

## Meeting of the Mansfield & District U3A Committee

The Stanhope Centre, Bridge Street Methodist Church, Mansfield, NG18 1AL

Friday 13 April 2018  
10.00-11.40am

### MINUTES

ATTENDEES	Title	15.9.17	13.10.17	17.11.17	12.01.18	16.02.18	16.03.18	13.04.18	11.05.18	15.06.18	13.07.18
<b>Sheila Whalley</b>	<b>Chairman</b>	√	√	√	√	√	√	√	A		
Alan Miller	Committee Member	√	√	A	√	√	√	√			
Amanda Kingswell	Committee Member	√	√	√	√	A	√	√			
Bob Longden	Member with Special Expertise	A	A	A	A	A	A	A			
Carole Harrison	Minutes Secretary	√	√	√	√	√	√	√			
Jacqui Hampshire	Vice Chairman	√	√	A	√	A	√	√		A	
John Brown	Committee Member	√	A	√	√	√	A	A			
Linda Leivers	Groups Co-ordinator	√	√	A	√	A	√	√			
Lynne Payne	Committee Member	√	A	√	A	√	A	√			
Marilyn Dibble	Membership Secretary	√	√	√	√	√	√	√			
Mike Allen	Business Secretary	√	√	√	√	√	√	√			
Sheila Pegg	Assistant Treasurer	√	A	√	A	√	A	√			
Val Jeffries	Speaker Finder	A	A	√	√	A	A	√			
Yvonne Kennison	Treasurer	A	A	√	√	√	√	√	A		

\*A denotes apologies and D Deputy in attendance

Number	Item	Action
1/04/18	<p><b>Apologies for Absence</b></p> <p>Apologies for Absence were noted as above.</p>	
2/04/18	<p><b>The Minutes of the Mansfield &amp; District U3A Committee Meeting held on Friday 16 March 2018</b></p> <p>The Minutes of the Meeting were <b>AGREED</b> to be an accurate record, once amendments had been made, signed off and placed on the website.</p> <p><b>Proposed by Linda Leivers and seconded by Marilyn Dibble</b></p> <p><b>Karen Troop</b></p> <ul style="list-style-type: none"> <li>• Mike Allen announced that sadly Karen Troop had passed away and a card had been sent to her husband John</li> <li>• The funeral was taking place on Thursday 26 April 2018 at 11.30 at St Peters Church, 12.30 the Crematorium and 1.00 at the Oakham Suite</li> <li>• Sheila Whalley suggested Committee Members placing a</li> </ul>	<p><b>Mike Allen/Carole Harrison</b></p>

	<p>yellow rose on the coffin</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Amanda Kingswell to check whether it was family only at the Crematorium</b></li> <li>• <b>Mike Allen to add details to the website</b></li> <li>• <b>Sheila Whalley to arrange for the purchase of the flowers</b></li> </ul> <p><b>Stanhope Centre</b></p> <ul style="list-style-type: none"> <li>• Mike Allen updated that Jan Dawes was very ill and staying with a relative and that no contact was to be made</li> <li>• Mike Allen had sent a card via the Minister</li> </ul> <p><b>John Brown</b></p> <ul style="list-style-type: none"> <li>• John Brown had submitted his resignation from the U3A due to illness as he felt he could not fulfil his role as he wished</li> <li>• Mike Allen had sent an email to John thanking him for his hard work on the Committee and wishing him well in the future</li> </ul>	<p>Amanda Kingswell Mike Allen Sheila Whalley</p>
<p><b>3/04/18</b></p>	<p><b>Matters Arising from the Previous Meeting:</b></p> <p><b>Fire Procedure at Mansfield Town</b></p> <ul style="list-style-type: none"> <li>• Alan Miller reported that he had spoken to Laura Cooper at Mansfield Town Football Club about the lack of Fire notices behind the bar</li> <li>• Laura Cooper had pointed out that fire notices had been placed by each exit and detailed how the room would be evacuated</li> <li>• It was also suggested that to evacuate the room in the event of a fire, each half of the room would exit via the door nearest to them and then meet at the Fire Assembly point where a Committee Member wearing a High Vis vest would be able to check them against the signing in-sheets</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Alan Miller to take a photo of the Fire Notices and ask Bob Longden to put on the screens during meetings</b></li> <li>• <b>Amanda Kingswell and Carole Harrison to wear the High Vis vests at the meeting whilst Sheila Whalley went through the fire exit procedure again</b></li> </ul> <p><b>Mansfield U3A Facebook Page</b></p> <ul style="list-style-type: none"> <li>• Yvonne Kennison had accessed the Dukeries U3A Facebook page, which was used mainly to remind members of events and meetings. It also included photographs of scenery during walks etc</li> <li>• Linda Leivers had contacted John Hastie at Sutton U3A who felt that the process was too labour intensive and required careful management</li> <li>• Mike Allen felt it would be more beneficial for our members to make more use of the website</li> </ul>	<p>Alan Miller/Bob Longden Sheila Whalley/Amanda Kingswell and Carole Harrison</p>

