

## **BRANSTON AND DISTRICT U3A**

### **Committee Meeting 21<sup>st</sup> January 2020**

#### **Sports Pavilion, Branston**

**Present.** James Hewson – Acting Chair (JH) Eileen McKelvey (EM) Janet Foster (JF) Elaine Johnson (EJ) Marcus Stead (MS) Chris Hodson (CH) Brian Sentance (BS) Rick Smok – Co-opted Member (RS)

Before opening the meeting, James requested approval from the Committee that, although acting chair, he be allowed to take part in the discussions. All agreed.

- 1. Apologies.** Andrea White
- 2. Minutes of the Previous Meeting.** The Minutes, having been circulated to all members, were taken as read and confirmed. Proposed Rick, seconded Brian, all agreed.
- 3. Matters Arising.** Eileen reported that she had returned the keys for the Heritage Rooms to Janet Wain, and that she had delivered the invoice for the room rental for the final quarter to Janet for payment.

James reported that he had purchased a mobile phone. The cost was £19.99, plus 0.97p for a Sim card, and he had put £5 credit on it. The contact phone number for the U3A is 07459470995, with the message that the caller would be contacted within 24-48 hours and James said this number was already on the website.

- 4. Chair's Report.** James said he had little to report as he was standing in for Andrea, but he did say that he had been notified that the Third Age Trust (TAT) AGM was scheduled for Thursday 27<sup>th</sup> August 2020.
- 5. Treasurer's Report.** Janet said it had been a fairly quiet month. The balance of the main account was £3085.57 and of the Social Account was £437.25. She said a cheque for £8 which she had written several months ago had still not been presented so she asked for agreement to credit that amount to the account. All agreed.

Janet also reported that she had spoken to James Kelsey, who had previously audited the accounts, to confirm that he was willing to undertake this again. She said the accounts would need to with him by mid February.

**Action JF**

<b>TREASURERS REPORT January 2020</b>	
RECONCILIATION OF ACCOUNT FOR PERIOD 1 December TO 31 December 2019	
OPENING BALANCE AS AT 1.12. 2019	<b>3783.46</b>
TOTAL RECEIPTS/INCOME	16.50
<b>SUB TOTAL</b>	<b>3799.96</b>
<b>LESS EXPENDITURE</b>	714.39
<b>BALANCE AS AT 31 December 2019</b>	<b>3085.57</b>
represented by	
Santander Bank Balance 2 January 2020	<b>3253.81</b>
less cheque(s )not yet presented, 8.00 ,123.00, 16.00. 21.24	168.24
<b>Balance</b>	<b>3085.57</b>
awaiting payment :- £30 Terry Nowell January Speaker	
£20 Friends of the Garretts Charity Room Hire Oct-Dec 2019 Committee meetings	
<b>U3A SOCIAL ACCOUNT reconciliation for period 1 December TO 31 December 2019</b>	
<b>OPENING BALANCE 1.12.19</b>	<b>733.90</b>
croquet £329.92, Heritage £200, Chatsworth £0.00 , Social Fund £103.98 Christmas Lunch £100	
payments received	
<b>sub total</b>	<b>733.90</b>
<b>Less expenditure</b>	
Croquet	196.65
Christmas Lunch	100.00
<b>BALANCE AS AT 31 DECEMBER 2019</b>	<b>437.25</b>
croquet £133.27 , Heritage £200, , Social Fund £103.98 Christmas Lunch Nil	
<b>REPRESENTED BY BARCLAYS BANK BALANCE 31 December 2019</b>	<b>437.25</b>

James said he was hopeful that by 1<sup>st</sup> February the financial module on Beacon would be ready to be used. Janet had been trained in using it but she said she still intended to keep the current spreadsheet going, so that she could check that everything was being done correctly on Beacon.

Marcus commented that all Group Returns must be accurate, and that receipts should be produced as it was necessary to have a paper trail.

James proposed making an additional manual for Beacon, putting in rules for Group Convenors, including how to complete returns, and saying that receipts should be provided. Janet suggested that all Convenors complete the same form, whether or not a nil return. All agreed. **Action JH**

Rick proposed that the Treasurer's Report be accepted, seconded by Elaine. All agreed.

**6. Membership Secretary's Report.** Elaine reported that there had so far been 84 renewals of membership and 11 non renewals. She said there would be 4 new members from 1<sup>st</sup> February.

**7. Groups' Coordinator's/Equipment Officer's Reports.** Rick reported that he was continuing to try to confirm the status of all those attending group meetings and the General Meeting, whether full, affiliated or honorary members of Branston U3A.

Rick also reported that he had been asked by Pete Robinson to send out to all local U3A's a poster for the Walking Challenge, which Branston would be hosting, on 20<sup>th</sup> May, which he said he had done.

He reported that he had disposed of a DVD/Video player, which had failed its last PAT test. It would need to be removed from the Asset Register.

**Action JF**

After discussions with Marcus he said he would try to align the PAT testing of our equipment with that of the Village Hall, and the tester had agreed to this. Rick will contact him nearer the time. **Action RS**

Rick reminded us he had sent an email to all Committee members asking them to provide any items which needed testing, as he had noticed that none of the laptops had been tested last year.

