

**MINUTES OF THE 110th COMMITTEE MEETING OF STOKE-ON-TRENT SOUTH u3a,
HELD IN METHODIST CENTRAL HALL, LONGTON, AT 2pm ON THURSDAY 13th APRIL
2023.**

PRESENT

Andrew Devin	Chairman
Keith Ward	Vice-Chairman
Lynne Stevenson	Treasurer
Alan Stevenson	Membership Officer
Kevin Ford	Deputy Treasurer
Beverley Maher	Entertainments' Co-ordinator
Phil Rowley	Publicity Officer
Joe Neilson	Committee Member
Diane Ellis	Catering Officer

1. APOLOGIES

None

2. MINUTES OF THE LAST MEETING

The minutes of the last committee meeting held on 9th February 2023 were approved, and signed by the chairman as an accurate record.

3. MATTERS ARISING

There were no matters arising.

4. CHAIRMAN'S REPORT

a **General- New Regional Trustee**

The chairman (AD) informed the committee that a new Trustee for the West Midlands Region had been elected. The matter of the branch vote was an agenda item for the March committee meeting, however the meeting was cancelled due to inclement weather. The time frame for voting resulted in AD having to make the decision alone. AD stated that after examination of the supporting statements of each of the three candidates, he considered that only one stood out, not least because the other two had only joined the u3a within the last 12 months. On that basis, he voted for Jean Jackson from Lichfield u3a, and she proved to be the candidate who received the most votes.

b **u3a Trust Matters**

Following the Trust AGM in 2022 when all proposals were rejected, the Board has committed to a programme of actions that would improve transparency and member engagement. The chairman summarised correspondence from the Trust since the last committee meeting, which related to how they intended to achieve this aim.

Firstly, a dedicated section is being set up on the Trust Website titled "Trust and Trustee updates;" all members may access this information. The section will contain; Board Meeting summaries; Finance Reports; and a summary of the CEOs reports to the Board.

Secondly, channels of communication will be improved via the introduction of a u3a Council. The aim of the Council is to provide representation from the Regions and Networks; member opinions can then be quickly fed back to the Board. Respective responsibilities of the Council and Board still need to be determined. There has been one pilot meeting of the Council to date.

5. BUSINESS SECRETARY'S REPORT

In the absence of an appointed Secretary, the chairman (AD) led the report.

a **Correspondence**

Much past correspondence has been received from Stoke-on-Trent City Council Community Section, informing us of initiatives and grants. No correspondence has been received during the last two months. PR is now the nominated receiving officer for the branch.

b **AGM Matters**

(i) No applications for any committee role have been received to date.

(ii) AD expressed particular concern at the lack of interest in the Business Secretary's post, which is one of the four officer posts, and a requirement of the Constitution. PR agreed to formally apply for the post, and would undertake two committee roles. The chairman did clarify that should further applications be received, all would be subject to a vote at the AGM.

(iii) Although everyone should have received a copy of the AGM Agenda, LS agreed to print some 25 copies to be available on the day.

LS

(iv) AD, in his role as webmaster, agreed to give notice of the AGM, and also give reference to Standing Orders on the website banner.

AD

(v) AD reminded all that 10% of the membership needs to be in attendance at the AGM in order for there to be a legal quorum.

c **Committee Details Portal**

An on-line portal has been introduced by the Trust, enabling branches to provide details of their officers (previously provided by paper submission). Should updates be necessary, the portal may be accessed at any time (via ID and password).

d **Annual Return Portal**

The Trust has requested that branches fully complete their Annual Return by 30th April. Submissions will be via the same on-line portal as above. Since LS has easy access to the information required, she has agreed to undertake the task. AD will provide the access details to the portal.

AD
LS

6. TREASURER'S REPORT

a Treasurer, LS, presented a Statement of Income and Expenditure as at the Year End date: 31st March 2023. Details were as follows:

	£	
Current	-542.95	Balance 2022/23
	17,942.05	B/F from 2021/22
	£17,399.10	TOTAL BALANCE

b In addition, LS presented an Income and Expenditure Statement for the short period ending 10th April. 2023. The above noted deficit for 2022/2023, in a value of £542.95, was considered acceptable by the committee, when compared to the reserve held.

- c LS also distributed a spreadsheet which detailed attendance income relative to room hire costs (by activity) for the year 2022/23. The overall balance was shown to be a shortfall of £1,323.98. LS considered that many of the individual deficits related to groups that met weekly. In conclusion, LS considered that there should be no change to the current financial strategy.

7. MEMBERSHIP OFFICER'S REPORT

AS reported that at the date of the meeting, the number of members was 298, and he had processed 277 renewals. He added that he still had a batch to process.

8. GROUPS CO-ORDINATOR'S REPORT

In the absence of an appointed Co-ordinator, the chairman (AD) led the report.

Group Leader's Information Pack

- a AD had issued a document to committee members, prior to the meeting, for perusal and discussion. A small number of changes were agreed and AD will action them. It was agreed not to issue the document until the vacant Co-ordinators role has been filled.
- b Parchment Craft/Beading Group
LS reported that the group were content with their enforced move to Longton Central Hall.
- c A psychology student at Staffordshire University had asked if she could interview some of our members to undertake some meaningful research into the experiences of older adults. AD replied to the student explaining that we needed confirmation of the research being ethical. The student's email address is no longer accessible, so the matter is now closed.

AD

9. ENTERTAINMENTS CO-ORDINATOR'S REPORT

Bookings, etc.

- (i) BM quoted the reply of thanks from a previous speaker (Mervyn Edwards).
- (ii) BM Stated that £200.83 had been donated to the Air Ambulance Charity following their presentation in January.
- (iii) Green Doctor, Jack Holmes, will provide winter warmer packs to BM, who will store until the autumn.
- (iv) BM discussed a number of potential bookings. The committee was particularly interested in Roger Browne's presentation, "The Great American Songbook." His fee would be £95.
- (v) The planned presentation for the April monthly meeting by the Red Cross has been cancelled due to the non-availability of the speaker. The replacement speaker will be Richard Weaver from Caudwell Children. He has provided BM with his requirements regarding screen, projector, etc.
- (vi) The Mel Baines Trio will provide the entertainment at the AGM in May, and the presentation in June is "Tax, Care and Toy Boys."

AD
PR

10. PUBLICITY OFFICER'S REPORT

PR has sent u3a publicity details to the Trade Magazine "Junction 15." He has also issued an updated Flyer.

PR concluded that is still awaiting confirmation of his attendance and presentation to the Pensioners Convention in May.

PR

11. CATERING

DE had planned to provide fruit cake at the April monthly meeting to celebrate the King's Coronation (it's his favourite cake). Unfortunately, DE is on holiday on that date and will alternatively prepare Coronation cup-cakes for the AGM. KW enquired as to the number to be catered for at the AGM. DE responded that she would cater for 60 to 70 attendees. The committee considered this number to be satisfactory.

DE

12. ANY OTHER BUSINESS

PR stated that he had delivered a presentation to Burslem History Club on 11th April, and donated his fee of £20 to the u3a. Accordingly, he was thanked by the committee.

13. DATE OF NEXT MEETING

8th June 2023

The meeting was formally closed at 3.50 pm.

Chairman: *A. J. Devín*

Date: *8th June 2023*