



Exmouth & District u3a Minutes of Committee Meeting Held Tuesday 4th April 2023

Present

Christine Chittock (Chair), Lyn Holmes, John Hunt, Alice Robson, Ann Newby, Olwen Smith

Non-Committee: Brenda Craig (Minutes)

Observers: Mike Turff, Olivia Pyne

Apologies for Absence

Stephen Rixon

New Business declared at start of meeting

OS - Annual Return. See AOB.

Minutes of Committee Meeting held on 07 March 2023

Agreed by all present to be a true and accurate record with minor amendments.

Finance & Accounts for year 2022-2023

- Financial Account documents were not available at the time of the meeting.
- SR had asked for clarification from CC on the detailed financial accounts required for the AGM. CC, as Chair, had forwarded emails to SR from 2022, leading up to the AGM, with the type of documents needed for the AGM and Accounts.
- As Trustees, the committee agreed that SR should provide the Accounts and End of Year Statement to the committee by 12 April 2023.
- For the AGM, the decision was made by the committee to send out Bulletin 2 and all other available paperwork and state that the Financial Accounts and End of Year Statement would follow.
- The urgency of the situation regarding the lack of financial information was acknowledged by the Committee as Trustees.
- CC advised clarification was needed about the Assistant Treasurer and also what the situation is regarding the timescale on signatories.
- Urgent clarification is also needed from SR with respect to what arrangements he will be making regarding coverage of his functions as Treasurer in his absence.

Bank Balances at COB 31 March 2023 (2 invoices outstanding)

- HSBC: £5,671.56
- Lloyds: £4,798.34
- Total: £10,744.05
- Net Movement: -£274.15

Policy Note 6 Expenses Policy

It was agreed that PN6 should be adopted with a single claim to remain at a maximum of £100.

Policy Note 5 Guidelines on Committee Expenditure

Following investigation into the cost of meals, the committee agreed that 'lunch not exceeding £30' would be a more realistic figure than the £25 previously stated.

Both PN5 and PN6 were agreed by the Committee.

Risk Assessments

- Emergency contact details of members are being added to Beacon as trips are arranged. It was agreed that the contact's name and relationship to the member should also be added. Details should also be available on membership.
- Committee agreement was given regarding the Risk Assessments.
- LH to send appropriate risk assessments to Group Organisers

AGM Arrangements

- JH to send out documents by 12.04.23. CC thanked Camilla for organising hard copy printing.
- Bulletin 2: CC advised she had looked at the wording used by other u3as and that the wording was as good as possible. JH thanked CC for her work on this in the absence of a Secretary. All agreed. The revised wording for Bulletin 2 was agreed by the Committee.
- The AGM Agenda was agreed by the committee.
- Proxy form: Members to request a Proxy Form if required; it is not sent out automatically. The form might be important in contributing to the quorum requirement if the number of members present is not enough.
- JH has received some Nomination forms.
- OS offered to provide a list of members on the day, so that members could sign in as they arrived. By doing this, numbers could be monitored for quorate purposes.
- CC thanked Mike Turff and Olivia Pyne for being prepared to stand as Chair and Secretary respectively. LH will be standing as Vice Chair. OS will stand again for Membership.
- It was reiterated that, for the AGM, the Committee remained at a legal minimum of 5 and a maximum of 12 members, with four officers. LH felt it was important to restate that there was a majority committee decision in November 2022 to have a core committee of 7.

Succession Planning Updates

- Both LH and CC have been in contact with Jane Stephens regarding publicity.
- Linda Rixon is still willing to shadow LH with respect to the Groups Coordinator role. This will start in earnest when Linda returns from holiday in June.
- Rachel Cockell has agreed to take over from JH as Newsletter Editor from the date of the AGM. Celia Jenkins has agreed to be Assistant Editor. (Deadline of 24.04.23 for receipt of May edition copy).
- LH still has a few small roles to fill.
- One meeter and greeter is still required.
- JH will bring the memory stick from Ian McLauchlin for OP at the next meeting.

- Storage at both Albion Court and the Woodbury container was discussed with regard to cost. Woodbury container cost is £500/year. It was agreed that it was important to have a spare Woodbury container key and that a contract needs to be seen.
- Old archive boxes to be put into storage.
- Chris Woodward has offered to store the projector and extension lead currently held by BC.
- CC thanked all the volunteers that have come forward.

Dates for the Pavilion – 2024

- CC recommended that the Pavilion should be booked as soon as possible for March-December 2024, with the exception of August as no meeting is held during this month.
- Due to the Pavilion not being available for January or February 2024, AN has agreed to check availability of the Budleigh Public Hall for those speakers she has already booked for January and February 2024. If Budleigh Public Hall is not available she will see if the speakers are able to transfer to an alternative date. AN confirmed she has already booked speakers for January-May 2024. CC apologised to AN for the Pavilion not being available for January and February 2024, but the Pavilion had not advised CC until very recently.
- CC agreed to book the Pavilion and Technicians for March to December 2024 in the absence of an Exmouth & District u3a Secretary. When the new Secretary is in place, provisional Pavilion dates for 2025 should be requested.
- CC has asked SR to renew the raffle licence, as it expires in May 2023.

Website updates

Along with his usual report, JH circulated to the committee members a paper on future arrangements for u3a emails, domain name and website hosting. There were some complex issues that needed urgent action.

- The future committee will take action on this paper, especially regarding emails. However, for the moment, the current email contract arrangements will be rolled over. If all of the existing Heart Internet contracts are rolled forward but need to be terminated early, the maximum liability is likely to be capped at no more than £100. This cost was discussed but, as SR had confirmed reserves are good at present, CC stated that funds should not be an issue and that it was important to ensure that there was continuity. (As trustees, acceptable levels of reserves are reviewed regularly). JH to contact Nigel Day to establish whether he took out the contract initially. **Action JH**
- There were uncertainties as to whether certain contracts were auto renewable or required manual renewal.
- The mailbox contract is thought to be due for renewal on 03 May 2023. JH to check whether this is auto renewable or standing order. **Action JH**
- It was stated that group organisers do not have a @u3a email address.
- Transferring email addresses is to be discussed at the May committee meeting as a high priority. JH to ask Graham Wood if he would be prepared to help with the transfer, although GW has made clear to JH that he is available for strategy and advice only. LH suggested using the Vice Chair email for any trial. CC thanked JH and GW for their work on this. **Action JH.**
- The Heart Internet Web hosting contract appeared to have started on 26 May 2022 and is also presumed to be auto renewable.

Chair and Committee Member Reports

Reports were produced from the Chair and Committee Members and were noted by the Committee. Any succession planning points made in individual reports have been included in Succession Planning above. Other main points:

- Members: Current membership at committee meeting date is 1118. OS included a breakdown of membership by status in her report.
- Newsletter & Technology: Website is covered above. The report also covered various Zoom items, and Exmouth & District u3a Facebook group, YouTube channel and Connect & Learn website.
- CC thanked the committee for all the work continually being undertaken, particularly the essential work that goes on in the background to ensure there are a wide range of activities by and for the members.
- SR attended the Beacon online Finance training on 03.04.23.

AOB

- Annual Return: This must be completed by 30 April 2023. In her role as Vice Chair, LH offered to complete this on behalf of Exmouth & District u3a.
- Urgent matters for the May committee meeting: Accounts (top of agenda), emails and the AGM.

Next Meeting

Tuesday 02 May 2023 at 1:30pm, Radcliffe House, Burnside, Exmouth