

MINUTES OF THE U3A COMMITTEE MEETING

HELD ON WEDNESDAY 27th NOVEMBER 2018

AT ST PAULS METHODIST CHURCH 4.00pm

Present: Maureen Wicks, Phil Light, Anita Wright, George Redgrave, Jan Morris (minuting), David King

Apologies: Jean Elmer Isabel Baker,

1. Welcome. Maureen welcomed everyone to the meeting.

2. Minutes of meeting of 10th October 2018. Maureen signed the minutes as a true record. Anita would upload the minutes to the web site secure area. The official letterhead would be changed to Anita's address. Phil's address would continue to be used for banking matters.

Minutes of the Group Leaders' meeting had been circulated to the committee for information only unless there were queries.

If a subcommittee meets, the outcomes can be reported to the committee to ensure continuity of paperwork.

3. Matters arising not covered elsewhere.

- I. **Item 3iv.** Stuart had not replied.
- II. **Item 4ii.** The meeting about storage would be held in the New Year with discussion at a future meeting.
- III. **Item 8.** Action on the French group's request was awaiting the pending review of all group finances. Jean Austin had agreed that members of the group would contribute £1 each.

4. Matters Arising from Monthly Reports

I. **Chair's report.**

Maureen had been advised that a speaker for the South East Forum was unable to attend the April meeting. It had been suggested that a member of our committee gives a brief presentation on Project 57. George planned to attend and could speak if required. Maureen would contact Chris.

ACTION: Maureen

Jean Manuel had advised that Ifield Barn Theatre would like “not for profit” organisations to advertise at their future productions. It was agreed this would be a good idea.

ACTION: Maureen

- II. **SUN.** There was no update as their next meeting was on Friday 30th November.
- III. **Groups** An O&A group leader had received an aggressive letter complaining about how the group was run. Isabel had sent a reply which it was hoped would end the matter.
- IV. **Communications.** It was agreed that any Committee member could ask Stuart to upload items to the website, copied to Jan for info.
- V. **Finance.** It was agreed that coffee would be free at Coffee Morning meetings with a donation pot.

The science group had been paying too much for group meetings; a refund had been arranged. There had been a suggestion that the annual membership fee could be reduced. This would be considered as part of the full financial review.

Phil collected mobile numbers from Anita and George for the mandate forms.

The turnover limits on the Lloyds account were advisory and we would not be charged. Phil would close the HSBC accounts once a number of cheques had cleared. He and Maureen would sign a letter requesting this.

ACTION: Phil and Maureen.

The financial reports give a snapshot of our finances. This would change during the year eg when money is paid to TAT.

Committee members with access to the bank accounts were encouraged to look at the bank statements which is good financial practice.

Phil had not yet been able to recruit an assistant treasurer. The next magazine would include an advert for this post and for volunteers to shadow membership and groups.

ACTION: Jan

- VI. **Trustee Eligibility Declaration.** The new trustees (Anita, George, Phil and Jan) signed this document. It was unclear whether existing trustees had previously signed one. Maureen and David did so and Isabel and Jean would be asked to do so. The documents would be uploaded to the secure area of the web site.

ACTION: Anita

New trustees were reminded to read the Charity Commission documentation. Anita and George had found it useful to attend the course “How to manage your U3A”. There was a forthcoming course on managing your volunteers.

- 5. Policies.** It was good practice to have policies and Codes of Conduct especially as organisations such as C CVS and the Social Providing Team are unable to refer anyone to organisations who do not have the required policies. The Trustee Code of Conduct, Disciplinary Code and Member Code of Conduct were based on the TAT model policies, adapted to our U3A. It was agreed that the Disciplinary Code should include a stage involving the Groups Coordinator before escalation. Anita would continue to bring a few policies to each meeting.

ACTION: Anita

The Member Code of Conduct would be added to the website, included in the directory and mentioned in the magazine.

ACTION: Jan

It was suggested that group Leaders could attend Safeguarding training.

- 6. Christmas Social** Jean and her working party had plans well in hand for the party on 14th December. Tony Plumridge was currently unwell and may not be able to be Master of Ceremonies. George was willing to introduce the first half of the afternoon.

- 7. Directory.** The finished booklet would be A5. The member code of conduct would be added to the last page. It would be uploaded to the website and a number of paper copies printed for new members and for the coffee morning. Jean hoped to pencil in dates for 3 coffee mornings next year. These were for members and people intending to join the U3A. A copy of the directory would also be sent to Zak and Josh.

ACTION: David & Jan

- 8. Committee diary.** The magazine would be published in February, May and September and would include details of seasonal outings (usually April, July and November). Jan would confirm with Maggie.

ACTION: Jan

The Annual report would need to be prepared by the end of September and AGM paperwork in the week of 7th October.

There was a discussion about the timing of Committee meetings. Anita would circulate a chart. Maureen is unable to attend the April meeting so George will

chair. It would be good practice for Committee members to inform someone of their holiday dates. Jan would coordinate. **ACTION: Anita and Jan**

9. Car sharing. In the absence of any TAT guidance it was agreed that we would not issue any advice to our members about whether or not to accept payment for lifts, but will urge Group leaders to ask drivers to check their car insurance policies.

10.Action Plan. Maureen's comments had been omitted and would be added. Phil still has actions to add. Anita would amend the wording about Committee nominations with a reminder that nominations should be seconded before submission.

This is a working document which will be updated and re-issued as required and can be used as the basis for the annual report. **ACTION: All**

11. Project 57. David was still awaiting 4 responses to the second presentation. He would then send a summary of replies to Josh. It is unclear what future role the students would play. David would ask them their future plans and timescale.

ACTION: David

12.AOB.

- I. Phil gave Anita details of the Charity Commission and other financial log - ins. Anne Thorn would be asked for the Beacon master password.
- II. We had been asked to publicise a Phd student's survey about well-being. This would be added to the website, subject to his agreement.

ACTION: Maureen

There was no further business and the meeting closed at 5.55pm.

The next meeting is scheduled for Tuesday 22nd January at 4pm.