

SCN CHAIRMAN'S CONFERENCE/MEETING 12 MARCH 2019 HELD AT GOSPORT SEARCH, 50 CLARENCE ROAD, GOSPORT PO12 1BU

PRESENT

Sally Ingledew	Stubbington	SCN Manager
Kevin Stock	Waterlooville	SCN Administrator
Sue Young	Stubbington	SCN Report Taker
Barbara Spiegelhalter	Portsmouth	SCN External Liaison
Hillary Nriklín	Portsmouth	Chairperson
Les Hill	Locks Heath	Treasurer
Chris Willians	Solent	Vice Chairman
Bob Beveridge	Horndean	Chairman
Jackie Watson	Stubbington	Chairperson
Mike Young	Stubbington	Vice Chairman
James Powell	Emsworth	Vice Chairman
Pat Humphris	Gosport	Chairperson
Linda Dorsett	Gosport	Secretary

Meeting opened 14.00

WELCOME

Pat Humphris Chairperson Gosport U3A welcomed everyone to the meeting. She said she had been Chairperson of Gosport U3A for a year.

REGISTRATION & CONTACT SHEET

Kevin Stock SCN Administrator asked all members to sign in and check the Contact Sheet which was being passed around and amend any details where necessary.

INTRODUCTION

Sally Ingledew SCN Manager asked all members to introduce themselves and tell a little about the role they had on their Committee/U3A. This they so did.

CONFERENCE OR MEETING

Kevin Stock SCN Administrator was not sure what to call these SCN get togethers. - Conferences or Meetings. It was agreed that they should be called Meetings and so he would call them that in future.

DECISION TO BE MADE ABOUT PAYING TRAVELLING EXPENSES AND SUPPORT FOR CONFERENCE

It was decided that this should be treated and discussed as two separate items.

- Paying Travelling Expenses to SCN Manager (Sally Ingledew) and SCN Administrator (Kevin Stock) to attend the local SCN Meetings.
- Paying the Costs for a SCN representative to attend the Third Age Trust AGM

Paying travelling expenses to SCN Manager and SCN Administrator

Sally Ingledew informed that her travelling costs (45p per mile) to attend SCN Meetings during the year (Membership Secretary, Beacon Workshop, Two Chairman's Meetings, Treasurers, Group Liaison, Webmaster and Secretary Meetings) came to about £37.00 and she assumed that for Kevin Stock travelling from Waterlooville, it would be a bit more. It was decided that £80.00 for both to attend meetings during the 2019 year would be sufficient to cover their travelling expenses and wanted to know if all the U3A's within the

SCN would fund this. It would work out at about £5.00 per U3A.

Following discussions on this the following points were made:-

- Since its formation (2015) all U3As within the SCN Network except Guernsey, Jersey and Isle of Wight had hosted a SCN Meeting.
- It was suggested that the U3A organising and hosting the meeting should pay their travelling cost to the meeting. This was rejected because they already bear the cost of holding that meeting – hiring the room and providing refreshments etc.
- Contributions should come from ALL the U3As within the SCN Network not just from those that host and turn up to the meetings.
- Each U3A bears the cost of paying travelling expenses to their members for attending the meetings.
- Les Hill Locks Heath U3A had strong views about what to pay in way of expenses. Not 45p per mile, but pay petrol expenses only. He understood the latest U3A finance information on expenses implied that conveners having a mileage allowance and using their car on U3A business could result in tax and insurance (for business use) implications for the recipient. So only pays out petrol expenses.
- Bob Beveridge Horndean U3A pointed out that the 45p per mile cost covers not just fuel but includes an element for wear and tear to the vehicle.
- Mike Young Stubbington U3A asked if it was known how other Networks were funded? He comes to these meetings because he has the opportunity to learn from other U3As.
- U3As agreed the £5.00 charge seemed reasonable but would have to discuss this matter further at their local committees before arriving at a decision.
- ***SI discussed this with Richard Terne who said the cost per mile is acceptable and business insurance is not needed as it is for Charitable purposes.***

Paying the Costs for a SCN Representative to attend Third Age Trust AGM

During 2018 U3As within the SCN (except Locks Heath) paid £25.00 each to send Sally Ingledew to the 2018 Third Age Trust AGM. Should this become an annual cost to be made by each U3A within the SCN Network.

Following discussions on this the following points were made:-

- As it is a National Conference, should Third Age Trust support the Networks by paying the costs of their representatives to attend the Annual General Meeting (AGM) Conference? This would not be possible as National U3A could not afford to pay all Network Costs.
- It was pointed out that Networks are “Ground Up” and therefore DO NOT have any voting powers at AGM Conference.
- Some smaller sized U3As reluctant to pay especially if they already are paying the costs for their own U3As representative to go to AGM Conference
- Suggested the bigger sized U3As should pay more
- SCN does not have a bank account – how would money be collected and accounted for? Jackie Watson Stubbington U3A said that as Sally Ingledew was a Stubbington U3A member all the costs last year went through the Stubbington U3A account and the monies collected from U3As just about covered all the costs. Quite happy for Stubbington U3A to take that role on again.
- Decision could not be taken here have to be discussed at local Committee level

Actions.

