

U3A

HAMPSHIRE SOUTH CENTRAL NETWORK

Notes of the SCN Secretaries Meeting

held on Friday 20th July 2018
at the Napier Hall, Horndean

PRESENT:

Sally Ingledew (SI) – SCN Manager;	
Geoff Southgate (GS) geoffsouthgate@btinternet.com	Horndean (Secretary)
Juliet Taylor (JT) julietangela@me.com	Horndean (Minute Secretary)
Jane Church (JC) secretary@chichesteru3a.org	Chichester (Secretary)
Mike Young (MY) mike@mike-young.co.uk	Stubbington (Vice Chairman)
Sue Young sue@mike-young.co.uk	Stubbington (Secretary)
Philipa Gray (PG) secretary@havantu3a.org.uk	Havant (Secretary)
Maora Chapman (CP) cpaulchapman@talktalk.net	Hayling Island (Secretary)
Richard Handy (RH) handyr@talktalk.net	Solent (Chair)
Barbara Spiegelhalte (BS) barbspiegel@gmail.com	Portsmouth (Chair)
Bill Dawes (BD) billdawes@talktalk.net	Emsworth (Secretary)
Bob Beveridge (BB) horndeanu3a@gmail.com	Horndean (Chair)
Barbara Watkinson (BW) bwatkinson1@sky.com	Waterlooville (Secretary)
Kevin Stock (KS)	SCN Administrator
Bunty Davison	SCN Note/Secretary

- 1. Welcome:** Bob Beveridge, the new Chairman of Horndean U3A who was hosting the Meeting, welcomed Sally Ingledew and the Group representatives to Napier Hall in Horndean. Unfortunately for personal reasons Bob Beveridge was unable to stay to the Meeting and expressed his apologies for his absence.
- 2.** Kevin Stock requested that the circulated Contact Sheet be updated regarding the future SCN distribution of meeting details to Group Officers and KS made reference to GDP Regulations concerning such circulations and requested when received the information be passed to the appropriate Group officer.
- 3.** Sally Ingledew gave a brief introduction regarding the Agenda items although no specific items for discussion had been received from the Groups.
- 4. Job Descriptions – Role as Secretaries:** Reports were received from:
Waterlooville (BW – Secretary) – A new Secretary who had been in post for the past six weeks but had dealt with the normal paperwork for two meetings and the Annual Returns.
Hayling Island (MC – Secretary) – Duties involved preparations of agendas, minutes of meetings, AGM arrangements, involvement with the Third Age Trust, insurances, licenses and was first point of contact for any enquiries received.
Note: Copy of the Secretary's Role and Minute Secretary's Role – Job Descriptions - available for information.

Chichester (JC – Secretary) – Preparation of Agendas, Chairman approves the minutes/notes and also deals with details of the various roles concerning notes and actions. The secretarial role was not the first point of contact regarding enquiries. Note: Copies of the Secretary's Role and Minute Secretary's Role – re Job Descriptions – were made available for information.

Havant (PG – Secretary) - Normal duties and Secretary had been in the post for eighteen months. The Chairman was the previous Secretary and the Minute Secretary was not standing for re-election due to the Group's Constitution requirements.

Emsworth (BD – Secretary) – A copy of the duties of Secretary job description was available for circulation. Position had been held for two years and duties had been selected under three headings. Annual duties - concerning the AGM – distribute copies of the Agenda, Minutes of previous AGM, balance sheet and take the Minutes plus follow-up duties. Chairman would deal with the Annual Report Forms. Monthly – Take Committee Minutes and display copies at Monthly Meetings. Other usual Committee duties would cover correspondence received and to note Chairman's announcements/notices for the following meeting. National Office Mailings would be displayed at the General Meetings.

The Group's Newsletter published three times a year did not include National Office information. Duties to include would be dealing and report confidential items should any arise. Other duties – The annual ACL and PAT fees to be passed to the Treasurer for payment - filing to be kept up-to-date and Committee nomination forms held by the Secretary reference AGM elections.

Horndean (GS - Secretary) – A copy of this Job Description identified the following normal secretarial duties covering a Group membership of 200. Construct agendas for Committee and AGM Meetings with Chairman, circulate agendas and relevant discussion papers, take Minutes of Meetings (this could be covered by the Minute Secretary), circulate the Minutes having agreed them with the Committee. The Secretary would not publish copies of Minutes to members until they had been finalised at the meetings - File copies of agreed and signed Minutes, deal with correspondence following discussion with the Committee, provide National Office with contact membership details, receive information from National Office and distribute as required eg. Details of the Trust's General Meetings - Point of contact for enquiries received through the website, answer and/or direct enquiries to the relevant Co-ordinator or Committee member - Maintain policy documents, lead the Constitution Working Party, circulate monthly meeting reminders and be the contact point for SCN particulars. It was noted support was provided for liaison between groups by an additional Catering Secretary and Minute Secretary. The Membership Secretary handles the Annual Returns to be sent to the National Office.