	<ul style="list-style-type: none"> <li>Amanda Kingswell had seen on Facebook that Pollyanna Pickering had passed away following a short illness</li> </ul>																							
<b>4/04/17</b>	<p><b>Treasurer's Report:</b></p> <p>The Treasurer's Report was as follows:</p> <p><b>Finance position at the end of March 2018</b></p> <table> <tr> <td><b>Current Account b/f</b></td> <td style="text-align: right;"><b>£8,016.89</b></td> </tr> <tr> <td colspan="2"><b>Liabilities:</b></td> </tr> <tr> <td>One Call Stadium</td> <td style="text-align: right;">-190.00</td> </tr> <tr> <td>Stanhope Centre</td> <td style="text-align: right;">-50.00</td> </tr> <tr> <td>Newsletter</td> <td style="text-align: right;">-95.37</td> </tr> <tr> <td>Speaker est</td> <td style="text-align: right;">-50.00</td> </tr> <tr> <td>Capitation fees</td> <td style="text-align: right;">-829.50</td> </tr> <tr> <td>Direct Mail est</td> <td style="text-align: right;">-475.00</td> </tr> <tr> <td>Queen Elizabeth &amp; costs for Quiz</td> <td style="text-align: right;">-120.00</td> </tr> <tr> <td>St Philip Neri's Coffee Morning</td> <td style="text-align: right;">-90.00</td> </tr> <tr> <td><b>Total estimated Current Account</b></td> <td style="text-align: right;"><b><u>£6,117.02</u></b></td> </tr> </table> <p>The funds from the deposit account have been incorporated into the Current Account for the time being</p> <ul style="list-style-type: none"> <li>Mike Allen noted that although the report showed the direct mail costs as £475.00 the actual cost of the invoice was £507.98</li> <li>Yvonne Kennison reported that unfortunately we have had to admit defeat on opening a new bank account at the Yorkshire Bank</li> <li>We would remain with the Nat West Bank, who are considering our application for a debit card</li> <li>Sheila Pegg thanked Yvonne for all her hard work trying to arrange a new bank account</li> <li>Yvonne Kennison updated on Jill Pullam and Amanda Kingswell confirmed that a card had been sent on behalf of the U3A</li> </ul>	<b>Current Account b/f</b>	<b>£8,016.89</b>	<b>Liabilities:</b>		One Call Stadium	-190.00	Stanhope Centre	-50.00	Newsletter	-95.37	Speaker est	-50.00	Capitation fees	-829.50	Direct Mail est	-475.00	Queen Elizabeth & costs for Quiz	-120.00	St Philip Neri's Coffee Morning	-90.00	<b>Total estimated Current Account</b>	<b><u>£6,117.02</u></b>	
<b>Current Account b/f</b>	<b>£8,016.89</b>																							
<b>Liabilities:</b>																								
One Call Stadium	-190.00																							
Stanhope Centre	-50.00																							
Newsletter	-95.37																							
Speaker est	-50.00																							
Capitation fees	-829.50																							
Direct Mail est	-475.00																							
Queen Elizabeth & costs for Quiz	-120.00																							
St Philip Neri's Coffee Morning	-90.00																							
<b>Total estimated Current Account</b>	<b><u>£6,117.02</u></b>																							
<b>5/04/18</b>	<p><b>Business Secretary's Report</b></p> <ul style="list-style-type: none"> <li>Mike Allen noted that Marilyn Dibble was the Direct Mail contact who would check the postage costs when received</li> <li>The Third Age Trust (TAT) would be sending details of an online database to Marilyn Dibble</li> <li>Jane Pavier was seeking re-election as the Regional Trustees to the TAT and asked for Mansfield's support</li> <li>Jane Pavier had also suggested asking local MPs to General Meetings to update them on what was happening locally</li> <li>The TAT have suggested the use of a mobile phone and a non personal email address being available</li> <li>Marilyn Dibble confirmed that the number of paid up members is now 294</li> <li>The report detailing the Objects Clause changes required</li> </ul>																							

