

**GLOSSOP U3A.**  
**COMMITTEE MEETING, BRADBURY HOUSE, THURSDAY 22<sup>ND</sup> SEPT. 2011 @ 12 NOON.**  
**MINUTES.**

1. **APOLOGIES.** Sylvia Rogerson, Maureen Hobson, Barbara Connah.

2. **PRESENT.** Rita France, Alan Conchie, Denise Porter, Doreen Ball, Pat Manchee, David Woods, Maureen Brierley, Jean Cliff.

3. **CHAIRMAN'S OPENING REMARKS.** New Committee Members Maureen Brierley, Doreen Ball, Denise Porter and Barbara Connah (who unfortunately was unable to attend) were welcomed by Rita France.

**Treasurer** - Maureen Brierley

**Assistant Treasurer** - Barbara Connah

**Committee Secretary** - Jean Cliff

Doreen Ball is to take up the position of Events Co-Ordinator.

4. **MINUTERS OF THE LAST MEETING.** AC proposed the minutes of the meeting of 7<sup>th</sup> July 2011 be accepted as a true record. The proposal was seconded by PM and agreed by all.

5. **MATTERS ARISING.**

i. Jean Shirley is away on holiday so the drawing up of the new Application form for the Group to be left until her return **Action RF/JS**

ii. The induction of new members of the Committee will be carried out by AC and will cover all aspects of being a Trustee and cover all Charity Commission Rules. This programme will take place at AC's home at a date to be arranged. Discussion took place as to how this will be carried on in the future. It was agreed that a document will be put on-line in conjunction with the Charity Commission Website. **Action AC**

iii. Distribution of the sheet re financial responsibilities of group leaders to be left over until SR returns from Holiday **Action SR**

iv. List of members of existing Groups.. PM to liaise with SR when Sylvia returns from holiday.

AC asked what is meant by Groups. Should members only be allowed to join U3A when in a Group? To be discussed at next Committee Meeting - (a) What is a group?

(b) Conditions and rules within groups. **Action Committee.**

v. A new Membership Form was produced by PM. After discussion the words 'middle aged' were removed and the new format agreed by all. Pat was thanked for the work she had done.

vi. Desk now in situ.

vii. Reserves.

A discussion took place how to reduce reserves held by U3A. A consensus of opinion was that a slow reduction of reserves should continue to take place. Although it was agreed that £6000 was a realistic figure for the reserves it was felt that redefining what amount is required to replace equipment was needed. It was agreed to leave the reserve situation at present but to monitor it for the next 12 months when it will require discussing again. Looking to the future will rent of Bradbury House be increased or will subs to U3A Head Office be increased?

## **6. CORRESPONDENCE.**

A letter from Tony Dewberry was read out to the Committee by the Chairman confirming he had examined the accounts and approved these. He had reservations about how funds for new groups was distributed and requested the date of the management committee meeting authorising the payment of such funds should be submitted at the end of the financial year.

Mr. Dewberry also expressed concern that cheques were being signed prior to the invoices

being received. These points were discussed and taken on board by the committee and documentation will be produced for any new groups starting up. Regarding the cheques and invoices this problem to be taken to the next Group Leaders meeting and all Group Leaders to be made aware of their responsibilities. All receipts and accounts from the Groups to be sent to Mr. Dewberry for inspection.

Cheques will not be issued unless a document showing what the cheque is for is produced.

### **Action MB/SR**

Receipts to be issued by Assistant Treasurer for any monies given for banking – this to be put into practice immediately. Agreed by all.

### **Action MB**

Letter from Graham Sharratt – copy to be issued to each committee member and discussion of points raised to take place at next committee meeting. Committee Members to set out their concerns at this meeting.

**7. TREASURERS REPORT.** - Maureen Brierley to take on this Role.

**8. COMMITTEE SECRETARYS REPORT** - Jean Cliff to take on this Role

**9. MEMBERSHIP SECRETARYS REPORT** – AC to put on website all fees to be paid by end of October.

**10. EVENT CO-ORDINATORS REPORT** – Doreen ball to become Event Co-Ordinator.

**11. GROUP CO-ORDINATORS REPORT** – Absent

**12. STANDING ORDERS** – Amendment to Standing Orders on page 1 (a) Definition of Deputy Chairman (b) Substitute “all meetings that would have been chaired by the Chairman” page 2 Remove “Arrange the speakers for the Thursday Group meeting and” change “publish the programme at the commencement of the term” to “Maintain and publish the U3A programme of events through the planner”

Appendix B Remove “Speakers’ fees – cash or cheque (receipt requested for cash) to Speakers fees – cash or cheque (receipt needed)

It was also suggested that an addition be made to the standing orders as “The Officers

of the committee, by virtue of the posts held have guaranteed access to any group, activity or event where there is a likelihood of money/cheques needing to be exchanged.

### **13. THURSDAY GROUP**

Letter dated 29/07/2011 from K. Gorman (Leader of Thursday Group) regarding Coffee Morning members coming in at the end of the Thursday Group meetings as people had been turned away. Discussion of this and other points raised in the letter discussed. Proposal by AC seconded by PM and agreed by all that a letter be sent to the Thursday Group stating "The Thursday morning post 11.a.m. period (after the speaker has finished) needs to be considered as time shared by Thursday Group members and all other members and appropriate financial arrangements need to be agreed to reflect the relative use.

RF to reply to KG letter and to await reply before website is changed.

The change of the Coffee morning to 29<sup>th</sup> March 2012 agreed/ **Action RF**

### **14. ANY OTHER BUSINESS.**

(i) The bank mandate needs changing. Graham Sharratt and Jean Saunders were signatories for cheques. As they are no longer on the Committee it was proposed and agreed by all that the new Treasurer, Maureen Brierley, and Committee Secretary, Jean Cliff, are the new signatories.

(ii) One Committee Member short – to ask at Coffee Morning and Groups for any Member interested to contact Committee Member. Also to be put on the Website.

(iii) Two CD's given by Keith and Barbara Bates to be donated to the Thursday Group.

Meeting closed at 13.35.p.m.  
Jean Cliff.

Next Committee meeting at Bradbury House @ 12 noon 17<sup>th</sup> November 2011.