

EMS VALLEY U3A – COMMITTEE MEETING

TUESDAY 19th OCTOBER 2023 – MOUNTFORD 3 E.C.C.

Those present:

Tim Mathews (Chairman/ Webmaster), Rod Lipscombe (Vice-Chairman), Hilary Street (Treasurer), Dbee Robinson (Business Secretary), Ann Sims (Groups Coordinator), Sue Kent (Membership Secretary), Karen Rodger (Beacon Administrator), Liz Rosoman (Minutes Secretary), Margaret Melhuish and Jane Yoward.

1. **Apologies:** None.
2. **Minutes and Matters arising:** The minutes of the last meeting were agreed. Karen stated it was not appropriate for Margaret to be responsible for tea supplies for monthly meetings as she does not have her own transport. It was suggested that TRUGS should take this on, as they already look after new members meetings. Tim will ask the church if there is a suitable cubby hole available for the supplies to be stored from month to month. **Action: Tim**
3. **Business Secretary's Report:**
 - a. **The Charity Commission.** Got onto the Commission page and it's still not ready. Contacted them today as it states 22/23 report and accounts due in '123' days. All our other details are good.
 - b. **Risk assessment** templates available on Trust website. Copies in Google Drive <https://www.u3a.org.uk/smart-website-search?q=risk%20assessment>. Ann to send out risk assessment templates to group leaders after committee have reviewed them before the next meeting, as there may be insurance implications.
Action: Tim to look at link to risk assessments in insurance policy.
Action: Dbee to send risk assessment examples to committee and for all to complete example to bring to next committee meeting. Risk assessments are available on Workspace.
 - c. **Christmas Lunch** – 29 Nov – Chichester College 11:45 for seating by 12:15. Catering manager Hayley Keats. Price £28.50 for welcome drink, 3 course meal, coffee, mince pie. 70 places filled and 10 on waiting list. Will book next year on arrival for 90 people. 2024 = Book first 2 weeks December – any dates a no no?? no suggestions made.
 - d. **Constitution** – Review under AOB
 - e. **Diary** £4.50 – there were 7 left but now 9, as two people returned theirs due to change of layout from last year..
4. **Treasurer's Report:**
 - a. **INCOME**

Income from subscriptions has exceeded the budget for the year by £40 and it is likely that a few further new members will join during the second half of the year.

The gift aid claim is in progress, and it looks likely that the amount claimed will be greater than the budget. Using the gift aid report available from Beacon, claims are made on a cash basis, so the claim for 2022-23 includes payments made in January to March 2023 for 2023-24, at the higher membership rate, resulting in a higher claim. The forecast for the year is now virtually identical to the draft budget used to estimate this year's membership increase.

b. **EXPENDITURE**

Expenditure to the end of June was approximately £1,300 less than expected, £1,029 of which related to hall rents. Most of this variation was due to late invoicing. The cost of hall rents for the year is likely to be lower than the original estimate, due to changes in groups and meetings. The situation could easily change again during the year, but for now, forecast expenditure has been reduced by £600.

Expenditure on speakers was less than 50% of the annual budget. However, charges made by speakers can vary widely, so the forecast for the year has not been changed.

c. **FORECAST FOR THE YEAR**

A deficit is no longer forecast for this financial year. Many things can change during the course of a year, but it looks likely that the accounts will at least break even and possibly result in a small surplus.

See spreadsheets at the end of this document.

d. **Other matters**

NatWest has been instructed to add Rod Lipscombe to the list of authorised signatories.

Emsworth Community Centre has informed us of proposed increases in hall hire rates. Most of the non-commercial hourly rates have been increased by £1, (except for hiring Mountford 1 & 2 together, although this could be an oversight). The percentage increase therefore varies, depending on the original charge, with an average increase of 6.99%. The August Consumer Price Index (CPI) was 6.7%, down from 6.8% in July. The CPI for September is yet to be announced. Increasing all charges by a whole pound makes them easier to administer, for both the Community Centre and its customers.

5. **Membership Report:** 530 Members plus a new member attending the monthly meeting with their form this week. 94 members attended the September meeting.
6. **Groups Report:** Nothing to report.
7. **Website:** Nothing to report.
8. **Monthly meeting:**
 - a. September meeting speaker Bobbie Darbyshire was well received. Rod commented that she responded immediately to his request owing to the cancellation of the booked speaker.
 - b. Next meeting: Jessica Thurtell, speaking about Dining with History, has been booked to take the place of Peter Jones who had to cancel. Rod has rebooked him for June 2024.
 - c. After tea – Rod Lipscombe – *What is the Family Court* and random musings.
 - d. Tea duty – Karen Rodger – Family History group
 - e. November speaker Gary James – *Casualty*
 - f. Speakers have been arranged up to April next year and Rod is working on subsequent months. From May onwards, *After Tea* speakers will be needed, Rod to ask for suggestions. It was pointed out that the March Group Leaders meeting is a good place to recruit *After Tea* speakers with the help of Alan Borrow.
 - g. There is an online speaker database that Tim will share with Rod. **Action: Tim**
 - h. It was commented that a lot of members do not stay on for *After Tea* speakers. It was suggested that this is due to the expensive parking charges. **Action: Tim** to write to Havant Borough Council to protest.