	<p>by the Charity Commission is now on the website and in the Newsletter</p> <ul style="list-style-type: none"> <li>• Details about the EGM to approve the changes has been placed on the website, in the Newsletter and will be announced at the April Meeting, thus ensuring that members have been given 21 days notice</li> <li>• The Chairman will open the EGM at the May meeting and Mike Allen will present the information</li> <li>• The financial changes information for Group Leaders is on the website under the Groups page and will be included with the agenda papers at the Group Leaders Meeting</li> <li>• Mike Allen suggested printing the new paying-in form on A6 paper, which will ensure four to a page, with a duplicate sheet at the back and will be available for use before the new financial year in August</li> <li>• Mike Allen suggested having a Group Leaders pack to include relevant paperwork including the paying-in sheets and information sheet produced by Linda Leivers</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Yvonne Kennison and Sheila Pegg are working on producing a new paying-in form</b></li> <li>• <b>Mike Allen will obtain costs for printing from Portland Print</b></li> <li>• <b>Linda Leivers to discuss the Group Leaders pack at her next meeting</b></li> </ul> <p><b>Data Protection/Privacy Policy:</b></p> <ul style="list-style-type: none"> <li>• The TAT have provided a sample for a Data Protection Policy to enable individual U3A's to produce their own policy by 25 May 2018</li> <li>• The Group Leaders will require training on Data Protection</li> <li>• The TAT have also supplied us with a sample Privacy Policy to enable us to produce our own Policy which will be given to new members and be available when current members renew their membership</li> <li>• Copies will be on the website, available at the General Meeting and can be handed out by Group Leaders at their Groups</li> <li>• The Membership Renewal form is being amended to comply with new requirements including health considerations and once agreed will be forwarded to the TAT for approval</li> </ul> <p><b>Financial Matters</b></p> <ul style="list-style-type: none"> <li>• Yvonne Kennison reported that discussions had been taking place with St John's, St Peters and Stanhope Centre administrators regarding submitting monthly invoices for room useage and then a cheque will be sent out by the Treasurers</li> <li>• Discussion about the 'Read a Little Aloud' and 'Tai Chi' Groups and their subscriptions. It was noted that several groups now request subscriptions in advance and sometimes offered free or reduced fees</li> <li>• Val Jeffries suggested groups with limited income and small</li> </ul>	<p>Yvonne Kennison/Sheila Pegg Mike Allen</p> <p>Linda Leivers</p>
--	---	--

