

Glossop U3A
Committee Meeting, Bradbury House, Thursday April 7nd 2011 12.00 noon
Minutes

1. **APOLOGIES.** John Searle, Jean Cliff, David Woods, Peter Fish, Pat Manchee.
2. **PRESENT** Rita France, Alan Conchie, Maureen Hobson, Sylvia Rodgerson, Jean Saunders, Graham Sharratt, Kath Shaw, Ann Woods
3. **CHAIRMAN'S OPENING REMARKS**
4. **MINUTES OF THE LAST MEETING** After two corrections to the minutes **GS** proposed that the minutes of the meeting of 2nd of February 2011 be accepted as a true record. The proposal was seconded by **KS** and agreed by all.
5. **MATTERS ARISING**
 - JS passed on a message from PM to say that David Booth has arranged for Arnie to deal with the technical arrangements for the extra meeting for non-Thursday group members, and that 39 tickets had been sold and others were promising to turn up on the day. PM also wished to thank everyone for their cards and telephones calls.
 - RF reported that there had been some strong feelings that the extra meeting for non-Thursday group members should be open to all. After some discussion it was agreed that this meeting should not be open to Thursday Group members.
 - Start up document for new groups is ongoing **ACTION(i)PF/SR**
 - The Chairman reported back on the meeting on the Management of the Thursday Group. Volunteers have come forward to take on responsibilities for room set-up, announcements, help with speakers and **three** people to help with finances. **ACTION(ii) AC/RF**

It was agreed that the arrangements for Coffee morning will remain the same.
There are three volunteers to help Arnie with getting speakers. And RF is to sort this out with the volunteers.

ACTION(iii)RF
 - Update for application form for Thursday Group to be discussed at next meeting. **ACTION(iv)PM/GS**
 - Programme for the induction of new Management Committee Members. It was agreed that someone should be responsible for speaking to new committee members to explain their responsibilities. The package, which should be part of their induction, should include – A copy of our Constitution, a copy of our Standing Orders, a copy of the last accounts, Charities Commission Document CC3, and CC3A Being a Trustee, Third Age Trust 'Aims and Guiding Principles' and 'Mission Statement'. This should be in place for September 2011. GS has some of these relevant documents and will get them together for the next meeting when it will be discussed further. **ACTION(v)GS**
 - For the year 2011-2012, nominations will be required for Treasurer, Assistant Treasurer, Committee Secretary, and five committee members. John Searle, as a co-opted member, will have to be voted on to the Committee at the AGM. It was agreed that nomination papers need to go out earlier this year. Papers could also appear on the web site and be handed out at meetings. **ACTION(vi)JOS/AC**
6. **TREASURER'S REPORT**
 - ❖ GS reported that he had had a Capitation Fee invoice from the U3A and he was taking our total membership of 307, on the 31.12 2010 as the figure (X £3.50) to send to the 3AT.
 - ❖ As we are at the half way point in the year, Tony Dewberry, our examiner, had had a look at the accounts. His general comment was that the accounts must have an audit trail through the accounts in response to requirements of the Charities Commission and the U3A, i.e. receipts etc. Apart from this comment, the examiner thought that the accounts were fine.
 - ❖ The Treasurer distributed a Projected Budget and Provisional Final Account as at 31st March 2011, and brought to the meeting's attention with a turnover of £2500.00 we have reserves of £6000.00. This he thought was too high. Ways to reduce this figure were discussed.
 - ❖ After a suggestion from the Treasurer JOS proposed that the extra Thursday Group meeting is given £72.00 start up contribution in line with our policy for new groups. AC seconded the proposal and it was agreed by all. **ACTION(vii) GS**
 - ❖ A reduction in subscriptions for next year is a possibility to be discussed at a later date. **ACTION(viii) JOS**
 - ❖ RF suggested that we aim for a figure of £5000.00. GS said that we do not have to be so specific so long as we show that the figure is reducing.
 - ❖ The disposal of obsolete equipment was discussed with no conclusion being reached. But GS pointed out that the Assets Register which had been compiled in the past seems to have gone to ground.
 - ❖ GS felt that Groups need to be much more rigorous in the keeping of accounts and that uniformity was needed across the board. He distributed a sheet addressed to group leaders explaining their financial responsibilities. It was agreed that this was a very good sheet and should be distributed to all group leaders. **ACTION(ix) GS/PF**

7. **COMMITTEE SECRETARY'S REPORT** In future the initials of the Committee Secretary will appear in the minutes as JOS to avoid confusion with John Searle's initials.
8. **MEMBERSHIP SECRETARY'S REPORT** Absent
9. **EVENTS COORDINATOR'S REPORT** Absent
10. **GROUP COORDINATOR'S REPORT** Absent. It is hoped to start up a bowling group

11. **AOB**

- GS explained that the Assets Register had ceased to be. It was agreed that this should be reinstated and that Group Leaders should be asked to list any assets which they are holding. **ACTION(x)PF/SR**
- GS asked the meeting if it was necessary for Group Leaders to announce the dates of their next meetings at every Thursday Group meeting. It was agreed that this was not necessary. **ACTION(xi)RF**
- A DVD of announcements was suggested to be played on a loop at Coffee Mornings to ensure that everyone who attends has access to the information. To be discussed at the next meeting. **ACTION(xii)JOS**
- GS suggested two publications which he thought the Committee should consider – 'Code of Conduct for U3A Trustees', and 'Are You in a Rut'? Both publications are to be discussed at the next meeting. All members should have copies, but the source of the first one needs to be checked. **ACTION(xiii)RF**

The meeting closed at 2.50 pm

**The next Committee Meeting will be held on
Thursday 26th May 2011 at 12 noon at Bradbury House**

Jean Saunders
Committee Secretary
10th April 2011