

ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES

19th November 2019 - 15:30 pm

Held at: Weyhill Fair Village Hall

(V2 dated 24 November 2019)

1. **Present:** Peter Villalard, David Gollings, Jean McLeod, Caroline Mills, Eleanor Wright, David Rae, Gary Adams, Chris Ward, Jan Ward and Richard Selley.
2. **Apologies:** Nil
3. **Minutes of Previous Meetings:** The Minutes of the previous 2 meetings held on 18th June 2019 and the 16th July 2019 were agreed and signed by the Chair. **Action:** To be put on the website.
4. **Matter arising:**
 - a. **Magazine Production Quantities** - Some 30% of the membership had agreed to have the magazine e-mailed, rather than sent as a hard copy. This will make a significant saving on postage. (See below).
 - b. **Return to the Charity Commission** - The Secretary and The Treasurer will fix a date to complete the return to the Charity Commission. **Action:** Treasurer / Secretary
 - c. **Status of the Theatre Group** - It was confirmed that the Theatre Group was now fully operational.
 - d. **Revised Asset Register** - The Asset Register had now been updated.
 - e. **Registered Charity - Details on Correspondence** - This requirement was understood by all and was being implemented.
5. **Treasurer's Report:**
 - a. **Spreadsheet** - A copy of the spreadsheet which shows our current financial position, which remains healthy, is attached
 - b. **Gift Aid** - HMRC had accepted our Gift Aid claim and we have had £705 paid into our account, as opposed to only £483 last year.
 - c. **Subscriptions Income** - The MAINAUDIT table shows the increase in our subscriptions. Subscriptions income has grown by over £1,000 and that has also impacted the Gift Aid, which has increased by over £200 - a net increase in our income of over £1,200. Whilst we are currently showing an in-year surplus of £575, we still have 4 months of speakers to fund, and the Treasurer estimated that we will just about break even be in slight surplus at the end of the financial year (31 March 2020). This was against a potential deficit of some £1200 if we had not increased our subscription rate.
 - d. **EVENTS AUDIT Table** - It was highlighted that the Theatre Group was back in action and overall some £37,000 has passed into/out of the account so far this year - a reflection of a thriving area within our U3A.
 - e. **U3A Diaries** - The Treasurer had 2020 U3A diaries for sale at £2.75 each. It was agreed that words to this effect should be placed on the website.
Action: Webmaster

f. **Cheque Signatories** - There was a need to establish who will be our fourth signatory on cheques. Currently there were 3: The Treasurer, The Chair and Caroline Mills. We can either nominate a fourth signatory now or alternatively, wait until after the AGM, when at least two new names would need to be added.

Secretary's Afternote: The Secretary would be willing to be the fourth signatory, if this would help. The Chair has endorsed this suggestion.

g. **Future Treasurer** - David Rae was resigning from the role of Treasurer, as at the AGM 2020. This will see a fresh financial year commenced and it should be fairly straightforward at this point for the new Treasurer to pick up the role. However, it would be better if a potential replacement, could shadow, prior to that and better still if they could cover the end of the financial year preparations, commencing at the beginning of March 2020. David was willing to mentor a replacement into the process and be on hand to assist with any difficulties. The Chair emphasised the vital importance of the Treasurer's role and the need to recruit a suitably qualified replacement. **Action:** All

6. **Secretary's Report:**

a. **Charity Commission** - The return to the Charity Commission was still outstanding (see above).

b. **General Election** - The Charity Commission has issued guidance on conduct during the period up to the General Election. This can be found at: <https://charitycommission.blog.gov.uk/2019/09/13/charities-and-political-campaigning-a-reflection-on-charities-responsibilities/>

7. **Membership Secretary's Report:**

a. **Membership** - Membership currently stood at 507, residing at 396 households. Some 50 non renewing members were deleted in July, of which 10 were subsequently reinstated, following payment of membership fees.

b. **Group Audit** - The Group Audit had been partially successful. After the initial request and one chase-up, 25 groups had responded, leaving 15 with no response. Average members per group was 30. Current responses indicated that group membership ranged from 6 to 138. It was agreed that future group audits would become the responsibility of the Groups Coordinator.

c. **Distribution of Newsletter** - A tick box was now included on new membership applications. Almost all new members signing up were now choosing email. (134 out of 396 households signed up for the e-mail option). As the Autumn distribution to members only contains the newsletter; the editor had agreed to take on responsibility for its distribution this in future years. The membership Secretary will continue to manage the Spring distribution which along with the newsletter, comprises subscription renewal forms and AGM papers. The Membership Secretary's Job Description has been amended accordingly. A copy should be sent to the Secretary and the Webmaster. It should be uploaded onto the website.

