



HAMPSHIRE SOUTH CENTRAL NETWORK

Notes of the Chairman's Meeting

held on Friday 9th March 2018

at the Springwood Community Centre, 110 Springwood Avenue, Waterlooville PO7 8BJ at
2.00 p.m.

Present: Sally Ingledew (SI) – Gosport - **SCN Manager;**
Kevin Stock (KS) – Waterlooville – **SCN Administrator**
Les Pallet (LP) – Emsworth & District – Chairman
Richard Galloway (RG) – Ems Valley – Vice Chairman
Geoff Worthington (GW) – Havant – Publicity & Website
Paul Chapman (PC) – Hayling Island - Chairman
Tony Harrison (TH) – Horndean – Chairman
Stephen Kirby (SK) – Locks Heath - Chairman
Barbara Spiegelhatter (BS) – Portsmouth – Chair Lady
Mike Young (MY) – Stubbington – Vice Chairman
Sue Young (SY) – Stubbington- Secretary
Mark Dancey (MD) – Waterlooville – Treasurer
Bunty Davison (BD) – Waterlooville – SCN Reports Secretary

1. **Welcome:** (KS) Waterlooville U3A Chairman who was hosting the Meeting welcomed Sally Ingledew and the Group Representatives to the Springwood Community Centre.
2. **Meeting Introduction:** Sally Ingledew provided a brief introduction concerning the Agenda items to be discussed at the Meeting.
3. **National Mailing GM 12/17:** Items to be considered were –
 - (a) Discussion took place regarding a Workshop to be held on 5th April at Horsley to consider the following issues: GDPR – Safeguarding – Equality Diversity and Inclusion and U3A Insurance. It was felt that a local Workshop to cover these topics should be arranged for the Groups in the SCN. Action - SI.
 - (b) EGM and the Trust's Change to their Constitution: This was noted as the EGM would be held on 21st March 2018 and votes would be sent as requested.
4. **National Mailing GM12/17b:** Items to be addressed –
Constitution Change in the Object Clause for all U3As – All Income and Expenditure needs to be amalgamated – Only activities in Financial Reports to be insured – Hall Hire Fees to be paid from the Group's U3A Bank Account – Venue Contracts must be signed by a Group Trustee.

- (a) Constitution Change in the Object Clause for all U3A Groups: Views were expressed as follows: KS (Waterlooville) reported no problems were foreseen and the Waterlooville's Constitution was being amended. MY (Stubbington) felt the definition of the words – 'Education' and 'Social Ability' was narrow since certain group activities were be covered by the wording – Personal Development'. KS (Waterlooville) replied that contact had been made with the National Office and he had been informed that all Groups would be covered in the broadest sense of the wording. RG (Ems Valley) queried the Charity Commission's interpretation relating to the mixed range of activities which are organised in the Groups and their web-site could possibly provide valuable resource information relating to such definitions. BS (Portsmouth) stated that the Portsmouth Group activities comprised entirely on educational initiatives and projects plus a Lunch Club Group although there had been complaints from some members regarding the lack of their social groups and events. The wording charitable activities and change of objectives relating to Section 3 of the Constitution had been noted and recorded accordingly. A suggestion was made relating to the change of objectives and again it was felt that Charity Commission's advice could be investigated. MY (Stubbington) reported that Coffee Mornings held by his Group appeared to cover the social aspects required by members. PC (Hayling Island) questioned if the Charity Commission regulations would cover 'ring fencing' the HMRC Gift Aid submissions. The changes were felt to be deviating away from the original U3A wording of education and social activities since it was considered the wording – University – Learning - could be controversial and somewhat contentious. RG (Ems. Valley) felt that every U3A Group would be empowered to accept the National HQ guidance covering educational and social activities. SI suggested that the National HQ web-site should be used more frequently to obtain evidence reference advice on the recently issued documents. It was noted that by 20th March 2018 the Trust should receive acceptance to the Constitution Change and this had been fully discussed. Groups now were awaiting the receipt of the National Mailing GM 18.
- (b) Laws changing the future members' contact data were addressed. This matter would be identified when Membership Renewals were issued, reports and policies published. It was noted that a tick box style consent form to cover the new GDPR data regulations had been proposed and seemed very favourable.
- (c) All Income and Expenditure needs to be amalgamated: It was felt it would be necessary for the wording for this item to read – should be amalgamated.
- (d) Only activities included in the financial report will be insured: Comments received were due to the statement pointing out that all accounts must be paid through the main Account. PC (Hayling Island) queried this issue and to contact the HQ National Office was an action required. TH (Horndean) questioned the issue of split funds being placed in the Main Account. This would be covering a variety of activities such

as visits – walking and singing since this particular group submitted an annual statement.

