accountant and that she had produced a financial statement for the year ending 31 January 2019, with a comparison report for the year ending 2018. She said she felt it showed that

we were giving very good value to members and Andrea added that it demonstrated that we were fulfilling our charitable purpose. Andrea proposed, and Marcus seconded, that we accept the draft accounts which will be presented at the AGM. All agreed.

Andrea advised that once the accounts were signed off by the auditor they should be circulated to members by email before the AGM, as there would only be a limited amount of copies available on the day. Similarly, a limited number of copies of last year's AGM minutes would be available. Andrea said she would print off 20 copies of each.

**Action AW**

Andrea also proposed that one person should take ultimate responsibility for any bookings for events organised by the Committee, to avoid any confusion occurring. She also suggested that some wine be purchased for the auditor as he was not making a charge for auditing the accounts. All agreed. Val said she would see to this.

**Action VE**

## Treasurer's Report as at 19<sup>th</sup> March, 2019

<b><u>U3A Current Account as at 19<sup>th</sup> March 2019</u></b>	
<b>Balance brought forward from U3A Current Account at 19<sup>th</sup> February 2019</b>	<b>£5,636.21</b>
<b>Accounts for Payment as at 19<sup>th</sup> March 2019</b>	
- J Tyerman reimbursement for Domain Name Renewal	<b>£59.94</b>
<b>Total Payments</b>	<b>£59.94</b>
<b>Receipts up to 19<sup>th</sup> March 2019</b>	
- Membership renewals	<b>£164.00</b>
- Membership renewals	<b>£114.00</b>
<b>Total Receipts</b>	<b>£278.00</b>
<b>Bank Balance as at 19<sup>th</sup> March 2019</b>	<b>£5,854.27</b>
<b><u>U3A Social Account as at 19<sup>th</sup> March 2019</u></b>	
<b>Balance brought forward from Social Account as at 19<sup>th</sup> March 2019</b>	<b>£439.90</b>
<b>(Of which £80.72 is ring-fenced for the Croquet Club and</b>	

<b>£200 for the Local Heritage Group)</b>	

- 6. Membership Secretary's Report.** Elaine reported that there had been 3 new members since the last Monthly Meeting. Marcus reported that the Singing for Pleasure group would have one new member, who would become a U3A member at the AGM. Val reported that she would be bringing a visitor with her to the AGM.
- 7. Groups' Coordinator's Report.** Den reported that the membership lists were up to date and had been passed to all convenors. He said that some members were still adding their name to the group lists at the Monthly Meeting, rather than initially completing individual forms, as they had been requested, to facilitate the administration of the membership lists. He proposed the individual forms be scrapped as they were being ignored. Seconded Andrea. All agreed.
- 8. Programme Secretary's Report.** Marcus reported that he had arranged a meeting of the Summer Social sub committee for 2<sup>nd</sup> April at 10am.
- 9. Website Manager/Newsletter Editor.** Andrea reported that she had heard nothing from John Tyerman. She also reported that there was no definite date for the next newsletter but that it should be shortly after the AGM. She said we should use that as an opportunity to publicise the Summer Social, which would take place 27 August.
- 10. Other Committee Members' Reports.** Chris reported that there would be an open meeting of the Family History Group in the Church Hall on 29<sup>th</sup> April, as she would like as many people as possible to attend to cover the cost of hiring the hall. This meeting had been arranged as there would be no meetings possible in the library in April and May, as it would be closed due to Bank Holidays. She asked that the meeting be publicised in the AGM reminder and at the AGM itself. She said she would like those who would be attending to let her know in advance. She said there would be a nominal charge.

**Action AW**

Eileen reported that she had, to date, only received 3 apologies for the AGM, and asked that members be reminded again to send apologies before the day of the AGM.

**Action AW**

Following Val's notification that she would be resigning as Treasurer at the AGM, Andrea proposed a vote of thanks on behalf of the Committee and the U3A as a whole for all her hard work over the past year. All agreed.

- 11. Refund of Membership Fees.** Andrea reported that James had received an email from a member requesting a refund of their membership fee. They had joined in January, but had cancelled their membership on 22<sup>nd</sup> February. After some discussion Brian proposed and Val seconded, that the membership fee should not be refunded as any potential member had the opportunity to attend twice as a visitor before committing to joining. In addition this member had signed up to 5 groups, creating additional administration for Den. Before the member was informed of the decision it was also agreed that James would be asked if a reason had been given for leaving the U3A. If it proved to be due to unforeseen or unavoidable circumstances, rather than just a change of mind, then the decision could be reconsidered.

**Action JH**

- 12. Web Hosting.** Andrea reported that the payment of web hosting fees was currently the responsibility of John Tyerman. As James would be taking over everything would need to be transferred into his name. Andrea also said she had sent the bill for the fees to Val for payment.

**Action VE**

- 13. Grant Applications from Groups.** Andrea said she thought we should revisit the Visits Group request for funding for their trip to Chatsworth, in light of further information received. After much discussion it was agreed by all that the Committee would pay the £250 deposit, as it had to be paid in June, before any funding had been received from participants. However, it was on the understanding that if there was insufficient support the booking could be cancelled without the loss of the deposit, and the loan would be repaid when the group had the funding to do so.

The Visits Group had also requested that the Committee agree to underwrite any shortfall, up to a maximum of £150, for their proposed trip to York. After discussion, Marcus proposed, and Elaine seconded, that, if less than 30 people applied to go, then the trip would be cancelled, if less than 40, the Committee would pay the shortfall, and if more than 40, no support would be required from the Committee. All agreed. Andrea said she would inform the Group Convenor of both decisions.

**Action AW**

- 14. Arrangements for AGM.** Andrea reported that Anita Yorke, the Social Convenor, had confirmed that she would be purchasing scones, fruitbread and

gluten free options for the refreshments. Doors would be open at 1.30pm, with the AGM starting at 2pm. There would be no charge for members, but they must register on arrival for Health and Safety reasons.

Andrea reported that Ros had decided to resign as Welfare Officer and from the Committee. Marcus proposed a vote of thanks for all that she had done during the last year. All agreed. Andrea said she would write to her to extend the thanks of the Committee and the U3A as a whole. **Action AW**

Marcus reported that 18 or 19 of the Singing for Pleasure members would be singing at the AGM.

- 15. AOB.** Andrea reported that a member had suggested that the U3A purchase a small projector for use by Groups. She said she had done some research with Den and John Tyerman, but it had been agreed that, at the moment, it was not a viable proposition, as the existing projector had only recently been repaired. However, we would look at this option again, as and when a new projector was needed. Andrea will inform the member. **Action AW**
- Andrea also said she would send out a reminder to members that they could sign up to the monthly Third Age Trust (TAT) newsletter.

There being no further business, the meeting closed at 3.30pm.

#### Dates of Meetings

AGM

**26 March 2019**  
**U3A Singers**

Hall Preparation

**Mike Burbidge, Jackie Burbidge, Dave Newman**  
**Pete Robinson**

Catering

**Roy McIlwaine, John Still, Corinne Tyerman**

Next Committee Meeting

**16 April 2019, 2pm, Thomas Garrett Heritage**  
**Rooms, Heighington**

**Signed as a true record**

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**Date**

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