

**Glossop U3A**  
**Committee Meeting, Bradbury House, Thursday 18<sup>th</sup> November 12.00 noon**  
**Minutes**

**1. APOLOGIES** None.

**PRESENT** Jean Cliff, Alan Conchie, Peter Fish, Rita France, Maureen Hobson, Pat Manchee, Sylvia Rodgerson, Jean Saunders, John Searle, Graham Sharratt, Kath Shaw, Ann Woods, David Woods

**2. CHAIRMAN'S OPENING REMARKS** The Chairman sadly, had to record the death of our Treasurer on the 3rd of November 2010. Because of our position re the Charities Commission it was necessary to appoint another treasurer as soon as possible. Graham Sharrett was asked if he would step in and sort out the finances. He has agreed to do this but only until such times as a new treasurer can be appointed or until the end of this financial year. DW proposed that GS be co-opted onto the management committee. This was seconded by AC and agreed by all. RF then proposed that GS be appointed Treasurer. This was seconded by DW and agreed by all. GS reminded the committee that they have joint responsibility for the Accounts, and therefore wanted to inform them of his findings so far.

- a) He had compiled the annual accounts and produced a Provisional Final account (in our conventional format), this showed a discrepancy - the bank account has an excess of £46 pounds over the accounts. The reasons for this discrepancy are still being investigated by the Accounts Examiner Tony Dewberry (TD), but for convenience this had been shown in the Provisional Final Accounts as an addition to income.
- b) DW proposed that in the exceptional circumstances the committee accept this single adjustment to the accounts, rather than expect GS and TD to continue lengthy and perhaps unproductive research. RF seconded the proposal and it was agreed by all.
- c) For the future, GS then asked for clarification of the treatment in the accounts of the new Thursday Group. He thought that the Thursday Group should be considered in the same way as other groups i.e. they will undertake their own accounts but use the U3A as a 'bank' - depositing money and withdrawing cheques in the U3A Bank account as required. This was agreed by the meeting. GS also informed the Committee that Bradbury House is willing to issue separate invoices for the U3A, and for the Thursday Group. This will require an amendment to the bookkeeping which GS will undertake.
- d) In order to clarify the position in the Final Accounts it was agreed that all trips, i.e. Theatre, Halle and Music, Days Out, Transport group, Good Companions Group, and Travel Group (holidays) be shown as Trips, and thus separated from the Groups finances.
- e) Group leaders are to be asked to pay in cheques as soon as possible and not to hang on to them.  
**ACTION(i) PF/SR**
- f) In respect of the Group's annual financial statements GS said he had only received those for 6 groups so far, and the group's co-ordinator SR agreed to chase up the remaining group organisers.  
**ACTION(ii)SR**
- g) Approximately £150 profit from the Showcase Evening should be refunded to the ticket holders.  
**ACTION(iii)SR/PF**
- h) He felt that there must be more discipline in the organisation and that book keeper must be told exactly how much money is U3A money and how much is Thursday Group money. PM is to liaise with KS and will pass on the relevant information to Norma Hewitt, the book keeper.  
**ACTION(iv)PM/KS**
- i) In the last financial year £670.00 was paid out in speaker's fees for which there are no receipts. The speakers must be asked to give a receipt. This will be the responsibility of the Thursday Group. For the time being RF will obtain receipts from speakers. AC pointed out that it would be better to begin a separation between the Management Committee and the

Thursday Group, and volunteered to take on the role of Thursday Group Treasurer. This was proposed by RF, seconded by MH and agreed by all. **ACTION(v)AC**

j) The Charities Commission says that cheques should be signed by two trustees. We need to appoint new signatories as at present we have only one – RF. RF proposed Jean Saunders, Graham Sharratt and Alan Conchie. This was seconded by MH and agreed by all.

k) DW offered to help GS if the need arose.

3. **MINUTES OF THE LAST MEETING** KS proposed that the minutes of the meeting of 23<sup>rd</sup> September 2010 be accepted as a true record. The proposal was seconded by AC and agreed by all.

4. **MATTERS ARISING**

- The audio equipment for the Easy Listening group has been purchased
- The standing Orders have been amended and AC took the meeting through the various alterations. After some discussion and some adjustments, JS proposed that the amendments be accepted. This was seconded by DW and agreed by all. AC to send the newly amended Standing Orders to JS who will distribute them to all committee members. **ACTION(vi)AC/JS**

5. **TREASURER** See Chairman's Opening remarks.

6. **COMMITTEE SECRETARY'S REPORT** – nothing to report

7. **MEMBERSHIP SECRETARY'S REPORT** – some members have been able to join the Thursday Group, and two other vacancies have arisen very recently.

8. **EVENTS COORDINATOR'S REPORT** – nothing to report

9. **GROUP COORDINATOR'S REPORT** PF reported that Doreen Ball was prepared to steer a new group - Globetrotters – and he hoped that eventually this might lead to presentations in the future.

10. **THIRD AGE TRUST SURVEY** RF has a Survey from Headquarters seeking information from the membership in order that they could plan the way ahead. Having jointly filled in some of the detail, it was agreed that the Chair, and Vice Chair, plus the two Secretaries should complete the survey.

**ACTION(vii) RF/AC/PM/JS**

11. **AOB**

- A copy of forthcoming events is to be reinstated onto the notice board. **ACTION(viii)JC**
- In future for all U3A ticketed events, the tickets must state 'Members Only' to prevent having to turn people away.
- AW asked why the Minutes had not appeared on the web site yet. AC reassured her that this will happen but there were issues with the web site which had to be dealt with first. **ACTION(ix)AC**
- GS reminded the meeting that we would need to call an EGM in order to present the accounts to the members and that we would need to give the membership 21 days notice. It was agreed that this could not be done before the New Year. **ACTION(x)RF/JS**
- RF put forward the idea of membership cards. After some discussion it was agreed to remain with our name badges, but to investigate other ways of producing them. **ACTION(xi)AC/JS**

**The next meeting will be on Thursday January 13<sup>th</sup> at 12 noon in Bradbury House**

Jean Saunders  
Committee Secretary  
19<sup>th</sup> November 2010