It was stated that Horndean U3A was not participating in the Beacon System regarding the collection of funds and therefore the co-ordinators did not have access to their accounting details and had finance involvement and information with the Treasurer.

RG (Ems Valley) identified the amount of work that was required to deal with this issue.

KS (Waterlooville) pointed out that the Treasurer covered the accountancy procedures for the Main Account and the Assistant Treasurer dealt with the Groups' funds for example - Hire of Halls - but now the Treasurer will be reporting on all income.

It was agreed that all group activities in the financial report will be insured but any money received and not included in the report will not be insured. The funds relating to Cinema visits and Petty Cash was questioned and considered not acceptable but this would require Committee agreement. If no accountancy policies exist then it would be acceptable if money was paid into a Bank Account.

- (e) Income and Expenditure issues covering the Hire of Hall Venues for meetings were discussed. One suggestion noted was these expenses could be covered by members' subscription fees. It was pointed out by PC (Hayling Island) that as a general rule hire of venue was regarded as a 'self funding' exercise by the collection of money from members but different methods of managing these costs do exist within different groups.
- (f) A future SCN Meeting of Treasurers was discussed and it was unanimously agreed that SI should contact the HQ National Office to request the attendance of a HQ representative at a meeting to take place as soon as possible. The representative to give a presentation on financial issues under discussion. It was felt this meeting could cover the attendance of Chairmen and Treasurers from the Southampton and New Forest Networking U3A's in order to make the meeting a viable proposition.
- (g) Venue Contracts must be signed by Trustees: Members were informed and reminded that signatures on Venue Contracts by a Trustee (Committee Member) were required. In some cases both a Group Co-ordinator and Trustee would provide signatures and insurance coverage was necessary regarding hire of venues.

5. Should a Welfare Officer/Almoner be appointed and what to do if a member is seriously ill?

Views expressed regarding this question received from Havant were: (TH) Horndean – nobody appointed; (PC) Hayling Island – nobody appointed; Portsmouth – relied upon friends for such knowledge; (RG) Ems Valley – nobody appointed; (LP) Emsworth & District – provided by a member offering social and welfare assistance who also would cover lonely and bereavement problems; (MY) Stubbington – assistance available for disabled members and cards sent by an Almoner or through the Chair but should a member's death occur it

was felt contact and authority from the family was advisable; (SK) Locks Heath – Welfare lady or the Committee would send cards to cover illness, hospital admittance and bereavement cases – also family would be contacted regarding funeral attendance; (SI) Gosport – Welfare assistance relied upon feed-back from members with cards being sent and flowers sent with the Committee’s agreement but no visiting. Details would be given in the publication of their News Letters of bereavement cases with the family having been contacted first of all; (KS) Waterlooville – Illness – Thinking Of You Cards and Death – Sympathy Cards are sent by the Committee’s Almoner but no visits take place; (PC) Hayling Island – relied upon social communications plus information received from members and this was thought most applicable to smaller groups

GW (Havant) on behalf of his Group’s Welfare Officer/Almoner expressed his grateful thanks to the members for the information they had provided which he would pass on to the Almoner.

6. Time Scales for Committee Members: Comments received were –

(KS) Waterlooville – Originally no term limit had been laid down within their Constitution but a amendment of a four years’ limit now had been proposed in an updated Constitution document regarding the re-election of Committee Members. (TH) Horndean – A three years’ limit reference a Member’s service on the Committee and a six years’ term limited reference the Treasurer but an amendment to five years for a Committee Member due to recruitment problems was under consideration. One active Chair exists but the Group endeavours to target a new Chair who would be willing to take over at the new Chair election. Members become involved with the Committee for twelve months before taking on the responsibility of an officer’s role. Eight Members at present represent the Committee. (MY) Stubbington identified the HQ Clauses reference Officers’ time scales but officers and non officer members of the Committee who had served their period of time would then retire for one year after their three year period of service before re-election could be accepted and agreed. (GW) Havant – Members Serve a three year period plus co-option on a temporary basis but this co-option could not hold a Trustee’s role. (MD) Waterlooville – MD stated a three year period as Treasurer exists but in many cases a six year term limit is accepted but this does not apply in the Waterlooville Group. (BS) Portsmouth – A term of three years but could be a four year period extended to cover the Secretary and Treasurer roles if no replacement could be recruited. The Constitution required a one year retirement period should re-election be proposed. Each Committee member shadows one role for continuity purposes. (PC) Hayling Island - Half the Committee stands down every year which reduces recruitment and encourages observers to attend the meetings should recruitment difficulties arise. (GW) Havant – Referred to a model constitution concerning the issue of term limits in order to provide the option of an officer change and co-opt people who have left the Committee if required. (RG) Ems Valley – A three year period is served although not easy to recruit new committee members. Face to

face communication was felt to be the ideal method reference recruitment. (LP) Emsworth & District - Time scales not included in the Constitution but amendment to this is necessary. Recruitment six months before the AGM is desirable regarding replacement of officers. The General Meeting volunteers are encouraged to attend Committee Meetings as Observers. It was reported a Treasurer, in a previous organisation, had undertaken the role for ten years but the Chairman now had found a new Treasurer as change was required. (SK) Locks Heath – A three year maximum period existed and this is covered by the constitution's regulations.