Action: Membership Secretary / Webmaster **Secretary's Afternote:** It should be standard procedure that whenever a Job Description is updated a revised copy is sent to the Secretary and also uploaded onto the website.

8. **Website Report:**

a. **Data Flow Diagram** - The Webmaster had revised the data flow diagram. This is attached, together with an explanation. **Secretary's Afternote:** This has been uploaded onto the website.

- b. **Web Domain** - The Committee agreed that we should not purchase the Domain: andoveru3a.uk
 - c. **Finance for Group Leaders** - Some cosmetic changes to the, "Finance for Group Leaders" document had been suggested by the Webmaster and Newsletter Editor. **Action:** Webmaster to send the document to the Treasurer for discussion / agreement.
9. **Newsletter Report:**
- a. **Quantities** - As stated there will be a reduction in the quantities of newsletters that will need to be printed in the future. It was reported, however, that reduced quantities had a disappointing impact on cost reduction. It was clear that set up costs were a significant proportion of the amount charged, regardless of the quantities actually printed. As stated, the major saving would be postage.
 - b. **Quotes** - The Newsletter Editor will obtain quotes from printers prior to getting the newsletter printed for future editions and will investigate alternatives to Anton Printers to see whether costs can be reduced.
 - c. **E-mail Summary** - The Newsletter Editor agreed to email a summary of what can be found on the website to all Andover U3A members (where possible) and provide further summaries periodically, dependent of the frequency of new additions.
10. **Groups Coordinator's Report:** The Group Coordinator would be updating the Groups List, which would be issued in Feb 2020.
11. **Christmas Function:**
- a. **Format** - It was reiterated that the, "Christmas Function" this year would be much more low-key. It would essentially be a normal meeting, with enhanced refreshments and a raffle. The, "Speaker" (Chris Walker) would provide a musical theme with slides: "The Great American Christmas." It was not proposed to decorate the hall. **Secretary's Afternote:** The Chair had written to the group leader of the Sunday Lunch Club to say that they were free to organise an additional event and open it up to all our members if they wished.
 - b. **Refreshments** - It was agreed that the cost of refreshments would not exceed £120.00. It was likely that refreshments would be mince pies and stolen, although alternatives would be considered, depending on what was available and the cost. Caroline Mills and Eleanor Wright agreed to procure the refreshments. It was agreed, based on normal attendance at monthly meetings, that we would cater for 120 attendees. **Action:** Caroline Mills / Eleanor Wright
 - c. **Raffle** - It was agreed that £100.00 would be spent on raffle prizes. David Rae agreed to purchase the raffle prizes. **Action:** Treasurer
 - d. **Room Layout** - It was agreed that there would be 12 tables of 10. It was agreed that refreshments would be served at tables, rather than people going up to collect from the kitchen hatch. The Secretary would open the hall at 1200 hours, in order for the committee members to set up the hall. **Action:** All
 - e. **Publicity** – It was agreed that there was a need to make clear to all that the

December meeting was a week early than usual on the 10 December and not on the 17th. The Chair had stated this at the November meeting, but it would also be reiterated on the website. **Action:** Webmaster

12. **Any Other Business:**

a. **Equality and Diversity Policy** - An Equality and Diversity Policy has been produced, circulated for comment and amended accordingly. It is attached. The completed document should now be available on the website. **Action:** Webmaster

b. **Joint Groups** - The Secretary had had a long conversation with Clive Ward (The Chair of Anton U3A) about Joint Groups. This affects The Art Group and The Bridge Group, although there may be others. He raised concerns about risk management. It was agreed that there was no need to make any changes to the current arrangements. If there was a problem concerning a Joint Group, the way ahead would be agreed by the Chairs of both U3As.

13. **Date of next meeting:** 17th March 2020 at the Weyhill Fair Village Hall, following the monthly meeting.

Signed *Original Signed*

Dated April 2020