

## MINUTES

### Committee Meeting Wednesday, 21<sup>st</sup> February, 2024

**Present:**

Stuart Kirkman (Chair)

Stephen Doyle

Irene Molyneux

Robert Baker

Marie Gornell

Janice Parr

Pat Bright

Sue Jones

Ted Southworth

Jane Clarke

John Latham

Kate Williams

Roger Darling

**1. Apologies**

Apologies for absence were received from Sam Hoyle.

**2. Minutes**

Under agenda item 10 – Insurance and Liabilities for Walk Leaders – the sentence *“this will ensure that walk leaders will not be held liable if anything untoward should occur on their walk”* was amended to read *“this will ensure that walk leaders are unlikely to be held liable if anything untoward should occur on their walk”*.

Subject to the above amendment the minutes were agreed as an accurate record.

**3. Matters Arising**

Following discussion the cycling group were reassured regarding insurance and safety.

**4. Business Secretary’s Report**

Stuart read out relevant details from an email forwarded by Sam.

**5. Treasurers’s Items**

Roger reported that two thirds of all membership fees have already been paid. He pointed out that the sign charging members 50p for tea, coffee and biscuits has been amended to say that a voluntary donation only is required.

**6. Invitation from Stuart extended to Anne and Jane from WPV U3A**

The Development Officer for West Pennine Villages U3A has contacted Stuart who has invited her and the Chair to come along to our next committee meeting and partake of lunch. Sue will show them round prior to the meeting and give them an insight into how we run things. Their U3A is much smaller than ours with approximately 350 members and half the interest groups.

## **7. New Members' Lunch**

49 new members have so far accepted the invitation to the new members' lunch. Sue is going to order sandwiches and cakes for 60 people (to include committee members). Stuart asked as many committee members as possible if they could attend and each join a table with new members. After the lunch new members will be asked to swop tables so they can meet other people.

## **8. Renewal of Membership**

The period for renewal of membership has been extended so members can renew prior to the official renewal date. The computer system has been altered to allow for this.

## **9. Storage of Register of Wednesday Social Meetings**

It was agreed that Robert will keep a record of attendance registers of the Wednesday social meetings as these must be kept for three years for insurance purposes. It was also noted that a register of attendees of Speakers Corner should also be retained for three years. Stephen will sort this out.

## **10. PAT Testing**

It was noted that we don't actually own as much equipment requiring testing as originally thought. Pat is going to contact all group leaders to check whether they are in possession of any equipment that requires testing that we don't already know about. It was pointed out that all equipment requiring a power socket must be tested if it is used in U3A activities, even if it is not directly owned by us. Roger said that we would pay the cost of any necessary testing if required.

## **11. Review of communications with MVH Trustees**

Stuart explained that we need clarification regarding two issues from the Trustees of MVH as they were not put before the Trustees at the December meeting and incorrectly put before them at the January meeting. Stuart has specifically asked, via a meeting with one of the Trustees and followed up by email, that the following items be put on the agenda at the next meeting and discussed. He has asked John, who is our representative on the MVH committee, to attend.

- 1. If it is necessary to cancel a U3A booking which involves a paid tutor to replace it with a MVH event will the Trustees treat the tutor's fee as an expense of their event?*
- 2. Stuart was assured some time ago that MVH will not cancel an event of ours to replace it with an event of theirs. Obviously an event may involve considerable expense for catering and professional entertainment. Is that in fact the case? When the Trustees consider this issue could they clarify both daytime and evening events?*

## **12. Item on the agenda of Southport U3A forthcoming AGM**

An item on the agenda of Southport U3A was to discuss whether they could close membership if they felt they had sufficient numbers. It was pointed out that this would be against Charities Commission law and would not be allowed.

### **13. Charitable Donations**

It was agreed that periodically members could bring in unwanted items in good condition so members could make a donation to a nominated charity for them. One suggestion was when it is Children in Need.

### **14. Invitation to sign the SiteWorks Ts and Cs**

Stephen is to undertake the necessary training to transfer us to the new website. Concerns were raised as to whether we would have control of the content of this and Stephen said he would ask all necessary questions when he did the training. It is necessary to transfer to the new system as the old one will become obsolete. Sam and Lyndsey are looking into the terms and conditions and Sam will sign the document.

### **15. Any Other Business**

Pat requested permission to dispose of the artificial flowers which are displayed on the tables as they are in poor condition and this has been commented on by some members. This was agreed.

**Date of next meeting: Wednesday, 20<sup>th</sup> March, 2024**

J. Clarke