

# Warwick District U3A Management Committee

## Minutes of the meeting held on Tuesday 10<sup>th</sup> October 2023

**Present:** Clare Johnson (Chair), Ann Bailey, Sam Sexton, Jen Hemming, Mike Cronin, Susan Meeks, Sharon Hancock, Anne Powell. Sue Roy also present.

- **Apologies:** None required.
- **Minutes of the September meeting:** these were approved.
- Matters arising not on the October Agenda: Nick Booker suggested a get-together on 10<sup>th</sup> or 17<sup>th</sup> November at Abbey Field Hotel, Kenilworth – CJ to confirm.

### Reports

#### 1. Chairman's report

- **December (Christmas) Open Meeting at St Mark's Church**  
The Adelaide Singers are unable to lead the carols. Some members of the Singing for Fun Group could step in but would require an accompanist. **Action:** CJ to contact Cacophony.
- **Transport for Group Members**  
In answer to points raised by John and Jean Morgan, SH agreed that we should be aware that some people are unable to go to groups due to lack of transport. They should feel entitled to ask their group leader to help arrange transport on an informal basis.
- **Replacing Access Database**  
John Morgan had also questioned whether Access is still fit for purpose as it is over 30 years old. CJ ruled that this is not a decision for the Committee.  
**Action:** Sam, Ken, Derek and Susan to get together to discuss the way forward. Sam to review the future of the database in 2024.
- **Hall Hire**  
As he is not a Trustee, John Morgan has questioned the legality of his signing contracts for hall hire, which he had to do recently for the Looking at Warwickshire group. CJ ruled that a Committee Member should countersign any such agreements.  
**Action:** To be raised at Group Leaders Meeting on 17<sup>th</sup> October.
- **Outings**  
For the outing to a Ukelele Orchestra at Warwick Arts Centre, Maggie had priced it to include ticket and transport, as she had hired a 24-seater coach for the trip. Some people want to make their own way to WAC and therefore want to pay for the entry ticket only. Maggie should ask first if people want to go by coach (CJ).  
**Action:** On this occasion, we will have to pick up the tab for the coach (CJ).
- **Education Day Cover/Quiz**  
The Education Day on the Economics of Inflation was a great success. 4 people who had not booked their place turned up on the day but there were 10 no-shows, so they were accommodated. For next year, Chris Forse proposes a session on the Middle East with special reference to the Palestinian question and the emergence of Saudi Arabia as

a Power. The point was made that both the Israeli and Palestinian viewpoints should be represented. CJ's preference is for an Academic who could impartially present both sides' arguments.

**Action:** No action yet re advertising the event. Chris has also suggested "Wealth and Inheritance Taxation and Universal Basic Income" as alternative topics. To be held in Baptist Church.

- **AGM Speaker**

CJ stressed that the AGM speaker needs to be of a high enough calibre to attract good audience numbers.

**Action:** CJ to get in touch with Dr Jonathan Foyle to confirm the choice of topic.

## 2. Treasurer's report

### Current Financial Position – as of 08 Oct 2023

Activities Account	£6,188.41	(Sep meeting £5,765.46)
General Account:	£25,388.69	(Sep meeting £16,314.27)
Deposit Account(closed)	-	(Sep meeting £7,538.82)
<b>Total</b>	<b>£31,577.10</b>	<b>(Sep meeting £29,618.55)</b>

- **Activities Account**

*Transactions since last meeting:*

- Bridge Group (Receipts £270.95,)
- Folk Dancing Group (Receipts £200.00, Payments £198.00-hall hire)
- Dressmaking & Sewing Group (Receipts £300.00)
- Badminton (Receipts £132)
- Singing Group (Receipts £310, Payments pianist expenses 3 mnths £150, hall hire £31.90)
- Charterhouse (Receipts-£264, Payments £50 Coach hire deposit)
- Jodrell Bank (Receipts £336, Payments -coach hire £695 & tickets £261)
- Other (Receipts £19)
- Bank Charges £23.10

Group Funds held in Activities A/c (£2,443.09):

- Bridge - £117.25
- Badminton - £531.70
- Architecture - £27.39
- Ramblers - £421.25
- Nat History - £640.89
- History - £50.00
- Folk Dancing - £2.00
- Railway - £138.86
- Dressmaking & Sewing - £335.65
- Singing - £178.10

- **General Account**

*Receipts since last meeting:*

- Membership subscription income £3,277.00
- Contribution to bank charges £12.30
- Donations £0.30

- *Costs since last meeting:*
  - Sep OM hall hire £132.00
  - Sep MC refreshments £16.20
  - Sep OM speaker fee £110.00
  - Membership stamps £173.86
  - Emmerson Press Oct/Nov Info £872.38
  - Canasta (new group) start-up costs £67.20
  - Singing (new group) start-up costs £103.87
  - MS Office subscription £79.99
  - Economics study event Hill Close-Hall hire deposit £70.00
  - Bank Charges £44.10
  - New members meet hall hire(St Marks) £84.40

- **Membership income 2023/24**

2023/24 Membership income to date is £14,281 (794 paying members).