9. **AOB**

- a. **Third Age Trust AGM 18/10/23** – Tim unable to attend, so needs to appoint proxy to cast the Ems Valley 3 votes as discussed at the previous meeting.
- b. **Gocardless.com** - **ACTION: Tim** will do a report so all is explained for discussion at next meeting.
- c. **Constitution:** Tim to send soft copy to committee members so that everyone can read through before next meeting and share ideas. So far discussed:
NAME should be **Ems Valley University of the Third Age**. Hilary pointed out that the bank has the name on the account as Emsworth Valley; Hilary to query with bank.
ADMINISTRATION – no change.
OBJECTS – no change.
POWERS - clause xi) not needed
MEMBERSHIP – clause iii) not needed, and clause iv) needs revision.
- d. **New Members Social** was deemed as very successful with 15 new members attending although outnumbered by group leaders. It was suggested that a 3 monthly date for New Members Social should be made and then reviewed closer to the time or a possibility would be to include at the monthly meeting perhaps twice a year as a *Welcome Afternoon* as an extension of the tea break. This is to be given more thought and the group leaders asked for their input. It was suggested that ID tags for group leaders be purchased so that they are more easily identifiable for members to approach at such an event.
Action: Dbee to investigate and make mock ups of possible choices.
- e. **CAMEO groups:** It was suggested that the CAMEO groups could become ‘mix and match’ whereby all CAMEO members could go to any of the CAMEO group meetings.

10. **Meeting closed at 10:50.**

11. **Next Meeting: 21st November 2023 (every 3rd Tuesday)**

EMS VALLEY U3A BUDGET 2023-24

	Budget	Budget to end 1st qtr	Actual to 30.06.23	Difference between budget and actual for 1st quarter	Revised forecast for year	Difference between forecast and original budget	Notes
	£	£	£	£	£		
Income							
Subscriptions	13,250	13,000	12,890	-110	13,250	0	Further memberships expected throughout year
Gift Aid	1,690	0	0	0	1,690	0	
Total	14,940	13,000	12,890	-110	14,940	0	
Expenses							
Hall Rents	10,600	2,650	1,855	796	10,400	-200	Low actual figure due to late invoicing, reduction in forecast due to group changes.
Speakers	1,000	250	174	76	1,000	0	
Office Expenses	50	13	7	6	50	0	
Member Subscription	2,120	0	0	0	2,120	0	
Magazine	830	830	824	6	830	0	
Refreshments	200	50	13	37	200	0	
Equipment	0	0	0	0	0	0	
Sundries	120	30	0	30	120	0	CLA licence £60 still to pay
Beacon	540	540	534	6	540	0	
Zoom	160	0	0	0	0	-160	

U3A Day	150	0	0	0	150	0	
Total	15,770	4,363	3,407	956	15,410	-360	
Surplus / deficit (-)	-830	8,638	9,483	846	-470	-360	

EMS VALLEY U3A BUDGET 2023-24

	Budget	Budget to end 2nd quarter	Actual income & expenditure to 30.09.23	Difference between budget and actual for 2nd quarter	Revised forecast for year	Difference between forecast and original budget	Notes
	£	£	£	£	£		
Income							
Subscriptions	13,250	13,250	13,290	40	13,350	100	
Gift Aid	1,690	0	0	0	1,980	290	
Christmas lunch	0	0	25	25	0	0	To be paid over to lunch provider
Sundries	0	0	5	5		0	Mystery receipt from N Keates
Total	14,940	13,250	13,320	70	15,330	390	
Expenses							
Hall Rents	10,600	5,300	4,271	1,029	10,000	-600	Low actual figure due to late invoicing, reduction in forecast due to group/meeting date changes.
Speakers	1,000	500	371	129	1,000	0	
Office Expenses	50	25	7	18	50	0	
Member Subscription	2,120	2,120	2,080	40	2,120	0	Based on estimated memberships, could change
Magazine	830	830	824	6	830	0	
Refreshments	200	100	19	81	200	0	

Sundries	120	60	44	16	120	0	Includes diaries, which will be paid for by sales to members. CLA licence £64.20 still to pay
Beacon	540	540	534	6	540	0	
Zoom	160	0	0	0	0	-160	Decision taken not to renew.
U3A Day	150	0	0	0	150	0	
Total	15,770	9,475	8,150	1,325	15,010	-760	
Surplus / deficit (-)	-830	3,775	5,170	1,395	320	-1,150	