

ANDOVER U3A COMMITTEE MEETING MINUTES

21st May 2018 – 9.30am

Held at Foxcotte Tower, Foxcotte

1. Present: Pauline Eaton, David Rae, Jean McLeod, Chris Ward, Jan Ward and Peter Villalard.

Apologies: Richard Selley and Caroline Mills.

2. Minutes of Previous Meetings: The Minutes of the meeting held on 23rd April 2018 were agreed and signed by the Chair.

3. Matter arising: The resolution on maximum time to serve raised at the AGM was declared invalid as it infringed 3 elements of the Charter: not publicised early enough, not distributed with the agenda and did not gain 2/3rds of the votes cast.

Action: Secretary to contact the motion proposer and place on next year's AGM agenda.

4. Treasurer's Report:

a. A brief discussion was held on the viability of charging members to attend the monthly meetings but was not agreed on.

b. The Draft Financial Arrangements procedures are attached.

Action: Comments to the Treasurer.

c. In future Gift Aid forms will have to be signed annually.

d. A copy of the 'Fit and Proper Person' certificate is attached.

Action: New members to complete and return to the treasurer in due course.

5. Secretary's Report:

a. TAT have been informed of our Committee changes and the AGM agreement to change the Object clause of our Charter.

b. The TAT Strategic survey was completed. (Afternote. Returned to TAT 22 May)

c. The policy folder was being worked on. Constitution, job specs, data protection policy, privacy policy and group leaders aide memoire were nearing completion.

d. Speakers, stands and screen have been disposed of through Freecycle.

e. The Constitution has a number of typographical errors which the Chair agreed to amend and then forward to the Secretary.

f. The Charity Commission will be informed of the committee changes and the amendment to the Object clause in the Charter. **Afternote:** Informed of committee changes on 24 May 2018. No provision on webpage to send copy of Constitution or annual return.

6. Membership Secretary's Report:

a. The take over continues.

b. The AGM saw 117 members renew or join.

c. The number of Gift Aid forms being signed has reduced.

7. Website Report:

- a. The new website is being worked on but the request raised at the Group leaders meeting on 15th May to have a 'members only' area is fraught with difficulty and was likely to involve the use of a commercial package which would incur additional costs.
- b. Group Leaders in general appear to be content with their details being put on the website.

GDPR

It was stated that we will follow TAT advice and adopt contract as our lawful basis for the obtaining, holding and processing of members' personal data. Consent would however be required to share data with third parties, including TAT.

Action: The Membership Secretary and the Webmaster would work in conjunction to revise the current membership application and renewal forms to ensure our compliance with GDPR. The revised forms would need to be used for members who renew or join after 25th May 2018.

8. Newsletter Report:

The Spring edition is deemed a success.

9. Group Coordinator's Report:

- a. Following the Group Leaders' meeting after the AGM a set of minutes has been produced and is out for comment. Thereafter they will be issued to Group Leaders.
- b. It was agreed to hold Group Leaders' meetings on a more regular basis, ideally quarterly following on from a monthly meeting.

10. Any Other Business:

- a. Committee members' details taken for the Charity Commission return.
- b. The Christmas lunch was briefly discussed and the cost will have to be closely monitored as there was a loss last year. **Afternote:** A committee member has agreed to be the lead.

11. **Date of next meeting:** 13 Aug 2018 at Foxcotte Tower commencing at 9.30am.

Signed: *Original Signed*

Dated: 13th Aug 2018

ATTACHMENTS

1. Draft Financial arrangements paper.(Final version published on website)
2. Fit and proper person certificate.(Not on website)