Stubbington (MY – Vice Chairman) – A copy of the Secretary's Job Description was available for information and identified four areas of duties – Third Age Trust – point of contact; Charity Commission regulations regarding up-date of Trustee membership, responsibilities, induction for new Trustees, Code of Conduct and CC Procedures, bookings of rooms for Committee and Membership meetings and SCN duties– Liaison with SI and KS and attendance at SCN Secretaries' Meetings. U3A duties – Prepare and distribute Agendas, taking and producing Minutes following Chairperson's approval, liaison with Treasurer regarding auditing and producing

copies of the Annual Accounts prior to the AGM. Inform the Third Age Trust of any constitutional changes and filing of policy notices, signed forms received from the Treasurer re Bank signatory details. Monthly Newsletter published by an Editor and entailed some copies being posted to members by the Secretary. It was noted that MY was previously the Stubbington U3A Chairman and now undertakes the duties of Vice Chairman.

Solent (RH – Chair) - RH reminded the Meeting that the Group was now thirty years of age and the Secretary has been in post for many years. This Group did not request the election of a new Secretary after three years' service. The duties were very similar to those previously reported by Groups but Minutes are sent for proof reading to an appointed representative. Reference previous circumstances it was noted RH was awaiting the annual return to be sent to the National Office and the receipt and issue of the unsubscribed on-line newsletters was discussed. Reference was made to the fact that the National Office Newsletters are sent to all secretaries but generic e-mail addresses were preferred and recommended particularly concerning any changes of Officers.

Portsmouth (BS – Chair) - BS representing the Secretary reported that the Portsmouth job description was in line most of the other Group roles discussed. Every three weeks meetings are held to up-date and report on the monthly meetings and meeting minutes are issued and approved. Executive Committee Meetings are held as formal meetings on the Friday before the monthly meetings and this would cover the three week meeting cycle which takes place. During the half term holidays informal meetings are held by the Chairman since the Groups operate on a termly basis for meetings and this coincides with the issue of a termly magazine. Information sharing, announcements made and general communication is made available for approximately the forty members who normally attend the General Meetings although most members do receive information via their regular e-mail communications. A notice board providing information details is available in the Community Centre where all meetings take place. Future action will be that where possible all members will be placed on e-mail for the circulation of information but postage payments will be charged for the distribution by post although it has been suggested that a 'buddy' system be adopted relating to street distributions.

Ems Valley, Gosport, Locks Heath, Meon Valley, Portsdown KS reported apologies had been received from these Groups. It was noted a new format for circulation purposes had been adopted and the various web links had been appreciated.

Guernsey: A copy document entitled 'Secretary – Terms of Reference' had been received from the Guernsey Secretary. This dealt with topics under sections covering - Purpose, Composition, Definitions, Scope, AGM and Financial issues. The composition paragraph stated – it consisted of one Committee member – an assistant – and a Membership Secretary as required. Definitions - related to the National U3A – Third Age Trust, the Committee Reference File and the AGM - Scope - would deal with the Committee link with Third Age Trust - again the Committee Reference File and Meetings – the AGM matters and the Financial duties dealt with – for example - joint signatory on cheques and liaison with Treasurer over Accounts and Banking.

Other matters discussed relating to this item were:

The National Office Blue File had been deleted and the National Trust web-site now consisted of an 'Advice Section'. SI reminded members that the National Office guidance and advice was required to be noted in order to keep the Trust 'legal'. Awareness of the Blue File contents could be obtained under the Advice link in the Trust's web-site covering issues relating to Agendas, Minutes, AGM, Financial - Joint Signatories on cheques and Treasurers' details indicating management style differences.

