

BRANSTON AND DISTRICT U3A

Committee Meeting 17th December 2019

Thomas Garrett Heritage Rooms, Heighington

Present. Andrea White - Chair (AW) Eileen McKelvey (EM) Janet Foster (JF) Elaine Johnson (EJ) James Hewson (JH) Marcus Stead (MS) Brian Sentance (BS) Chris Hodson (CH) Rick Smok – Co-opted Member (RS) Anne Pickersgill – Observer (AP)

1. Apologies. None

2. Minutes of the Previous Meeting. First of all Andrea introduced Anne Pickersgill who was interested in joining the committee. Anne gave us a short resume of her previous experience as a member of U3A committees in various roles. She said she was anxious to get to know people first before deciding whether she would like to serve on the committee as she was new to the area.

James mentioned that, as minute taker, he had added details of the tip to be paid to Branston Hall at the Christmas lunch, which he had omitted before the minutes were circulated to the committee.

The amended Minutes, having been discussed by all members, were taken as read and confirmed. Proposed Brian, seconded Eileen. All agreed.

3. Matters Arising Andrea asked if there had been any responses from the membership to the question of what form the Summer Social should take next year. Chris said that she had received various suggestions and she would make a final decision in the New Year. Brian also asked if there had been any response to the advert in the Sheepwash Times. Andrea replied that she expected to receive responses in the longer term, rather than immediately. Anne commented that some of the print in the advert was minute and difficult to read. James said this problem would be addressed in future adverts.

Marcus requested that the registration list at the Monthly Meeting be amended to include details of those who had previously come as visitors, as only 2 visits were allowed before the individual was required to become a member.

Action JH

Marcus reported that he had provisionally booked a birthday cake for the AGM, which would mark the 15th birthday of the U3A. He gave details of the type of cake, which would cost £75, and said it would be made professionally

and we would only be charged for the ingredients. Chris proposed, and Rick seconded, that Marcus should confirm the order. **Action MS**

Andrea said there was still a large number of ICE cards to be handed out. It was agreed that Convenors would be asked to issue them to group members and James said he would send them out with name badges.

Action RS and JH

James reported he would shortly be finalising the details of the Welcome Letters.

- 4. Chair's Report.** Andrea reported that the Christmas Lunch had been excellent, with many positive comments on the food, venue, and, in particular, the entertainment.

As this was the last event that Marcus had organised as Programme Secretary, a small gift had been presented to him in recognition of all his hard work on behalf of the U3A.

Andrea circulated publicity materials that she had ordered from Third Age Trust (TAT), which included a trifold leaflet to give to new members; a small booklet about the U3A to raise our profile at local amenities; and a poster to advertise U3A events. It was originally thought that we should create a stamp to replace the National Office details with a local contact number, but the cheapest that this could be achieved was in the region of £35.

It was thought that the materials were too heavily branded nationally, with quite a heavy emphasis on the 'university' aspect, which the committee felt could be off putting to potential members.

It was therefore agreed that a small sub committee be formed to create our own leaflet, which would better reflect Branston & District U3A. James and Andrea volunteered. Proposed Marcus, seconded Brian. All agreed.

It was further agreed that James would purchase a mobile phone and sim card for £10, which would be the dedicated contact number for inclusion in the leaflet. Proposed Rick, seconded Marcus. All agreed. **Action JH**

- 5. Treasurer's Report** Janet reported that, as there had been no Committee Meeting in November, she had included in the report reconciliation details for the period 1-31 October.

She said the accounts were in a healthy position, the balance of the main account standing at £3783.46.

It was noted that the new equipment for the Croquet Club should be added to the Assets List, and Anne pointed out that all equipment should be marked in

some way to show that it was the property of the U3A, in the event of a group disbanding.

James proposed, and Chris seconded, that the Treasurer's Report be approved. All agreed.

TREASURERS REPORT November 2019	
RECONCILIATION OF ACCOUNT FOR PERIOD 1 OCTOBER TO 31 OCTOBER 2019	
OPENING BALANCE AS AT 1.10. 2019	3437.17
TOTAL RECEIPTS/INCOME	135.00
SUB TOTAL	3572.17
LESS EXPENDITURE	306.11
BALANCE AS AT 31 OCTOBER 2019	3266.06
represented by	
Santander Bank Balance 31 OCTOBER 2019	3324.06
less cheque(s)not yet presented, 8.00 , 50.00	58.00
Balance	3266.06
U3A SOCIAL ACCOUNT reconciliation for period 1 OCTOBER TO 31 OCTOBER 2019	
OPENING BALANCE 1.10.19	1676.90
croquet £777.92 , Heritage £200 , Social Fund £103.98 Chatsworth Trip £595	
payments received croquet	200.00
Chatsworth trip	230.00
Christmas lunch	860.00
sub total	2966.90
Less expenditure	
Chatsworth house trust	390.00
BALANCE AS AT 31 OCTOBER 2019	2576.90
croquet £977.92, Heritage £200, Chatsworth £435 , Social Fund £103.98 Christmas Lunch £860	
REPRESENTED BY BARCLAYS BANK BALANCE 31 October 2019	2966.90
less cheque not presented 390.00	390.00
Balance	2576.90
christmas lunch cheques awaiting banking £677	
awaiting payment	

