

BRANSTON AND DISTRICT U3A

Committee Meeting 16th April 2019

Thomas Garrett Heritage Rooms, Heighington

Present. Andrea White – Chair (AW) Eileen McKelvey (EM) Janet Foster (JF) Marcus Stead (MS) Denis Stubbings (DS) James Hewson (JH) Rick Smok (RS), ex officio member.

- 1. Apologies.** Elaine Johnson, Chris Hodson, Brian Sentance
Andrea welcomed Rick Smok, who is taking on the role of Deputy Data Manager, to the meeting.
- 2. Minutes of the Previous Meeting.** The Minutes, having been circulated to all members, were taken as read and confirmed. Proposed Marcus, seconded Den. All agreed.
- 3. Matters Arising.** Andrea reported that Val Elliott, the previous treasurer had said she would insert the amended paragraph into the Grants and Subsidies Policy Guidance, but had been unable to do so because of its format. Andrea asked James if he could send her the document as a Word document so she could add the new paragraph. **Action JH and AW**
Marcus reported that he had 2 more new members for the Singing for Pleasure group.
Janet reported that she had issued a cheque for £8 to the member who had requested a refund of their membership fee.
- 4. Chair's Report.** Andrea reported that the Croquet Group had asked if the Third Age Trust's (TAT) Public Liability insurance covered visiting teams, as this was a condition of playing competitively in the Croquet Association league. Initially TAT had said that visiting teams were not covered, but, after a long chain of emails, confirmation was received that they were covered. Andrea gave copies of the emails to Eileen to be put on file. **Action EM**
She also reported that the Visits Group had cancelled their National Arboretum trip due to lack of support. She said the trip to York would go ahead, but that a payment of £100 had been requested to cover the shortfall. The grant had been agreed at the previous Committee Meeting.
She said Eileen had circulated information about the Recruiting and Volunteers Workshop to be held in Lincoln. Andrea, Janet and James would be attending.

Following agreement by the Committee through emails, the Extraordinary Minute giving details of the change of address of the registered office was accepted, and sent with the bank mandate to Santander. A copy of the Minute was given to Eileen to attach to the Committee Meeting minutes.

Action EM

Andrea asked the Committee what contact details they would like to be put in the Newsletter. It was agreed to only include generic email addresses.

Action AW

She reported that the Third Age Trust had sent notification of their AGM to be held on 29 August 2019 at East Midlands Conference Centre, Nottingham. Andrea said she would advertise it at the Monthly Meeting and in the Newsletter.

Action AW

Andrea also reported that TAT had updated their advice on GDPR so there would be a need to review our paperwork and amend if necessary.

Action AW

- 5. Treasurer's Report.** Janet asked the Committee to authorise acceptance of the cheques listed in the report, so that they could be signed at the meeting.

TREASURERS REPORT TUESDAY 16 APRIL 2019	
RECONCILIATION OF ACCOUNT FOR PERIOD 1 FEBRUARY TO 31 MARCH 2019	
OPENING BALANCE AS AT 1.2.19	3221.21
TOTAL RECEIPTS/INCOME	3049.70
SUB TOTAL	6270.91
LESS EXPENDITURE	194.54
BALANCE AS AT 31 MARCH 2019	6076.37
represented by	
Santander Bank Balance 31.3.19	6126.39
less cheques not yet presented £8.04, £33.98, £8.00	50.02
Balance	6076.37
items awaiting payment as at 16 April 2019	
PHILIP CAINE ..APRIL SPEAKER	170.00
BRANSTON VILLAGE HALL ROOM HIRE	123.00
BRANSTON U3A SOCIAL ACCT GRANT RE YORK TRIP 7 MAY	100.00
FRIENDS OF THE GARRETT CHARITY ROOM HIRE	30.00
R SMOK ..REIMBURSEMENT RE MS OFFICE PURCHASE	10.50
THE THIRD AGE TRUST ..CAPITATION	829.50
receipts not yet showing as at 16 April 2019	

2 @ membership fees	26.00
U3A SOCIAL ACCOUNT reconciliation for period 1 February 2019 - 31 March 2019	
OPENING BALANCE 1.2.19	488.64
croquet £129.46, Heritage £200, Social fund £159.18	
payments received	
Croquet	340.00
sub total	828.64
Less Expenditure (Croquet)	388.74
less expenditure social fund	55.20
BALANCE AS AT 31 MARCH 2019	384.70
croquet £80.72, Heritage £200 , Social Fund £103.98	
REPRESENTED BY BARCLAYS BANK BALANCE 31 MARCH 2019	384.70
receipts not yet showing as at 16 April 2019	
Council Grant £300 credit (Croquet)	
Receipts re York Trip banked by Sue Morris £450 (trips)	
Grant from Main Account re York Trip £100 (trips)	
Receipt £200 banked by Sue Morris (Croquet)	
awaiting payment as at 16 April 2019	
P C COACHES LTD . TRIP TO YORK (trips) £550	
JANET FOSTER	
BRANSTON U3A TREASURER	

Andrea proposed, and Marcus seconded, that we authorise the cheque payments and accept the accounts. All agreed.

6. Membership Secretary's Report. James reported that there were now 238 members and that membership forms were now on the website.