It was noted that according to the HQ National Office rules – It is recommended that a term limit of three years in any one role as an Officer is most favourable.

7. Should there be a Meeting for Leaders of Science Groups to exchange information on Potential Speakers? This item had been requested by the Hayling Island Group and the following views were received: It was agreed that outside Speakers and talks given by the Group members should be encouraged. Liaison with other Groups was proposed in order to swap Speakers used by the various Groups and Group Co-ordinators should make contact with each other. It was suggested a regional web-site could offer guidance and information. It was stated that the Waterlooville's Science programme consisted of many talks/presentations provided by their membership. Portsmouth identified that topical subjects covered by the media could support presentation titles/content and information for Groups.

8 .How People Deal with Difficult Committee Members? Views given were: A Group's Constitution could include a clause stating certain action to identify standard warnings in order to cover such eventualities and a resignation always should be accepted. This problem would be very much dependent upon decisions given by the Executive Committee and with reference to any disciplinary procedures in existence. Disruptive behaviour of a Committee member experienced at a meeting could develop into an ultimatum for resignation as outlined within a Group's Code of Conduct. This would be dealt with through communication by the Chairman. (BS) Portsmouth felt the Chairman should step back from this type of situation as other Committee members could take on the responsibility to resolve the problem. (KS) Waterlooville reported that this Group's new constitution would include a clause to provide powers to vote off a Committee member should such problems develop. KS identified a case had occurred that a Committee member's resignation had been received regarding any future attendance which was due to another member's behaviour at Meetings and this was considered to be unacceptable.

9. General Data Protection Regulations/Gift Aid Submissions: It was noted that In order to abide by the new GDP regulations new wording on membership forms was necessary to provide data consent information from members since this consent is required as from 25th May 2018.

10. Social Events: Details were circulated and a Quiz Evening to be held on 19th May 2018 was noted.

11. Any Other Business: (a) The Network Name: SI proposed an amendment to the title - Hampshire South Central Network and this to be amended to read – South Central Network and removing 'Hampshire' from the title. This proposal was agreed and in future the Group's title to be known as SCN. **(b) National Conference:** SI suggested that a representative from the SCN Group should be funded to attend the National Conference although no central funding had been provided when the Network was originally set up. For the Network Manager or representative of SCN to attend the Conference it was suggested and agreed a contribution of £20. 00 be received from each Network Group to cover the attendance expenses of approximately £300. 00. It was considered to be a good idea for the Manager or a representative to attend the Conference on behalf of the Network. **(c) Meetings of SCN Chairmen:** SI raised the question of whether to continue to hold two Chairmen meetings each year or to reduce it to one each year. It was unanimously decided to continue with two.

The meeting closed at 4.00 p.m.

POST MEETING NOTES:

Kevin Stock queried two items with National Office re their recent mailings:

Q1. In GM1217B it says:

We have consulted our insurers and have been advised that only U3A activities that fall within the charitable objective will be insured. In other words only activities included in the U3A's financial statements and report will be insured.

I would like to clarify that Interest Groups that meet in members homes will continue to be insured. As no money is involved there is nothing to put in a financial statement for them.

A1. We are currently reviewing the guidance notes and they will be updated as soon as possible.

In the meantime I can assure you that all the usual U3A activities are covered by the Trust's insurance policies. Some of these activities have no financial implications but they are all still covered.

Q2. In GB1217B it states:

All hall hire fees should be paid out of the U3A's bank account.

We have a couple of Interest Groups that pay the venue in cash each time they use it. Can you please confirm that we can no longer do that. Instead the venue will need to send an invoice to the treasurer for payment?

A2. How hall fees are paid varies across the movement and as long as the committee agree then you may continue to pay hall fees in the same manner.

From Sally Ingledew

A workshop led by John Ellison treasurer for TAT is being arranged for May 2nd. I will let you know the venue as soon as possible. If your U3A wants to send more than one representative, that's fine. This will also be open to other networks.

NB I'm hoping this will be funded by head office.