

## Minutes of Glossop U3A committee Meeting – 8<sup>th</sup> November 2018

1) Present – Barbara Connah, Glyn Connah, Carol Littlewood, Clive Littlewood, Maureen Brierley, Joyce Bunting, Barbara Craven, Chris Blackett, Jo Mortlock.

2) Apologies – Hazel Oldham, Brigette Manchee, Sharon Hamshere has resigned from the committee.

3) Minutes of the last meeting – Proposed CaL seconded CB that minutes be accepted.

4) Matters Arising –

i) From meeting of 28<sup>th</sup> June. Without Sharon we have lost track of her contacts with the Greater Manchester Network. Maureen will try to trace contact details via the North West Region. – MB

We would prefer Glossop U3A to be part of the North West rather than East Midlands. This may give us access to more speakers. Glyn will contact the Third Age Trust to see if we can transfer to the North West region. – GC

ii) Maureen will take over the task of explaining the responsibilities of Trustees to Jo. – MB

iii) Carol thinks we will have difficulty getting contributions to a newsletter. Barbara will ask if anyone outside of the committee would be prepared to take on the task. – Bcon

iv) Carol reported that only the Sacred Geometry Group responded to her request for groups to let her know of vacancies for new members.

5) Correspondence – Monthly newsletter from the Third Age Trust. Glyn will forward to other committee members in future if there is anything of particular interest. – GC

Clive forwarded an e-mail from the Volunteering Team at the Royal Air Forces Association looking for 'befrienders' in the Glossop Area. Barbara will pass this on to Rita France to see if there will be any interest in the Thursday Group. - BCon

6) Treasurer's Report

- i. Budget forecast and income & expenditure to end of October.
- ii. Jo has filled in the Natwest Bank form as a new trustee. Maureen won't submit this until the Charity Commission has been notified that Sharon has resigned. – GC/MB
- iii. The signatories to the current account are: B Connah, M Brierley, B Craven, J Bunting, and B Manchee. All were happy to remain as signatories.
- iv. There are 24 diaries left out of the 70 bought for £175 so Maureen won't order any more.

7) Committee Secretary's Report - Glyn has sorted out the paperwork handed over by Hilary into an archive file with minutes retained in accordance with the 6 year policy. Duplicates and documents older than 6 years to be shredded. Glyn will create a separate file for controlled documents that are retained indefinitely along with log sheet for documents that are subject to review. - GC

8) Membership Secretary's Report – We have 349 members including 2 life members, but 22 have not re-joined. All the old membership forms have been shredded to comply with data protection regulations. Birthday lists have been sent to the Welfare and Thursday groups.

9) Group and Activities Coordinator's Report – We have 25 new applicants. Temporary membership expiry date has been added to the bottom of the application form.

## 10) AOB

- i. Wellbeing Day – Barbara read out a report sent by Brigitte in which she said a bit about the event in general and the response to the U3A stall where she had set out some information she had put together. She was careful to remove personal details and referred people to the website for further information. There was a steady stream of interested people and also current members stopping for a chat. Some people thought that there were no vacancies so she did her best to convince them otherwise. Also one or two others said they had offered to do talks but had not been contacted back.  
She also suggested asking groups to produce a small display for coffee mornings including pictures taken on phones. These could also be put on the website to keep it up to date. A quick look at the website showed that a lot of the reports etc were well out of date with the notable exception of Clive Robinson's visit to Welshpool. Barbara will ask Alan Conchie to talk about the website at a coffee morning to encourage more inputs from groups, especially photos from trips etc. - **BCon**
- ii. Financial Controls – should be reviewed annually but we haven't done this for some time. Maureen ran through the procedures set out in the constitution and the standing orders. The only part where a change may be necessary is in Appendix C of the Standing Orders in the paragraph headed 'Receipt of monies by the Assistant Treasurer'. Maureen will draft a proposal for re-wording this paragraph. – **MB**  
Glyn to produce a review form for Financial Controls. - **GC**
- iii. Reserves Policy – Maureen produced some figures to calculate the recommended minimum reserves to be held in our savings account based on recommendations from the Third Age Trust. The calculation using depreciation of equipment and potential variation in ongoing costs comes to £2652. Alternatively a simple 10% of turnover would be around £3800. Maureen to draft a policy document for discussion at the next meeting. - **MB**

Next Meeting Thursday 10<sup>th</sup> January 2019 at 11.15am

Glyn Connah