

BRANSTON AND DISTRICT U3A

Committee Meeting 14th May 2019

20 Veronica Close, Branston

Present. Andrea White – Chair (AW) James Hewson – Minutes (JH) Janet Foster (JF) Marcus Stead (MS) Denis Stubbings (DS) Elaine Johnson (EJ) Chris Hodson (CH) Brian Sentance (BS)

1. Apologies. Eileen McKelvey

2. Minutes of the Previous Meeting. The Minutes, having been circulated to all members, were taken as read and confirmed. Proposed CH, seconded DS.

3. Draft Minutes of AGM 26th March 2019. For the purpose of displaying the draft minutes on the website, it was agreed that they were a true record. Proposed JH, seconded EJ.

4. Matters Arising. JH reported that he was unable to attend the TAT meeting on supporting volunteers as the session was full. AW and JF would still attend. **Action : AW, JF**

5. Chair's Report. (a) AW reported that difficulties had arisen with processing some Committee documents as they were passed between Windows and Mac systems. It was suggested and agreed that an inexpensive Windows laptop be purchased for the Chair's use. Proposed DS, seconded JH all agreed. **Action : JH**

(b) AW drew attention to the TAT insurer's public liability cover note, with copies previously circulated.

(c) AW reported that Alan Croxford was trying to arrange PAT testing of U3A equipment at Branston Village Hall and Sports Pavilion, but there had been complications in arranging access to the Village Hall, so the situation was still in progress. Once a time and date was agreed, MS would arrange access to the Village Hall. **Action : Alan Croxford, AW, MS**

(d) AW reported that Witham U3A's Armchair Travel had ceased to meet, and had asked if members could join Branston U3A's group. It was agreed that they could and that if they attended only Armchair Travel, they would need to register as Branston U3A Members with no fee payable, although the nil fee arrangement might need to be reconsidered. AW to inform John Tyerman. **Action : AW**

(e) AW also reported that a payment had been received from a company who had sought to use the U3A projector screen at the Village Hall. Whilst accepting the payment in view of the current arrangement, it was thought to be an anomaly and that the screen should be freely available for use by hirers of the Village Hall, as part of the U3A's community commitment. It was suggested that we investigate the possibility of making a gift of the screen to the Village Hall Committee so that it became their responsibility. Proposed by DS, seconded by CH, all agreed. **Action AW,MS**

(f) AW told the meeting that as the Secretary's emails were being redirected to her in the EM's absence, she had become aware of how wonderful a job Eileen was doing at screening emails.

6. Treasurer's Report. (a) JF reported that the mandate for the Santander account was now transferred to her, but there were administrative problems with the Barclays (Social) account, for which she was seeking a resolution.

(b) JF then presented the accounts to 30th April, as below. She reported that the Visits Group York visit, having received a £100 grant, had been a great success. Acceptance of the accounts was proposed by DS, seconded by BS and agreed unanimously.

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|---|----------------|
| TREASURER'S REPORT TUESDAY 14 May 2019 | |
| RECONCILIATION OF ACCOUNT FOR PERIOD 1 APRIL 2019 TO 30 APRIL 2019 | |
| | |
| OPENING BALANCE AS AT 1.4.19 | 6076.37 |
| TOTAL RECEIPTS/INCOME | 96.00 |
| SUB TOTAL | 6172.37 |
| LESS EXPENDITURE | 1769.25 |
| BALANCE AS AT 30 APRIL 2019 | 4403.12 |
| | |
| represented by | |
| Santander Bank Balance 30.04.19 | 4542.16 |
| less cheques not yet presented, £8 £8.04 £123 | 139.04 |
| Balance | 4403.12 |
| | |
| items awaiting payment as at 14 May 2019 | |
| Mark Walsh , May Speaker . Chq 222024 £100 | 100.00 |
| James Hewson Stationery Chq 222025 £156.16 | 156.16 |
| receipts not yet showing as at 14 May 2019 | nil |
| | |
| | |
| U3A SOCIAL ACCOUNT reconciliation for period 1 April 2019 to 30 April 2019 | |
| OPENING BALANCE 1.4.19 | 384.70 |
| croquet £80.72, Heritage £200, Social fund £103.98 | |
| payments received | |
| York Trip | 550.00 |
| Croquet | 500.00 |
| sub total | 1434.70 |
| less expenditure York Trip | 550.00 |
| Less Expenditure (Croquet) | |
| less expenditure social fund | |
| BALANCE AS AT 30 April 2019 | 884.70 |
| croquet £580.72 , Heritage £200 , Social Fund £103.98 | |
| | |
| REPRESENTED BY BARCLAYS BANK BALANCE 30 April 2019 | 884.70 |
| | |
| receipts not yet showing as at 14 May 2019 | NIL |
| | |
| awaiting payment as at 14 May 2019 | |
| BRANSTON RECREATION GROUND CROQUET RENTAL CQ 100198 | 250.00 |
| | |
| JANET FOSTER, BRANSTON U3A TREASURER | |

(c) JH reported that the Gift Aid claim for membership year 2018/19 had been successfully submitted to HMRC the previous day.