7. Groups' Coordinator's Report. Den reported that 3 teams had been entered for the walking challenge on 21 May at Skellingthorpe. As this would be the date of the next Committee Meeting, and Den and Eileen would be unable to attend as they would be taking part in the Challenge, it was agreed that the Committee Meeting should be rescheduled to 14 May, because Andrea also would be unable to attend. It was agreed that the Meeting would be held at Janet's house at 2pm. Andrea said she would circulate the information to all members and Eileen would inform the Heritage Rooms that we would not be using their room on 21 May.

Action AW and EM

James reported that he knew of at least 2 members of the Cycling Club who were not officially listed as members. Den said he would check with the Group Convenor to confirm the membership. **Action DS**

8. Programme Secretary's Report. Marcus reported that everything was arranged for the April Monthly Meeting speaker. He said that this would be our most expensive speaker to date, but that the cost of overnight accommodation had to be included in his fee. Marcus also reminded us that the cost of booking speakers was increasing and there was no such thing as a cheap speaker. He also reported that Chris was already working on the programme for 2020 and Marcus had passed on some details of contacts to her.

9. Website Manager/Newsletter Editor. Andrea suggested that item 9 on the agenda should be changed to Data and Website Manager.

James introduced Rick as the new Deputy Data Manager and reported that he had already started work in the role. They were going to work out a way of securely sharing the current spreadsheet, and Rick would sign a confidentiality form to enable this to move forward. They reported that they had been looking at other forms of software, including Libre Office, Open Office, and possibly adopting the Beacon System offered by TAT. Rick asked that James send him a spreadsheet containing no personal information, so that he could get a better idea of what was required. **Action JH**

James reported that John Tyerman had handed over the website management to him.

James also reported that John was still in charge of the Newsletter, but that he had recommended to John that he produce a higher definition edition, to make the photos clearer.

John had also said he would hold back the Newsletter until details of the BBQ and Summer Social had been finalised, so that they could be included.

James also reported that the Photography Group had provided him with a set of local photographs which he would put on the front page of the website, and change at regular intervals.

He also said that membership and gift aid forms could now be downloaded from the website.

Andrea said she had written a piece for the Newsletter with details of all Committee Members, but it would not include personal phone numbers.

James reported that recently an ex-member had mistakenly thought that an email that they received had been redirected from a Branston U3A address. In their own email to an external U3A member (with a copy to Branston U3A

addresses), they made various defamatory comments about the U3A. They also pointed out a fault with the website redirection which had resulted from their own programming which did not allow for the use of secure website addresses. James had fixed the website problem and was satisfied that the “errant” email had not been sent as a result of an error with our system. He had decided not to reply to the ex-member in view of the false allegations that had been made.

Andrea proposed, and Eileen seconded, that no further action be taken at this time. All agreed.

10. Other Committee Members’ Reports. None

11. Committee Roles and Responsibilities. Andrea reported that she and James had got together to make minor, relevant changes to members’ roles. These had already been emailed to members for their information and thoughts. Den proposed and Marcus seconded that the amendments be accepted. All agreed. James said he would put the amended role descriptions on the website.

Action JH

12. Summer BBQ and Social. Marcus reported that the Village Hall had been booked from 11.00am-4.00pm on Tuesday 27 August, with the event starting at 12.00pm. The catering would be provided by Tony Garrill, the butcher in Bardney. Marcus reported on the recommendations made by the sub committee and, after some discussion, it was agreed that members would be charged £10pp, and there would be an additional subsidy of £5pp from the Committee. Janet suggested that we set a total budget of £550 for the event, based on the proposals and costs provided by the sub committee, and amendments agreed by the Committee. Den proposed and James seconded, that the budget be accepted. All agreed.

James said he would make the necessary amendments to the booking forms and Andrea said she would publicise the event in the Monthly Meeting reminder, and at the meeting itself.

Action JH and AW

13. U3A Christmas Lunch 2019. Marcus reported that Branston Hall had already been booked but that the hotel required a deposit of £500 by 1 May to confirm the booking. Janet asked for approval to write the cheque immediately for the required amount. Eileen proposed, and James seconded, that this be approved. All agreed. It was also agreed that members be charged £29pp for 3 courses, the charge for 2 courses still to be confirmed with the hotel.

14. AOB. James reminded us that he was about to put in an order for stationery, if anyone had any requirements.

James suggested resurrecting Group of the Month, when convenors take turns talking about their group at the Monthly Meeting. It was agreed this would be added to the agenda for the May Committee Meeting. **Action EM**

Den said we would also need to discuss possible plans fairly soon for a Convenors' Get Together. It was agreed this also would be added to next month's agenda. **Action EM**

The Croquet Group had asked if they should have a list of members and their emergency contact details with them on their long weekend trip to Ripon. Den made it clear that all groups should have these details in a sealed envelope at every meeting. If the group convenor was absent a member should be asked to take responsibility for the envelope.

There being no further business, the meeting closed at 4.10pm.

Dates of Meetings

General Meeting

23 April 2019

Philip Caine. Barrow to Baghdad and back.

Hall Preparation

Mike Burbidge, Jackie Burbidge, Dave Newman

Catering

Anne Kennedy, MaryAnn Williams, Lucille Auckland

Next Committee Meeting

14 May 2019, 2pm, 20 Veronica Close, Branston

Signed as a true record

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Date

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