

Aughton & Ormskirk U3A

Management Committee Meeting

Tuesday 27th August 2024 at 9.30am

Present: J Tomlinson, S Kierans, P Andrews, M Rimmer, L Rippon, P Ball, D Slater, E Dixon, D Blanchflower

1. Chair's Welcome

Chair welcomed everyone to the meeting.

2. Apologies

M Faza, K Rutherford, D Fewings

3. Minutes of Previous meeting (28.05.24)

Accepted with alterations to Items 11 and 13 (see below).

4. Matters arising

Item 11 – blanket emails – the concern is around reducing the number of emails people receive rather than any workload issues involved in sending them.

Item 13 – other organisations and use of list of u3a members – the concern is around organisations using such lists for their own benefit rather than GDPR issues.

First Aid training – a series of courses has been organised. By the end of October there will be someone trained in emergency first aid in 50% of groups. Another course is taking place in November.

New website – Further discussion needed about archiving minutes.

5. Correspondence

None

6. Treasurer's Report

D Fewings provided a report in advance of the meeting and a summary is listed below.

Finance (1st April 2024 – 31st July 2024)

Over this financial year to date, our bank balance has fallen from £93,892 to £84,951. The drop over this period is normal. We have paid £7,463 to the Third Age Trust and do not receive our revenue from membership renewals until September-October.

Given our new membership subscription of £10, we should receive £13k-£14k over those two months.

The two biggest activity-related costs are room hire and tutors. In both instances, costs have been fully covered by members' contributions.

Policies

My small contribution to the development of our new website was to develop the pages on 'How We Work'. That led to me writing summaries of our policies.

I have circulated a document that covers those summaries.

Please note that there are three policies at the end of the document that have not been added to our website. I have deliberately not put them on the website because, to the best of my knowledge, the subjects [(1) Grievance, (2) Equality, Diversity and Inclusion and (3) Safeguarding] have never been formally discussed.

Do we want our set of policies to cover these subjects? It would be misleading to publish summaries of policies on the website which have never been publicised and which are not backed up by processes and assignment of roles.

The recommendation is that these specific topics be carried forward to the more comprehensive exercise on policy-related procedures and role assignments which is going to commence in September."

7. Finance Committee Report

Meeting took place in August. Two budgets were presented from the Musical Theatre and Drama groups for November productions. Both were approved. Drama group produce an after production financial statement, Musical Theatre group are to be asked to provide a similar statement. Discussion followed about other groups being asked to hand in budget/financial statement for any events being organised for the membership eg Christmas lunch. This is seen as a protection for the organisers when handling large amounts of money rather than an administrative burden for group leaders.

An up to date assets register needs to be created. **Action – John Tomlinson agreed to follow up. Email will be sent to all members together with letters to those without such access.**

8. Membership Report

Current membership is 1499 (was 1524 this time last year). Discussion took place on need to keep an eye on recruitment and need to attract young members.

Renewal process is underway.

9. Communications Report

New magazine will be issued online this week. Hard copies will be available at Horizons from approximately 5th September.

Thanks given to all those involved in the production of the magazine.

Special e-News – **Chair to discuss with Bob Carlton the idea of reducing blanket emails/special e-news messages.**

10. Social Committee Report

Quiz night – an update was given on progress

Christmas Lunch – arrangements are being finalised.

11. Group Support Report

Thank you event – being rescheduled to New Year.

Pilates – class was interrupted by someone entering the room who was attending to a notice board. Discussion took place about how to improve security – **action: Group Support to discuss with the Scout group at next meeting in September.**

12. Review of Policies

D Slater and L Dixon will pick up the work D Fewings and D Blanchflower have done on policies and take it wider and deeper to ensure we have a full set (consistent with previously agreed documentation) and get the policies embedded into standard working practice. Chair thanked all those who have been involved.

13. Fit for the Future proposal

D Blanchflower provided an update. U3A Trust is looking to set up a Council in addition to the Trust Board. At present there are 12 regions in the country – each region elects a representative who serves as a Director on the Trust Board. The Trust Board oversees income and expenditure which involves a turnover well in excess of £1m.

Going forward the Proposal is to have a Trust Board composed of fewer members with specific business expertise and then a Council with two representatives from each region to oversee and assist at a grass roots level.

Further information can be found on the Third Age Trust website.

The Third Age Trust AGM is 16th October 2024 where the proposal will be voted on. Chair will be eligible to vote.

Agreed that Chair should vote in support of the proposal at the AGM

Chair thanked D Blanchflower for his work in representing our U3A at a national level.

Discussion followed about the work and success of Southport u3a.

14. AOB

Increase in rent for HQ. It has been increased by 10%. This was agreed by email communication and confirmed at the meeting. The increase starts on October 1st 2024. There will be a review each year instead of a substantial increase every 4 years or so.

Meetings for 2025 were agreed.

25th February

27th May

26th August

25th November

AGM 12th June

There will not be any diaries this year.

Community Event – Thursday Sept 5th at Emmanuel Church – help is still needed. Thanks to Alan and Joyce Nolan for volunteering to cover part of the meeting.

15. Date of next meeting 26th November 2024 at 9.30am

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