- 5. Who Takes The Minutes At Committee Meetings?** Replies were received from –
Havant (PG) – Yes but possibly unlikely in the future.
Horndean (GS) – The two representatives in attendance at the meeting shared the duties.
SI queried and stated – If you are the Secretary taking part in the Meeting plus taking the Minutes – would this prove to be 'best practice'?
It was noted recorded AGM communications must receive agreement from members. Minutes to be signed off at the next meeting and the Minutes should deal with the 'Matters Arising' item before approval.
A reminder also noted was that Members can request to view the Executive Committee Minutes.
Chichester (JC) – This Group published Meeting Minutes using a column format which proved to be satisfactory and provided easy deletion opportunities, if required.
Waterlooville (BW) – Minutes are made available to members on request.
- 6. Are Mailings from the National Office an effective way of getting information to Members?**
- (a) Discussion took place concerning the distribution of the U3A Newsletter which was electronically received and collected through the e-mail system. It was stated that in one or two cases the June edition had not been received. It was queried if the Secretaries receive the Newsletter and other mailings from the National Office through the post and circulated the information. Both postal and electronic mailings were received and classified as 'monthly one' or 'monthly two' circulations. It was noted that some Secretaries might filter information felt to be of interest to members whilst some particulars might appear not of Interest to the general membership.
- (b) SI suggested that the web-site be recommended for use by all members who are classed as computer literate. KS felt it was advisable to place details of National U3A events on individual Group Bulletins to create more general awareness of the various activities.
Hayling Island (MC) stated for members' information details of National Office events were displayed regularly on the group's notice boards.
- (c) The future development of a Science Network Group was discussed concerning the use of local available speakers which would encourage a good audience for a vast number of science topics. Geoff Smith of the Horndean Science Group might wish to be involved with this initiative.
- (d) SI announced that Barbara Spiegelhalte of Portsmouth U3A had agreed to take on the role of External Liaison Officer in order to develop and oversee future projects for the SCN Group. BS had indicated she would be prepared to liaise with Portsmouth University's personnel to establish, oversee and progress future

initiatives which members would wish to share. This will have to be agreed at the Chairs meeting in October.

(e) The National Secretarial support service was rated as satisfactory.

7. How Do the Groups see the Role of the SC Network and South East Region with reference to Secretaries' responsibilities?

(a) When discussed it was felt that overall U3A's were not involved with the South East Region's work as far as information either given or received. It was noted that the Trustee was busy setting up new U3As.

(b) KS emphasised that the South Central Network calendar was agreed by chairs in advance, and all details of meetings could be found on the website including a map. It was suggested that information on relevant bus routes would be useful.

(c) Speakers' Meeting – October 2018: SI explained that although this was a network meeting the format was different because of historical reasons.

(d) It was noted the Beacon Group provided support at network and regional level concerning expertise and that SI was the SE Region Beacon Co-ordinator and also National Beacon Co-ordinator. The Bulletin web-site covered Beacon issues concerning monthly meetings and through the receipt of e-mails for swapping ideas and best practice matters.

(e) Portsmouth (BS): For information it was noted this group is organised to run in a termly style system and offers a membership subscription inclusive of all venue costs as a local Community Centre venue provides accommodation for all group meetings – this involving a membership of 220.

8. Any Other Business:

(a) Mandatory Responsibility – re Secretarial Role:

A query raised was should Committee Minutes be kept as records for ever?

Replies received from Chichester and Hayling Island representatives were that they had always done so and it was agreed that U3A Minutes should be filed and kept. KS reminded members that Minutes could be stored with the electronic 'cloud' system and this had been the case at Waterlooville since 2006.

Post meeting note: National Office replied that Minutes of Meetings always need to be kept for reference purposes.

(b) Storage of Membership Forms:

If in doubt the advice received to the query was to contact and check with the National Office although it was felt that Membership Application forms (reference any claims) should be kept for four years and the Gift Aid forms for six years.

SI - Action to be noted: Storage of all paperwork to be ascertained by contacting the National Office re GDPR and Charity Commission regulations – ie Minutes, Gift Aid Forms, Statement of Accounts, Bank Statements and the question of the digital format required.

SI – Action to be noted: Circulate details of the Gift Aid Workshop 'Powerpoint' presentation for Group's information.

(c) Hayling Island (MC) - An Accident query was discussed relating to a Hayling Island member when involved with a Group's activities received an injury of a cut to the head. No medical attention was necessary but it was noted an Incident Form should be completed.

- (d) Emsworth (BD) - Inquiry was received regarding the availability of an Induction Seminar for a new Committee Member in line with the Charity Commission's responsibilities. It was noted that various guidance notes were available from the National Office for the information of new Trustees and it was suggested helpful examples were available relating to Code of Conduct, details for signatories, copies of Constitutions and National Office AGM Minutes.
- (e) Horndean (GS) – Questioned insurance details relating to the use of Home Venues. It was felt the National Office Web-site Advice File should be used to obtain such information.
- (f) Trustees Charity Commission Web-site guidance was identified for use when requiring answers to governance queries. KS remarked that web-site descriptions provided useful and constructive information for many uncertain issues. KS also informed the meeting that a change to the title 'Job Description' should be made and the term to be used should be - 'Role Description'.

On behalf of herself and all the members SI expressed thanks to Horndean U3A for organising the meeting arrangements and facilities which had been most appreciated.

The Meeting closed at 3.53 p.m.