- **Year end 2022/23**

William Clemmey is now undertaking his independent examination due to be completed by the end of October.

- **Financial Processes & Reserves Policy**

Following recommendations from our independent auditor from the 2021/22 review we prepared two documents (WDU3a Financial Processes and WDU3a Reserves Policy). These were reviewed and accepted at the June meeting subject to our independent examiner's satisfaction. We have now received confirmation from him that they fulfil his requirements and that therefore these are now formally accepted by the MC.

- **Unity Trust Bank Deposit Bank Account**

We have finally now had confirmation that the UTB Deposit Bank Account has been opened.

**Action:** Money to be moved to Deposit Account.

- **Unity Trust Bank Mandate Changes**

To improve the flexibility and allow for absences I recommend that we add Jen Hemming and Sam Sexton as additional signatories to our UTB mandate.

**Actions:** Richard Piggott and Chris Forse to be removed from mandate. William Clemmey to be appointed as independent examiner for a fee of £220.00. Annual report to be completed by December.

### 3. **Groups**

- Singing for Fun: The first Singing for Fun Group Meeting was held, and Anne was pleased with the response.
- Several new members approached JH at the New Members' event with ideas for new groups. Ideas included a Gilbert and Sullivan Appreciation Group; and

Antiques and Collecting Group and Walking Netball. **Action:** JH to follow up in due course.

- JH would like to discuss the idea of members running short courses, as this would suit the Wellbeing Group idea more than a long-running group.
- GL Forum Tuesday 17<sup>th</sup> October: The Agenda for the GL Forum has been agreed.

#### 4. ITT Team

- Ken McDougall was introduced to Sam at the September OM and will be meeting up with Derek to see if he's a potential help on the database side. Note that Derek had plumbing problems when he was on holiday, so may be distracted from arranging this for a while.

#### 5. Membership

- AB reported that there are currently 963 members, of whom 134 have not yet renewed their membership. 31 new members attended the New Members' Meeting.

**Action:** Any members who have not renewed by 10<sup>th</sup> November will be removed from the database so they will no longer receive emails and group leaders will be informed.

Starting in 2024, to increase the number of New Members' Meetings to 2 p.a.

- It was agreed that members should not be told they cannot join a specific group because it is full.

**Action:** In future welcome letters to new members, AB to advise them to contact her if they wish to join a group that is "full".

#### 6. Open Meetings

- Sue Roy attended the Committee Meeting and confirmed that she has booked speakers for the OM's up to and including June 2024.
- It was agreed that no speakers should be booked without a recommendation as the talks given by u3a members this year were not up to the required standard. A budget of £200.00 all-inclusive per speaker was recommended by the Treasurer.

**Action:** Sue Roy to collate a list of local speakers and to contact TAT central to see if they can help.

#### 7. Content for the November Meeting

- Paperwork for AGM
- Arrangements for AGM at Baptist Church
- Finalise plans for December Open Meeting
- Cover for Ann during her forthcoming holiday to be discussed.

#### 8. AOB

- AP confirmed that a meeting of the Publicity Group (AB, JH and AP) had taken place, and the following were their initial thoughts
  - a) It is vital that the issue of 'full' groups is tackled before any serious recruitment is undertaken. CJ is going to talk to the group leaders at the forum.
  - b) JH will include a paragraph about this in Info – that is anyone is told a group is full they should inform her.

c) AB is going to amend the second letter she sends to new members on the same subject.

- There are three 'tags' on which WDu3a could hang a publicity drive:

a) January 'new year, new you'

b) June Volunteers Week

c) September u3a national week.

Ways in which we can publicise and recruit were discussed also.

**Action:** Publicity to be included on Agenda as standing item.

## **9. Date of Next Meeting**

- Tuesday, 7th November 2023 at The Fat Pug