

Carrick U3A

MINUTES OF THE COMMITTEE MEETING HELD AT THE PERRANWELL CENTRE

7 JULY 2017 AT 10AM

Present: Richard Allen (Group Co-ord), John Bishop, Mark Breach (Vice Chair), Dave Crawshaw (Treasurer), Helen Ellis, Tony Herring (President), Margaret Ingles (Mem Sec), Jill Nicholls (Chair), Mike Tapp, John Whomersley

Also attending: Chris Breach (Minutes)

Jill welcomed everyone to the meeting

1 Apologies Received from June Clouston, Caroline Saunders-Martin, Michael Wright.

2 Declaration of pecuniary interests. No interests were declared.

3 Minutes of the last meeting The minutes were agreed and signed.

4 Matters arising

An amendment to the Treasurer's report of 20/5/17 was clarified.

Other Matters are covered in Agenda items to be discussed.

5 Chair's report

Recent speakers had been well received. Speakers for Truro, Perranwell and Falmouth have been booked through till December.

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JN was delighted with the 28th June and thanked those involved. She was also pleased to report that 16 non U3A members had attended the Open Day and looked forward to them joining. One couple came to the Wednesday 5th July meeting.

JN had been at a regional training meeting about setting up new U3As led by Sam Mauger, CEO, and had come back with a model constitution, an essential guide to the Charity Commission and a booklet for Group Leaders 'More time to learn' which was passed to the Group Leader Coordinator.

In discussion it was noted that individual U3As can make changes to their constitutions which must be passed at an AGM or EGM.

HE suggested that the person who books a speaker should introduce them. If speakers are to be paid, usually an honorarium, a receipt is required. This will not exceed £80 including travel expenses

6 Membership Secretary's report

22 new members have joined since the May meeting and that as of 7 July, 277 members still have to renew. Late payers will be contacted direct in August. Reasons reported by members for leaving have not been because of discontent but rather moving away, being too busy or ill health. There was a lovely letter from one member of 24 years who was unable to continue through health problems.

The membership secretary will be away 16 -28 July and unable to access emails.

It was believed that some people were deliberately not paying u

To see until the 3 month deadline. When the constitution is reviewed this may be reduced to 2 months.

New members: There will be a meeting on 24th July at JC's house.

7 Treasurer's report.

The treasurer gave the figures of on 24th Current account £6351.28

Event account £2879.16

Monmouth BS £20165.85

Giving a total current balance of £29,396.29

Expenditure stands at £13,266.55

Venue hire is expected to run to £15000. Some groups do not meet in the summer.

It is the group leader's responsibility for cancelling dates at venues.

The treasurer said the expected income would bring us into the bracket of income where we will need to be audited by a qualified auditor outside the U3A who would need paying. He/she would normally be appointed at the AGM.

There was a discussion about Gift Aid which was felt to be covered by guidelines.

The use of an Event Account was queried. It had been set up for surplus monies raised by individual groups, particularly coach trips. The subject of ring fencing monies for particular groups was raised. This will be further discussed when amending the constitution

8 Consideration of Third Age Trust guidelines CO5 'Sorting out problems and grievances' with a view to Carrick U3A adopting this policy.

This is a formal process consisting of 5 levels of disciplinary action. It requires a dedicated committee member/trustee to deal lead the process. The discussions should be documented and logged. There was a proposal by HE to adopt CO5 guidelines as official and DC seconded and it was passed by the

committee. The document would be put on the website. MB is to be the designated trustee assisted by JB.

9 Group leaders' attendance forms

There had been a letter from a member re registers of attendance at groups, querying whether this breached data protection laws but after discussion it was decided not to be a problem.

There was discussion about the forms and the frequency of returning them to the treasurer. A proposal by RA and seconded by HE that forms should be returned at nominal 4 monthly intervals starting 1 August, was passed, but JB wanted it noted that he did not think names should be collected. This allowed for data being collected for the end of the year. The treasurer said he was happy to receive them in any format but preferably in an email.

10 Venue rental terms and agreement for use by group leaders and treasurer.

JN proposed: No rental agreement to be agreed without committee approval and signed by a trustee (probably Treasurer). All venues should present Terms and Conditions to Group leaders and produce proper invoicing.

HE seconded and it was passed.

We are to have a specimen rental agreement of our own in case a venue does not provide one.

It was queried how much the groups formerly at Richard Lander School have cost. Accurate figures will be sought.

The proposed Family History Group have been given the go ahead for a 2 weekly 3 month trial providing a rental agreement is given to the Treasurer and that in order to continue after this time it must have an average of 10 attendees.

The whist group and a new member who proposes setting up a sequence dancing group should put an expression of interest in the newsletter and then approach the committee for approval with a rental agreement should they receive sufficient interest.

11a Website: Errors to be corrected, content updated and checked more frequently.

11b Facebook

The webmaster will deal with corrections and updates but individuals need to contact her directly if corrections are needed.

It was noted that following Duncan Tribute's death only the current webmaster now has access to the website. JW offered to be the webmaster's deputy.

The approved minutes are now to be put on the website.

Facebook: 2 committee members together with the webmaster have discussed setting up a Facebook page to allow members to air their opinions and discuss topics with other members. It would also provide more immediate updates to the newsletter such as announcements of events.

Members who are on Facebook would be able to add comments to postings. JN said many other U3As already have one.

MB proposed and HE seconded the setting up of a Facebook page for U3A Carrick.

There were 5 for, 2 against and 2 abstentions.

12 Committee to consider chair's application for regional trustee position

The chair had been approached to consider the post. No one on the committee had been against it so she put her name forward. There were 3 candidates but no date had yet been given for the vote and election.

13 Committee photographs for newsletter and website.

Photos would be taken outside following the meeting.

14 Correspondence and AOB

Correspondence had been received from one group and will be dealt now the grievance procedure is in place.

The group co-ordinator will read through the new group leaders' guidelines.

The next meeting will be 12 August, at 10am at the Perranwell Centre

There being no other business the meeting closed at 12.35pm