He also reported that he, James and Marcus had tested the PA system in the Village Hall, to see if would be adequate for our needs if our system failed. The test was successful and deemed adequate.

Rick also said that Den Stubbings had suggested constructing a cabinet with wheels to hold our equipment and with access at the rear for connections. It was agreed this was worth further investigation. Marcus

said he knew of a cabinet maker and he said the Village Hall Committee was broadly in agreement with the idea.

After the discussion at the previous Committee Meeting Rick said he had purchased 2 x 5 metre extension reels with Thermal Cutouts, which would need to be added to the Asset Register. The total cost was £24.10, for which Janet wrote a cheque on production of the receipt. **Action JF**

- 8. Programme Secretary's Report.** Chris reported that she had reconfirmed with the January speaker and there were no problems.

She also reported that she had provisionally booked Hardwick Hall, a National Trust property in Derbyshire, for the Summer Social on Wednesday 26<sup>th</sup> August. She said several members had requested that as a venue. She said the 4<sup>th</sup> Tuesday was not possible, as the house was closed that day. She said she had also provisionally booked a 49 seater coach with Black Cat Coaches, at a cost of £395, plus £1.50 admin fee. After some discussion Eileen proposed, and Rick seconded that Chris confirm both bookings. All agreed. It was agreed that costs to members and booking form wording be added to the agenda for discussion at the next Committee Meeting. **Action CH and EM**

Chris also said that she had confirmed with Mrs Shaw, the Head of Branston Junior Academy, that children from the school would sing or recite poetry at the AGM in March. As parents would be asked to help escort the children to the Village Hall Chris asked that they be allowed to stay during the Meeting. Marcus said he could provide a keyboard as there was no piano in the hall, and he offered to greet and look after the children as Chris said she would be unable to attend the AGM. James said he would remind members that no pictures of the children could be taken at the AGM. It was agreed that the order of events for the AGM, entertainment and refreshments should be discussed at the next Committee Meeting. **Action CH, MS, JH and EM**

- 9. Website Manager/Newsletter Editor's Reports.** James reported that the 3<sup>rd</sup> article about the U3A had been submitted to the Sheepwash Times, and he had increased the font size, after comments that the print was too small and difficult to read. He also said the Winter Newsletter had been published, and commented on the excellent content. He said he had

received one complaint that there were no printed copies available, and it was agreed that this would be discussed at the next Committee Meeting.

**Action EM**

James also said that one member said they had been unable to open the attachment, so had been unable to read it.

He said that published copies of the Sheepwash Times articles had already been published on the website.

James also reported that Beacon was going fairly well but that there had been some difficulties. He said it would be interesting to see how it worked when membership renewals were put on. He said the majority of Group Convenors had now been trained to use it.

He said the website was reasonably up to date, and Marcus commented that everything seemed fine when he had looked at it earlier that day.

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

**11. TAT Open Day.** James reported that emails had gone out to members just after New Year, informing them of the Open Day on 3<sup>rd</sup> June and of a planning meeting to be held in the Village Hall on Wednesday 12<sup>th</sup> February. James said he had received replies from at least 19 members who hoped to attend the planning meeting and providing very positive comments. James said he would include it in the Monthly Meeting reminder and Eileen said she would add it to the agenda for the February Committee Meeting.

**Action JH and EM**

**12. Asset Register.** Please see the matters discussed above at Item 7. In addition Rick said he had also emailed all Group Convenors asking them to provide information about all the equipment held by their group so that the Asset Register could be updated. He said that, to date, only 3 convenors had replied.

**13. AOB.** Janet asked if details of the date for the next Neighbourhood Meeting had been received from John Tyerman. James said he would send him a reminder.

**Action JH**

James reported that the Railway Group would be looking for a grant of approximately £100, as they were planning to create an exhibition quality

layout to represent Heighington Station in the 1950's. He said this could be discussed at a later Committee Meeting.

He also said he was planning to include in the Monthly Meeting Reminder a stark reminder that a Vice Chair was urgently needed by this year's AGM. If no one volunteered and there was no new Chair to take over from Andrea at the 2021 AGM, then Branston and District U3A would cease to exist.

**Action JH**

Marcus announced that this would be his final Committee Meeting as he would miss the February meeting. He said he wanted to thank the whole Committee, and James in particular, for all their hard work and support. He said he would be retiring from the Village Hall Committee later in the year, so we would no longer have him as our contact. He also said the cake had been ordered for the AGM and would be decorated with the U3A logo and 15<sup>th</sup> Birthday greetings.

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

**Dates of Meetings**

**General Meeting**

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

**Hall Prep**

**Dave Newman, Phil Applewhite, Bill  
Randerson**

**Catering Volunteers**

**Ann Kennedy, Lucille Auckland, Jeanette  
Spice, Suzanne Fletcher**

**Next Committee Meeting**

**18 February 2020 2pm, Pavilion, Branston**

**Signed as a true record**

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**Date**

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