7. Membership Secretary's Report. EJ stated that, sadly, member Peter Oates had died suddenly and his funeral was to be held on 17th May. There would be a representative of the Committee attending. Two new members had applied, with total membership standing at 238.

8. Groups' Coordinator's Report. DS reported that he had asked 2 Convenors to confirm their Group membership tallied with the central list, but only one had responded. It was suspected that there might be a discrepancy with one of the groups.

9. Programme Secretary's Report. (a) MS reminded the meeting that the speaker at the May Monthly Meeting was to be Mark Walsh, on "Life on the Stage". Mark lived locally, presented BBC's "Friday Night is Music Night", and with connections to several well-known celebrities.

(b) CH stated that she was making good progress in arranging speakers for 2020, and it was suggested that in view of rising costs for speakers, a budget of between £800 and £1,000 would be appropriate for the year's speakers, excepting the Christmas Lunch speaker. Requests for exceptionally high fees would come before the Committee. Proposed JH, seconded MS, all agreed.

(c) CH also said that she was investigating venues for the 2020 Summer event, and it was suggested that Members should be asked for ideas after the 2019 Summer event. Proposed DS, seconded BS, all agreed. **Action : CH**

10. Data & Website Manager/Newsletter Editor. JH reported that (a) although he had not yet updated the Home page image, most of the website was up to date other than one or two of the Groups pages, for which he was awaiting responses from Convenors.

(b) There was nothing to report on Newsletters.

(c) That Rick Smok (RS) and he had agreed on a secure means of sharing the Membership Database and they had spent time in a tutorial session to bring RS to the point at which he could safely take over in JH's absence.

11. Other Committee Members' Reports. No reports were forthcoming.

12. Summer Social & Barbecue. MS referred to a document, previously circulated, giving details of the arrangements for the August event. This had been put together by the event's sub-committee and included catering arrangements, games and social activities. Volunteers would be needed to oversee some of the activities, and that would be mentioned in Monthly Meetings reminders, as would the menu, booking form and other details. **Action: AW**

13. Revised Application Form and Data Protection Policy. AW said that the Membership application form had been updated in line with TAT's suggestion that agreement to register Member's data should be in the form of a contract. She also stated that the Data Protection had also been revised. It was suggested that two items needed further amendment; deputies, who "must be members of the committee or ex officio members fully approved by the Trustees" and; the data Manager "Will ensure that Committee Members, Group Convenors and members have information necessary and commensurate for the fulfilment of their responsibilities." With those amendments, it was agreed to accept the revised policy. Proposed CH, seconded MS, all agreed.

14. Beacon Membership Database. JH referred to a discussion document circulated before the meeting which outlined the pros and cons of various membership records systems, including the current one developed by him; a possible switch to Access or other local database; and the TAT Beacon system. On balance it was thought that the Beacon system was a good all-round solution in that it was comprehensive (including a financial element), secure, available on-line to all appropriate users, and transferred maintenance and security responsibility to TAT. It was thought that the fee of £1 per member per year should not impinge on Members' fees for some time. A mentor from Bourne U3A had been offered to us. It was agreed that we investigate the possibility of adopting the system with a team headed by JH and RS (Deputy Data Manager) - Proposed by DS, seconded by JF, agreed by all. DS and JF expressed an interest in seeing a demonstration. It was also agreed that any necessary travelling fees would be covered, but might not be necessary as the Bourne mentor might have fees covered by TAT. A vote of thanks for undertaking the work involved was given to JH and RS **Action : JH, RS**

15. Insurance. This had been dealt with in 5. Chair's Report.

16. Group of the Month. It had been suggested that each Group be featured at Monthly Meetings. After some discussion it was agreed that AW would contact "open" Groups to encourage the Convenor or their chosen representative to give an encouraging introduction to the Group, one per month. **Action : AW**

17. Group Convenors' Meeting. After discussion on previous difficulties in getting good attendance at Convenor's Meetings, it was agreed that Convenors be contacted to try to determine their preferences for time, date and format of such a meeting, possibly in September. **Action : AW**

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

Dates of Meetings

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|--------------------------------------|---|
| <u>Next General Meeting</u> | 28th May 2019 – Mark Walsh, "Life on the Stage" |
| <u>Hall Preparation</u> | Unknown at time of writing |
| <u>Catering</u> | Unknown at time of writing |
| <u>Next Committee Meeting</u> | 18 June 2019, 2pm, Thomas Garrett Heritage Rooms, Heighington. |

Signed as a true record

Date