

GLOSSOP U3A

COMMITTEE MEETING 20TH SEPTEMBER 2012, BRADBURY HOUSE, GLOSSOP.

1. **APOLOGIES** - Denise Porter.
2. **PRESENT** - John Searle, Alan Conchie, Sylvia Rogerson, Doreen Ball, Maureen Brierley, Maureen Brennan, Maureen Hobson, David Woods, Jean Cliff, Barbara Connah, Norma Hayden.
3. **NEW TRUSTEES WELCOMED** – Alan Conchie, Vice Chairman, welcomed Norma, Maureen and John.
4. **CHAIRMAN'S OPENING REMARKS** – This heading will no longer be placed on the agenda proposed by David Woods and seconded by Doreen Ball and agreed by all.
5. **MINUTES OF THE LAST MEETING.** AC proposed the minutes of the last meeting on 19th July 2012 be accepted and seconded by SR and agreed by members of the former committee.
6. **PORTABLE APPLIANCE TESTING (PAT).** List of equipment requiring PAT given to NH and a meeting with Bradbury House Management to arrange testing to be organised. **ACTION NH.**
7. **NEW MEMBERS WORKING GROUP.** AC expressed concern that new members are signing up for activities and not groups as a cheap way of going to the theatre and not contributing to the U3A. Various ways of monitoring new members were discussed and it was proposed by MH and seconded by BC that M.Brennan source where cards can be obtained, SR,AC,M Brennan & MH design the cards and a batch of 500 then be purchased. This was agreed by all. DP is going to monitor the new members being issued with a temp. Membership card to allow new members a period of 3 months to join a group and then become a member of the u3A. Full membership cards will be numbered to keep a tally of the number of members of Glossop U3A. JS asked if a Welcome Pack could be made available for new members, a cost of £1.50 per pack was suggested but no decision was made. New members are given the New Members Handbook to read when they come to sign up. No further action was agreed upon. **Action AC/SR/MH/DP/M.BRENNAN**
8. **ANNOUNCEMENTS.** The Chairman agreed to make any announcements of any changes etc., on Coffee mornings. **ACTION JS.**
9. **CORRESPONDENCE.**
 - (i) Letter from Mrs. P. Manchee, Retiring Membership Secretary. requesting that the September Coffee morning in future be solely for the purpose of renewing membership. The Committee discussed this suggestion and it was unanimously agreed that in future a room would be set aside purely for the purpose of renewing membership and welcoming of proposed new Members, the coffee morning would continue as at present. It was also agreed that a room would be hired for this purpose at the Oct.2012 Coffee Morning Meeting. **ACTION JC.**
 - (ii) Information from Head Office that the CLA Licence can no longer be renewed for Glossop U3A as in the past. The cost of renewing the licence has risen from £20 to £140 with no leeway given. SR to discuss implications of not renewing the licence with Group Leaders and to report back to the Committee **ACTION SR**
10. **TREASURES REPORT.**
 - (a) MB explained the accounts in detail, explaining that the negative asset of £658 is not good. It was proposed by DW and seconded by JC and agreed by all that £700 be transferred from the Building Society Account to the Current Account and further sums transferred when necessary in the future. **ACTION MB**
MB advised that the amount set aside to replace equipment owned by U3A be decreased by 20% and she will bring a chart showing how this will be achieved to next Committee Meeting.
The signed off Receipt and Payment Account to be retained by **MB**.
 - (b) It was proposed by DW and seconded by AC and agreed by all that Neil Manchee remain The Charity Commission contact. MB to give NM information required.
 - (c) A letter was sent to the Committee last year from Tony Dewberry highlighting his concerns on levels of reserves held by Glossop U3A but he did not get any reply from the Committee and he has again written to the Chairman with his concerns. Also he suggested that start up funds to new groups of the agreed £50 be shown in the accounts and signed for by Group Leader. MB to reply to Tony's letter and JS to countersign this. Letter of thanks also to be sent to Graham Sharratt. **ACTION JS/MB**

Further points discussed and left until a future Committee Meeting :-

- (i) Should we have an Independent Appraisal of yearly accounts or let the Management Committee monitor accounts themselves?

- (ii) Should Committee be involved in monitoring Group Accounts?
- (iii) Should all receipts for payments by Groups be kept for inspection?
- (iv) How to account for money carried forward by groups be included in accounts?
- (d) A new Examiner is needed now Tony has stepped down. AC to contact Edward Bracken to see if he would be willing to take on this position. **ACTION AC.**

- 11. COMMITTEE SECRETARY'S REPORT.** The Committee agreed that six meeting each year Year was acceptable. E-mail with the date of the years' meetings to be sent to all Committee Members. **ACTION JC**
- 12 EVENTS CO-ORDINATOR'S REPORT.** Doreen has experienced difficulty in getting members to check the Notice Board for information on Groups. It was suggested (a) that Members with computers download dates and times of group meetings from the internet (b) that the Chairman requests Members to check the notice board at Coffee Morning meetings (c) that Members contact Group Leaders to clarify when and where meetings are held.
- 13 GROUP CO-ORDINATOR'S REPORT.** A new Information Sheet has been placed on Notice Board for New Members. The new Membership System is being put in place. A updated list of Groups will be put on U3A Website by AC.

AOB.

- (A) Kath Shaw to be BC's stand in during absence of Vice Treasurer with DW to be cover in emergency Agreed by all Committee.
- (B) Announcement regarding every month of year having a Coffee Morning to be made by JS at the Coffee Morning in October **ACTION JS.**
- (C) It was a unanimous decision of the Committee that no change is made to the date of the AGM.
- (D) Letter showing appreciation of work carried out by retiring Membership Secretary be sent Agreed by Committee. **ACTION JC.**
- (E) Induction of New Committee Members - AC to arrange dates with Members involved. **ACTION AC.**
- (F) New Committee Members to sign Trustees Code of Conduct during Induction Meetings **ACTION AC.**
- (G) To be discussed at next Committee Meeting.
 - (i) Catchment area of New Members
 - (ii) Review of Constitution
 - (iii) Groups and activities co-ordinator – Should this be SR?
 - (iv) Draw up plan What do we want to do? What is our plan?

MEETING CLOSED AT 2.P.M.

**JEAN CLIFF
COMMITTEE SECRETARY.**