	<p>membership numbers could possibly use the Hive in the Four Seasons which was free to use</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Linda Leivers to discuss with Group Leaders of limited income and Sheila Pegg will provide finance details</b></li> </ul>	Linda Leivers/Sheila Pegg
6/04/18	<p><b>Chairman's Report:</b></p> <ul style="list-style-type: none"> <li>• Sheila Whalley had received complaints from some Group Leaders about the new finance changes</li> <li>• It was felt that once the Group Leaders had become used to the new ways of working and using the paperwork it should be easier in the long run</li> <li>• Yvonne Kennison noted that hopefully once the debit card had been approved then both Treasurers and the Chairman would hold cards and other Group Leaders could borrow one to pay for expenses incurred on trips etc provided there was sufficient monies in their accounts</li> </ul>	
7/04/18	<p><b>Membership Secretary's Report:</b></p> <ul style="list-style-type: none"> <li>• Marilyn Dibble updated on the Leavers Database she had produced which included the date and reason for leaving</li> <li>• Marilyn gave her apologies for the General Meeting and asked Amanda Kingswell and Carole Harrison to cover in her absence</li> </ul>	Amanda Kingswell and Carole Harrison
8/04/18	<p><b>Speaker Finder's Report:</b></p> <ul style="list-style-type: none"> <li>• Val Jeffries reported that John Mottram is the speaker at the next meeting on Kinder Mountain Rescue. John will be bringing his own equipment but requested the use of a small table</li> <li>• Val thanked Committee Members for speaker suggestions</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Val Jeffries will update Mike Allen on the outstanding speakers for the website</b></li> </ul>	Val Jeffries/Mike Allen
9/04/18	<p><b>Group Convenor Report:</b></p> <ul style="list-style-type: none"> <li>• Linda Leivers updated that David Drew is stepping down as Group Leader for the History Group and Christine Smith from the Cinema Group</li> <li>• A new Groups Convenor is required when Linda steps down</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Linda Leivers to discuss with Lynne Payne</b></li> </ul>	Linda Leivers/Lynne Payne
10/04/18	<p><b>Social Group Report</b></p> <ul style="list-style-type: none"> <li>• Linda Leivers updated on the tickets for the Coffee Morning</li> </ul>	

	<p>which was taking place on 18 May from 10.00-12.00 at St Phillip Neri Church Hall at a cost of £2.00</p> <ul style="list-style-type: none"> <li>• Yvonne and Mick Kennison and Mike Allen offered to help on the door and with refreshments</li> <li>• Requests for raffle and tombola prizes will be made at the General Meeting</li> <li>• Next year is the 20<sup>th</sup> Anniversary of Mansfield U3A and Linda Leivers asked for thoughts on how this could be celebrated</li> <li>• Linda Leivers had applied for funding for the U3A from Mansfield Lottery with 60p of every pound given allocated to a specific charity and we have received £182 so far</li> <li>• Members need to set up a yearly direct debit with lines costing a £1.00 each and there are fifty prizes each week</li> </ul>	
<b>11/04/18</b>	<p><b>Newsletter/Website Report</b></p> <ul style="list-style-type: none"> <li>• Mike Allen reported that he would be stepping down this year as Business Secretary but would continue to produce the Newsletter for the next two years</li> <li>• This month he had produced 180 copies and the pictures in colour had not cost any more than using black and white</li> <li>• The website was being updated regularly and he hoped members would make full use of it</li> </ul>	
<b>12/04/18</b>	<p><b>North Notts Neighbourhood Group/Notts County Network</b></p> <ul style="list-style-type: none"> <li>• Carole Harrison would attend the next meeting of the NNNG on behalf of Mike Allen, where the discussion was on Publicity</li> </ul>	
<b>13/04/18</b>	<p><b>Any Other Business:</b></p> <p>There was no other business for discussion.</p>	
<b>14/04/18</b>	<p><b>Date and Time of Next Meeting: Friday 11 May 2018 commencing at 10.00am at the Stanhope Centre, Bridge Street Methodist Church, Mansfield, Notts. NG18 1AL</b></p>	