TREASURERS REPORT December 2019	
RECONCILIATION OF ACCOUNT FOR PERIOD 1 November TO 30 November 2019	
OPENING BALANCE AS AT 1.11. 2019	3266.06
TOTAL RECEIPTS/INCOME	558.00
SUB TOTAL	3824.06
LESS EXPENDITURE	40.60
BALANCE AS AT 30 NOVEMBER 2019	3783.46
represented by	
Santander Bank Balance 2 December 2019	3791.46
less cheque(s)not yet presented, 8.00 ,	8.00
Balance	3783.46
paid out 10.12.19 Aston Dobson £550 balance of christmas entertainment	
awaiting payment £21.24 Andrea White re convenors refreshments & gift MS	
U3A SOCIAL ACCOUNT reconciliation for period 1 NOVEMBER TO 30 NOVEMBER 2019	
OPENING BALANCE 1.11.19	2576.90
croquet £977.92, Heritage £200, Chatsworth £435 , Social Fund £103.98 Christmas Lunch £860	
payments received croquet	
Chatsworth trip	
Christmas lunch	832.75
sub total	3409.65
Less expenditure	
Chatsworth house trip..Black Cat Travel	435.00
Christmas lunch. Repay loan from main acct & Branston Hall Hotel	1592.75
croquet Ashby Grass care & Branston parish Council	648.00
BALANCE AS AT 30 NOVEMBER 2019	733.90
croquet £329.92, Heritage £200, Chatsworth £0.00 , Social Fund £103.98 Christmas Lunch £100	
REPRESENTED BY BARCLAYS BANK BALANCE 30 NOVEMBER 2019	
Balance	733.90
awaiting payment/ paid out since 30.11.19	
Tony Hunt re construction of equipment barrows Croquet £196.65	
Janet Foster reimburse re Tips paid in Cash Branston Hall Hotel £100	

6. Membership Secretary's Report. Elaine reported that there were now 258 members, and 7 honorary members.

Andrea said she hoped that by the time her tenure as Chair ended that there would be 300 members. She said she felt this could be achieved by every member being proactive in spreading the word: by word of mouth, distribution of leaflets and articles in local publications. **Action All**

- 7. Groups' Coordinators Report.** Rick reported that a member had approached him to say they would possibly be interested in taking over as convenor of the Cycling Group, and he had sent them the relevant information.

Rick also said that a number of people had queried that, according to Beacon, they were unable to reply to any email sent to them. He had been advising them that this was not the case, and Andrea pointed out that she had already informed the membership of that.

Rick also said that he was going to ensure that anyone who had been coming to group meetings but wasn't a U3A member did register as a member. He said he had contacted all Group Convenors asking them to check that each group member was actually a registered member of the U3A.

He also reported that he had been assessing the equipment requirements and had decided that some new equipment that had been requested was not necessary, but there was an urgent need for 2 RCD's (Residual Cutout Devices), as there was no protection for any of the equipment. Marcus said they may already be available in Village Hall, but proposed that Rick should purchase them if necessary. Elaine seconded, all agreed. **Action RS**

Rick also requested agreement to dispose of a VHS DVD player which had failed its PAT test. Brian proposed, James seconded, all agreed. Andrea asked Rick to carry out an audit of all the equipment, as some of it was redundant.

Action RS

James reported that the Railway Group was up and running, with approximately 9 members. He said they were hoping to undertake a project to model the former Heighington Station, and to build a model railway as a group. James also said he had advised them not to do anything financially in the current financial year.

He also reported that the Railway Group electronics expert/technical adviser was not actually a U3A member, and he was unaware of any U3A member who would have the necessary knowledge or expertise. As it was necessary to have an expert in the group he asked how we should deal with this situation. After some discussion it was agreed that Andrea should email TAT and ask for

their guidance, as concern was expressed that the adviser would not be covered by insurance. **Action AW**

- 8. Programme Secretary's Report.** Marcus reported that he had provisionally booked Branston Hall for Christmas Lunch for December 2020. After some discussion it was decided that we should confirm the booking. Chris said she would email Branston Hall to confirm. **Action CH**

Marcus also thanked Janet for sorting out the table plan and he added that he had received no complaints at all about anything. He also thanked the committee for his presentation gift. Andrea once again thanked Marcus for all his hard work and dedication as Programme Secretary.

