

Minutes of Glossop U3A committee Meeting – 10th January 2019

1) Present – Barbara Connah, Glyn Connah, Carol Littlewood, Clive Littlewood, Maureen Brierley, Joyce Bunting, Barbara Craven, Chris Blackett, Jo Mortlock, Hazel Oldham, Brigitte Manchee, Diane Butterworth.

2) Apologies – None

3) Minutes of the last meeting – Proposed CaL seconded BCr that minutes be accepted.

4) Matters Arising –

i) Maureen has made contact with Josie Anderson, secretary of the Greater Manchester Network. We are welcome to send someone to the next meeting on 22nd Jan at 10.30am at Cross Street Chapel in Manchester. Maureen will attend and pay the £20 annual fee and put it on our website. – **MB**

Brigitte will send the list of our groups to Maureen. - **BM**

Josie also sent the Network Guidelines, minutes of their last meeting and a GDPR form. Barbara to sign the data protection form – **BCon**

ii) Glyn e-mailed the Third Age Trust about being part of the Northwest rather than East Midlands but got no reply. Maureen has the name of the Northwest contact for Glyn to follow up.– **MB/GC**

iii) Barbara forwarded the e-mail from the Volunteering Team at the Royal Air Forces Association looking for ‘befrienders’ to Rita but didn’t think there is any interest.

iv) Maureen contacted Natwest about changes of Trustees. We don’t need to inform them unless they are to be signatories to our account.

5) Correspondence – Monthly newsletters from the Third Age Trust again. The January letter mentioned the web software ‘U3AWeb’ which is not approved by the Third Age Trust and will not be replacing ‘Beacon’. Received the CLA certificate for 1st Aug 18 to 31st July 19 in the post and downloaded the Public & Products liability certificate. Both have been placed in the file in the locker.

6) Treasurer’s Report

- i. Budget forecast and income & expenditure to end of December.
- ii. Maureen presented a draft amendment to Appendix C in Standing Orders regarding the Assistant Treasurer and the issuing of receipts. This was accepted unanimously by the committee. Glyn will amend Appendix C and send the updated Standing Orders document to Alan Conchie to put on the website. - **GC**

7) Committee Secretary’s Report - Glyn presented a list of controlled documents. Copies of all of these are currently to be found in the Bradbury House file so there is no need for another set of printouts. They will also be kept in a separate folder in electronic format.

8) Membership Secretary’s Report – We have 355 members including 2 life members in the final list. Clive has produced an outline of the job responsibilities of the Membership Secretary for Diane. (copy to Glyn) - **CIL**

9) Group and Activities Coordinator’s Report – We have 3 new temporary members. Carol still hasn’t had updates from many of the groups about current members.

10) AOB

i. Reserves Policy – Maureen tabled a proposal which was accepted unanimously with the addition of the words ‘whichever is the larger’ to the paragraph about the reserves target. Maureen will send the amended document to Glyn to be raised into Standing Orders, entered into the Bradbury House file and put on the website. – **MB/GC**

The calculation gives a figure in the region of £3700. Reserves are currently higher than this and should be reduced within the boundaries of our charitable objectives.

ii. Continuity Strategy – Hoping for volunteers at the AGM to fill vacancies on the committee has proved unsuccessful so we plan to be more proactive in seeking out potential candidates. The immediate priorities are to find replacements for Clive and Carol. Carol will ask group leaders to see if they can identify any potential candidates. – **CaL**

We will compile ‘job descriptions’ for all officers to help explain the roles to new candidates. These should focus on the ‘nuts and bolts’ not just restating responsibilities defined in the constitution etc. Send copies to Glyn. – **MB/CIL/CaL/GC/BCon**

iii. Bradbury House Leaflet – We decided not to ask Bradbury House to change their leaflet. Instead we will use Brigitte’s leaflet to promote Glossop U3A but change the time for the coffee morning to say 9.30 to 11am. – **BM/GC**

iv Diane was welcomed onto the committee, appointment effective from today. Glyn to notify the Charity Commission. - **GC**

v More sign-in sheets required for coffee mornings. - **CB**

Next Meeting Thursday 28th February 2019 at 11.15am

Glyn Connah