

## Minutes of Glossop U3A Committee Meeting November 10<sup>th</sup> 2016.

1. **Present.** Barbara Connah, Sharon Hamshere, Maureen Brierley, Barbara Craven, Hazel Oldham, Carol Littlewood, Joyce Bunting, Hilary Clayton, Clive Littlewood, Chris Blacket, Glyn Connah, Barbara Roberts.
2. **Apologies.** There were no apologies.
3. **Minutes of last Meeting.** CL proposed and BCr seconded that the minutes of the last meeting held on September 29<sup>th</sup> 2016 , were correct. All those present agreed.
4. **Matters Arising.**
  - a. The committee are continuing discussions about trips and theatre outings.
  - b. H.C. gave a "Useful Policy Statement" about risk management etc. to all committee members.
  - c. CB has arranged for Moss Electrical to PAT test 6 items at Bradbury House on November 21<sup>st</sup>. He will get an invoice and MAB will send a cheque.
5. **Correspondence.** We have received the Annual Report and Accounts for 2015/16 from Head Office.
6. **Treasurer's Report.** MAB gave the committee the Budget Forecast, and also said that she has ordered another 30 diaries costing £60. Norma Hewitt, our Bookkeeper, has made a request for £70 for a new battery for the laptop which she uses for keeping the U3A cash books and ledgers. All the committee voted in favour. As the HSBC in Glossop is closing in January the committee had to decide on an alternative. MAB approached NATWEST and was told that before applying, they need the personal details of all the Trustees and of the organisation. We will need a current account, a reserve account, a cheque book and a paying in book, also a monthly statement. NATWEST were happy with 2 signatures out of a possible 5. S.H. proposed that we move our account to the NATWEST and it was seconded by J.B. The proposal was agreed by all the committee. Everyone completed the personal details form and M.A.B. will take all relevant information to the NATWEST. We will have to leave a reserve of money in HSBC to cover any outstanding cheques then move the rest of the reserve into the current account before finally moving it to the NATWEST.
7. **Committee Secretary's Report.** Nothing to report.
8. **Membership Secretary's Report.** C.W.L. said that we have 363 paid up members, 21 who had not yet paid and 12 trial members.
9. **Group Co-ordinator's Report.** Nothing to report.
10. **A.O.B.**
  - a. Already discussed.
  - b. S.H. read out the Code of Conduct and all committee members signed in agreement with it. MAB said all correspondence over 6 years old can be shredded, CB offered to do this.
  - c. Already discussed.
  - d. CWL asked who should have a copy of the Database. This is the Chair, the Treasurer, and the Secretary.
  - e. CL and CWL will do the Group leaders Christmas get together on December 8<sup>th</sup> at 12-00 pm. The meeting closed at 12-50 p.m. The next meeting is on Thursday January 5<sup>th</sup> 2017 at 11-30 a.m. Barbara Roberts.