Chris reported that most of the 2020 programme was in place, but a decision still needed to be made about the Summer Social. As previously reported she said she had received some suggestions, and she would make the decision early in the New Year. **Action CH**

- 9. Website Manager/Newsletter Editor's Reports.** James reported that John Tyerman had informed him that he had some items already for the next newsletter but that he would still require more.

James also reported that the Sheepwash Times had already published his first article on the U3A, and a second instalment would come out soon. He said he needed more feedback and information for inclusion, and that any comments would be welcome. Andrea asked James to add this to the website so that more people would be aware of what the U3A does. **Action JH**

James also said that Beacon was working quite well. Some Convenors were coping well with the new system but some were still having difficulties, and it was disappointing that not all Convenors were putting their events on Beacon. He also said he would update the website as soon as possible. **Action JH**

- 10. Other Committee Members' Reports.** None

- 11. Questionnaires re Summer Social and Xmas Social 2020.** As reported earlier, it was agreed that Chris would make a final decision early in the New Year about the Summer Social. She said she had a short list of possible alternatives.

It was also agreed by the Committee that the provisional booking of Branston Hall for the Christmas Lunch 2020 should be confirmed. Other alternatives were discussed but the overwhelming feeling was that nowhere else could match location, quality of food, and ambience for the price. **Action CH**

- 12. Membership Renewals.** Prior to the Committee Meeting James had circulated a discussion paper about the protocols to be adopted for Membership Renewals, now that we were on Beacon. This concerned the means of communicating information to existing members, and the time scale required for doing this and receiving replies. After some discussion Marcus proposed and Janet seconded that James' proposals be accepted. All agreed. It was also agreed that we absorb the cost of £1pp for Beacon for at least a year. Proposed Marcus, seconded Eileen. All agreed. James said he would also update the old data base to run in tandem with Beacon, in case there were any teething troubles. **Action JH**

After some discussion about membership badges it was agreed that James would ask all members if they wanted a badge. This was decided as a lot of badges for 2019-20 had never been picked up and relatively few members wore them at the Monthly Meetings. **Action JH**

- 13. TAT Open Day.** Andrea reported that Wednesday 3rd June 2020 would be the official TAT Open Day, and she said we needed to think about what we were going to do to celebrate it. It was agreed that we should support the Open Day to raise the profile of, and publicise, the U3A. It was agreed that a sub committee should be formed to take control of the planning, and that an open meeting should be held at the beginning of February to invite people to come along with their ideas of what form it should take. Andrea asked Chris to book the Village Hall, and James and Rick said they would send out an email to all members, once Andrea had drafted it. **Action AW, JH, RS, CH**

- 14. Committee Meeting Schedule 2020.** Eileen reported that it would be necessary for the committee to agree on how often and when Committee Meetings would be held in 2020, as she had to notify the Heritage Rooms of our requirements before the end of the year. Andrea said the committee had met less often in 2019, namely no meeting in July and November, and it had been planned that there would be no meeting in January 2020. This had been as an experiment to see if 11 meetings per year were required. Eileen said that fewer meetings would mean longer agendas and more to discuss in the time frame allowed, and no meeting in January would mean that the next

Committee Meeting would only be 1 month before the AGM. After some discussion it was agreed that there would be 10 Committee Meetings in 2020. There would be none in December, as had previously been the case. In addition, there would be no meeting in July.

After further discussion it was agreed that Committee Meetings would, in future, be held in the Pavilion, Branston, on the 3rd Tuesday of the relevant months, from 2-4pm. Marcus said he would book the Pavilion and Eileen said she would inform the Heritage Rooms that we would no longer be holding the meetings there, and request that any outstanding invoice be sent to Janet at her home address for payment

Action MS and EM

- 15. AOB.** Marcus reported that the Singing for Pleasure Group would soon be unable to hold their meetings on the 2nd Thursday of the month from 2-4pm, in the Church Hall, as the mobile Post Office promised for Branston was going to use the premises. Marcus did say that he had been told that the group could use the church, free of charge, but he said he had some concerns about the lack of heating.

There being no further business, the meeting closed at 4.20pm.

Dates of Meetings

General Meeting

**28 January 2020 2pm
Terry Nowell. Charles Dickens**

Hall Prep

No information available

Catering Volunteers

No information available

Next Committee Meeting

21 January 2020 2pm, Pavilion, Branston

Signed as a true record

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Date

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