

## **U3A GLOSSOP COMMITTEE MEETING**

**THURSDAY 3<sup>RD</sup> NOVEMBER 2022**

**BRADBURY HOUSE**

### **M I N U T E S**

Present: Brigitte Manchee (in the Chair), Alan Mortlake, Chris Blackett,  
Pam Zuntz, Maureen Briley, Jo Mortlake, Diane Butterworth,  
Hazel Allman, Elaine Dodge, Sandra Gately, Dorothy Stringer,  
Sharon Hamshire

#### **1. Minutes of the meeting held on 14<sup>th</sup> September 2022.**

Agreed: The minutes of the meeting as true record of the meeting.

#### **2. Welcome by Committee**

Noted: i. That the committee welcomed the new members of the Committee.  
ii. That new members are required to be inducted into the 3<sup>rd</sup> Age Trust as committee members are also Trustees as the U3A is a Charity. Information regarding these roles will be circulated. Eligibility forms will be completed by new members.

#### **3. Responsibility of Committee Members**

Noted: i. That the Committee had vacancies for the roles of Minutes Secretary, and Membership Secretary.  
ii. That the role of Membership Secretary might be possible to be shared with someone keeping the database of members updated and someone being the contact point at Thursday general meetings.

Agreed: i. That Sharon Hamshire would be willing to take on the role as Minutes Secretary. This was nominated by Hazel Allman and seconded by Chris Blackett.

#### **4. Correspondence**

Noted: i. Bradbury House.  
a. It is likely that the cost of room hire will be increasing to cover rising energy costs etc. Membership are asked to be frugal with usage as necessary.  
b. That Brigitte Manchee and Alan Mortlock are the named contacts for Bradley House.  
ii. U3A Correspondence

- a. The national U3A would like to talk to the local membership more. Local groups may be asked to attend local feedback sessions, perhaps by Zoom.
- b. That the national U3A had produced a poster on Lifelong Learning.
- c. That the national U3A had notified local groups that Carolyn Dicken was now Chair of the Third Age Matters publication.
- d. That the Greater Manchester network of U3As have a project running in conjunction with Manchester Metropolitan University of remote control usage.

- Agreed:
- i. That the Lifelong Learning Poster be circulated by Chris Blackett by placing on the Glossop website.
  - ii. That Diane Butterworth would circulate the poster to members by email, politely suggesting that if they wished to print it off it might be better to change to black and white to save printer ink.
  - iii. That information about the Manchester Metropolitan project be added to the website by Chris Blackett.

## **5. Treasurer's Report**

- Noted:
- i. That financial documents had been provided by Maureen Brierly to the committee for discussion.
  - ii. That Jo Mortlock assisted the Treasurer with bookkeeping and Hazel Allman assisted with banking duties.
  - iii. That following the U3A national A G M it had been agreed that there would be no increase in the annual subscriptions from the existing fee of £4.00.
  - iv. That the Glossop account reserves are currently £4882.00.
  - v. That some groups pay their subscriptions by the month rather than by the term.
  - vi. That the Treasurer had received notice that the Nat West Bank was to close its local branch 2 March 2023.

- Agreed:
- i. That the bank account be kept at Nat West with monies being posted through the Post Office.
  - ii. That the Treasurer would order new cheque and paying in books
  - iii. That the reserve be held for any increased room rental costs. It is also available for new groups to be established, up to a maximum of £50.00 for room rentals.
  - iv. That requests for equipment would be decided by Committee as appropriate.

## **6. Committee Secretary's Report**

- Noted:
- i. That Alan Mortlock had met with the outgoing Secretary and had transferred records and documents.
  - ii. That Alan Mortlock as Secretary would contact the Third Age Trust to notify them that he has taken over the role from Glynn Connah.

- Agreed:
- That the Committee thanked the new Secretary for taking on this role.

## **7. Membership Secretary's Report**

- Noted:
- i. That it was recognised that the Membership Secretary's role needed to be transferred to release Diane Butterworth from her duties.
  - ii. That Diane Butterworth had provided new laminated membership cards.
- Agreed:
- ii. That Brigitte Manchee would provide a laptop that has Excel software, which can be used for the membership database.
  - iii. That Dorothy Stringer would shadow Diane Butterworth at the next general meeting to see how she deals with new member queries.
  - iv. That Sandra Gately would have a trial run with the Excel database of members' information on the provided laptop.

## **8. Groups' Coordinator Report**

- Noted:
- i. That the Calligraphy group had not yet restarted. Interest has been expressed so that it might start again at a new date.
  - ii. That an idea for a new Cryptic Crossword group may be in the planning.
  - iii. That other U3A groups in the Manchester network were having problems recruiting new members post Covid.
  - iv. That developing/updating a U3A Facebook page might help with recruitment.
- Agreed:
- That it understood that although groups should try to organise times / days of meetings so that they do not clash with other groups, it is recognised that sometimes it is unavoidable.

## **9. Any Other Business**

### Cover for absences

- Noted:
- That with new members post sharing should be easier to arrange

### Committee Information

- Noted:
- That new members should provide Chris Blackett with a photograph to be added to the information for members displayed at general meetings.

### Door Rota

- Agreed:
- That door rota for the next three meetings are as follows : Jo Mortlock, Alan Mortlock, Sharon Hamshire.

## **10. Date of Next Meeting**

- Agreed:
- That Brigitte Manchee will advise of the date of the next Committee meeting.