

GLOSSOP U3A

COMMITTEE MEETING 31<sup>st</sup> May 2012, Bradbury House, Glossop.

**1. Apologies:** Jean Cliff, Denise Porter, Barbara Connah, Maureen Hobson, Philip & Sylvia Rogerson.

**2. Present:** Alan Conchie, Rita France, David Woods, Maureen Brierley, Pat Manchee, Doreen Ball.

**3. Chairman's Opening Remarks** The Chairman had nothing to report

**4. Minutes of the Last Meeting:** PM proposed the minutes of the last meeting of 29<sup>th</sup> March 2012 be accepted and was seconded by DB and agreed by all.

**5. Matters arising:**

(i) AC said that the New Proper Person Test was the advice from the Inland Revenue set up more for large charities. Ours was ok. We are not going with the Gift Aid.

(ii) Induction of new Committee Members. Feedback from DB & JC was fine. MB still to do hers but will wait until new committee.

(iii) BC still to sign the Code of Conduct. **Action AC**

(iv) Computer purchased. Due to the problem this morning with DVD AC will check into it. **Action AC**

(v) PR's Business Plan and Operating Procedures to be left for New Committee.

(vi) U3A's in E & W Model Constitution. Needs time so passing to new committee so they can form a sub committee

**6. Correspondence:** None

**7. Treasurers Report:**

(i) Receipt for Capitation Fees and All Risks Ins. received

(ii) Tony Dewberry inspected Half Yearly Accounts on 11<sup>th</sup> April 2012. The comments made were that

(a) The invoice for equipment bought needs the date putting on it when it was agreed by Committee.

(b) The agreement date by Committee for the Start Up funding for new group needs to be put on

cheque receipt.. (c) Both cheque signatories need to see invoice before signing cheque. MB has actioned all these.

(iii) At the Group Leaders meeting MB gave out instructions for end of year accounts. Sylvia had given copies to group leaders who did not attend the meeting.

(iv) MB needs end of year accounts by end July unless a group has a meeting in August.

MB will collect the old laptop from Neill Manchee for use by the Treasurer.

DW said he was very impressed by how well MB had picked everything up. She was thanked by the Committee.

**8. Committee Secretary's Report** AGM notice done. Officers reports needed by end July.

**9. Membership Secretary's Report:** PM showed new annual subscription form. A discussion took place and a few amendments were made. It will go out with the AGM notice. £5 membership fee to stay the same.

**10. Events Co-ordinators Report:** The information board seems to be working well. DB asked that any altered dates given to Group Co-ordinator for meetings to be passed on to her so board can be altered. DB said her phone number wrong on Group & Group Leader's list. Needs checking and updating regularly

**11. Group Co-ordinators Report:** Nothing

**12. AOB**

(a) Discussion took place on mechanism to ensure all new members belong to one or more groups. It was decided to form a sub committee. Possibly with AC, MH, SR & PM. Alan to liaise and arrange a date.

(b) Pat test. Waiting for Bradbury House to come back to us about this.

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(d) List of assets to be updated and sent to all Committee members.

(e) U3A subscription fees £5. All agreed.

(f) Coffee morning door duties. 7<sup>th</sup> June DB. 5<sup>th</sup> July AC. 6<sup>th</sup> September MB? This to be arranged at next committee meeting.

DW said that the History of Art group is no longer. There is a small amount of money left. Agreed to be given to U3A funds.

Date of next meeting. 19<sup>th</sup> July 2012