U3As to discuss at their local Committee Meetings:-

- To agree to pay £5.00 to pay the Travel Costs for SCN Manager and SCN Administrator
- To agree to pay £25.00 to pay the costs of sending a SCN representative to attend the AGM Conference

Sally Ingledew would appreciate a decision by the end of April 2019 as the Notification of the date of the next Annual General Meeting of the Third Age Trust to take place at the East Midlands Conference Centre Nottingham on Thursday 29 August 2019 has been issued within the February 2019: EM-19-02 Mailing E Mailed by the Third Age Trust.

TREASURERS WORKSHOP

The Finance Workshop being held in East Horsley on 16 April 2019 is full and Kevin Stock wondered if we should apply to The Third Age Trust to hold one together with Southampton and the New Forest in our area. The SCN Treasurers meeting is shortly to be held on 12 April 2019 and it was suggested that a decision be put off until the views of the attendees are known.

- Treasurer of Third Age Trust Richard Tier will be at the Finance Workshop and Sally Ingledew has said she will raise Locks Heath's U3A mileage allowance query with him.
- ***See above. Richard gave a talk to SERN which covers the latest financial information, and this would be the basis of future workshops so probably worth doing. The New Forest Network are planning to set one up so SI will coordinate with them and report back.***

COMMITTEE ROLES

Were other U3As experiencing recruitment onto the Committee?

- Locks Heath U3A have serious problems. Using new Model Constitution and their 3 years expiry point is coming up and they are having to work out how to organise things.
- Waterlooville U3A have their own constitution.
- Stubbington U3A initially advertised for new committee members but had to resort to putting a note in their newsletter saying it would have to wind up if no one came forward. They also invite interested members to their Committee Meetings to see how it works.
- Portsmouth U3A are losing their Secretary and trying to advertise for a new one to shadow. They are also experiencing the same problems with Group Leaders.
- Solent U3A have spaces and are arm twisting to get them filled, but have found that they end up being friends of friends of friends so a bit of a clique tends to be formed.
- Gosport U3A, 80% of their Committee stood down last year, but are now getting there by getting people to shadow posts. Holding a Group Leader's Meeting shortly to work on the future and planning ahead.
- Horndean U3A said that some people prefer a set length of time to be on a U3A Committee as they "like labels". ***Nb this is best practice according to TAT.*** However, they have had to double up some posts and they had a situation where the Secretary died and nobody knew what was going on.
- Emsworth U3A does not seem to have a problem in getting Committee Members but in some cases they are not sure what they are doing.
- Waterlooville U3A have their AGM in May. Many of their Committee are staying on.
- It was suggested that Committee Members should stand up at monthly meetings and tell the members what they do; be more accessible, socialise and talk to

people.

- It was pointed out that U3As tend to be “age heavy” and they need to attract the younger members to their Committees.
- Sally Ingledew pointed out that members need to be reminded that as a member of a U3A they are already a volunteer.
- A Group Leader does not have to be an expert in their field but someone to be a contact point. Each group should have one member as email contact (need not be the leader)

SERN – South East Region Networks

- Consists of 9 networks - Kent, NE Hants, SW Surrey, New Forest, Southampton, Surrey, Sussex, Thames Valley and South Central Network.
- They run Shared Learning Projects and the Summer Schools at Chichester.
- South East Forum Conference 2019 being held on Wednesday 3 April 2019 in East Grinstead which Sally Ingledew is hosting.
- Nobody interested in going. But happy for Sally Ingledew to do what she does and report back.
- Sally Ingledew has brought this up because at present the Forum is failing.
- There is a LINK meeting in May 2019 where all the Networks meet up and she will feed back any relevant information.
- ***As a result of yesterday’s meeting, it has been proposed that a South East Region Support Group should be set up to help the Trustee in view of the change in the role description the Trustees focus should be on NEC boards, working parties etc.***
- ***Bob Duckmanton was asked for some sort of regular report/news letter.***

QUIZ

Annual SCN Quiz, previous years’ losing U3A to hold the next one. However Portsmouth has now come last two years in a row and does not want to organise it again this year. Any takers from other U3As?

Action

To be brought up at U3A Committee Meetings and let Sally Ingledew know if able to host.

AOB

- Portsmouth U3A are starting a Chair Yoga Class. Wanted to know insurance implications.
- **Leader of Group is a U3A Member, so class would be covered under the U3A Insurance.**

Meeting Closed at 15.37

17 March 2019

Revised advice on Financial Matters (included within GM/12/17b dated 18 December 2017, modified on Third Age Trust website 18 April 2018). Extract on Expenses detailed below.

Expenses

Refunds of costs which a trustee has necessarily incurred in order to carry out trustee duties can be paid.

As a general rule, claims for expenses must be supported by receipt. Examples of legitimate expenses would be authorised travel on trustee business, postage costs, stationery and telephone calls necessary for running a U3A,

All expenses should be authorised by an officer and of course, no-one should authorise their own claim. It is legitimate to reimburse, either wholly or in part, committee-approved attendance at the Trust's AGM and Conference or at appropriate workshops.

Few U3As reimburse their Trustees for travel or other costs associated with attendance at normal committee meetings.

It is also acceptable on occasion to reimburse group conveners for expenditure, such as a mileage allowance for using their car on U3A business. The trustees must remind anybody who uses their car on U3A business to ensure that they have adequate insurance including occasional business use.