

ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES - V2

Tuesday 03rd October 2023 at 1000 hours.
Held at: 10, Queen's Close, Ludgershall, SP11 9SN.

Dated: 05th October 2023.

1. **Present:** David Gollings, Su McNamara, John Pickford, Ruth Gollings, Dorothy Connor and Richard Selley.
2. **Apologies:** Melenie Mackay, Jan Ward, Chris Ward.
3. **Chairman's Opening Remarks.** The Chairman welcomed those present. He gave an overview of the meeting that he and the secretary had had with the chair and membership secretary of Anton U3A on Thursday 24th August 2023. It was agreed that all members of our respective U3As would continue to be most welcome to attend any group meetings, monthly meetings or visits organised by the other U3A, subject to spaces being available. Other significant points of note: Anton U3A charge an annual membership fee of £15.00 (this does not include the TAT magazine delivered by post, which is at additional cost). Anton U3A do not send any communications to members by post; this is done exclusively by email.
4. **Minutes of the Previous Meeting.** The Minutes of the previous meeting held on 26th June 2023 were agreed and signed by the Chairman. These minutes will be published on the website.

Action: Webmaster

5. **Matter arising:**
 - a. **Jean Owen's Bequest.** After further discussion it was agreed that he the Jean Owen Fund, which now had a current balance of £825.79, would remain ring fenced for capital expenditure items, but would continue to be held within the current account.

Action: Treasurer

- b. **Claiming Gift Aid.** The Treasurer reported that the claiming of Gift Aid had gone well, with some £606.90 being claimed so far this year. This was a significant threefold increase compared to last year. There was still a small amount to be claimed from recent joiners.

Action: Treasurer

- c. **Replacement Treasurer.** No one had yet volunteered to be the Treasurer. Some other avenues would need to be pursued. The importance of resolving this issue needed to be made very clear to the membership.

Action: All

- d. **Zoom Account.** The Zoom account had been retained and Zoom meetings continued to be a short notice option.

- e. **Appointment Lanyards.** All committee members now had appropriate lanyards.
- f. **Purchase of additional First Aid Kits (FAKs).** The Groups Coordinator had procured FAKs. One FAK remained unissued as a reserve.
- g. **Membership Audit.** All groups had responded to the audit request, albeit sometimes after a bit of prompting. Group leaders were advised of any group members who had not renewed; some late renewals had followed.
- h. **Guidance on Car Sharing.** The Guidance on Car Sharing was now available on the website.

6. **Treasurer's Report.**

- a. **Account.** The Treasurer gave an overview of the account. This is summarised on the attached sheet. It was now currently estimated that we could end this FY with a small surplus of some £300. This was not a significant amount and the balance between income and expenditure remained tight.
- b. **Charity Commission Website.** The Charity Commission had recently changed the process for gaining access to their website. The Treasurer and the Chairman did not yet have log-ins. The secretary had managed to get a log-in, however, this couldn't be shared as the person logging in had to input a digital code, which was sent to their phone. The Chairman stated that he would try to phone the Charity Commission to resolve the issue. This was necessary for the timely submission of our accounts.

Action: Chairman

- c. **Increase in the Annual Subscription from FY24/25.** Once again this was proving to be an emotive subject. It had been agreed at previous meetings that our ongoing finances needed to be kept under review. We were still treading a very fine line between deficit and small surplus, with 2 past consecutive years of deficit. Costs continued to increase and this was likely to remain the case into the future. Our annual membership charge is extremely reasonable compared to other U3As. After much discussion it was agreed that we would hold another Special General Meeting (SGM) in November 2023 to propose to the membership an increase in the annual subscription to £15.00 (not including sent copies of the TAT magazine) from FY 24/25. This was still a low cost and was the same as currently levied by Anton U3A. We need to avoid constantly having to hold SGMs to increase fees every year. The membership would have the opportunity to reject this proposal if they believed it was excessive. The Secretary would produce a calling notice for the SGM (See below).

Action: Secretary

7. **Membership Secretary / Newsletter Editor's Report.**

- a. **Membership.** The number of members was currently 418. Some 58% of members had gift-aided their fees. The number of new members so far this year (ie from 1st Jan 2023) was 58. The membership secretary was to be congratulated on implementing a system to address the drop in the amount of Gift Aid. All eligible U3A members had been encouraged to complete the Gift Aid form and as stated there had been a threefold increase. Inclusion of a physical Gift Aid form had certainly encouraged them to do this.

b. **Spring Newsletter.** The newsletter was currently with the printers. The emailed and printed versions should be going out to members round about the 10th October.

Action: Newsletter Editor

8. **Webmaster Report:** The website continued to work well. There were no outstanding issues to report.

9. **Groups Coordinator's Report.**

a. **New Group.** Trisha Patmore and Fran Owen had launched the new Members on their Own (MOTO) Group at the end of July 23. Their first group get-together was held at the Poplar Farm Inn on 2nd August. The group was proving to be very popular and since their first meeting they had held and arranged a number of future events.

b. **Groups' Update.**

(1) Diane Merry and Kath Lucas stepped down from leading Strollers 2 in May. John Howard and David James have now taken over as the new group leaders.

(2) In May the Croquet 1 and Croquet 2 groups combined to become the Croquet group. Chrissie Gore and Margaret Henstock are the group's joint coordinators.

(3) Vera and David Hughes retired as group leaders of the Play Reading group in July. Elizabeth Howe is the new group leader.

(4) Gill Todd joined Rita Hanna in August as the new joint coordinator of Quester 2 in place of Margaret Bowman.

(5) David Beeson's Flora and Fauna group has come to an end as has Pedro Battle's Beginners' Spanish group.

c. **Groups Currently Inactive.**

(1) Reading group.

(2) Climate Change Matters group.

(3) Family History group.

d. **Updated Groups List.** (dated: 11.09.23) An updated Interest Groups' List was sent to all Andover u3a committee members on 11th September 2023.

e. **High Visibility Jackets (HVJ).** Eight HVJs have been purchased and will be distributed as and when needed.

f. **Additional First Aid Kits (FAK).** One new FAK has been given to the Nature group. The second is being held by the Groups Coordinator as a reserve.

11. **Any Other Business.**

- a. **Proposed SGM Motion (November 2023).** It was agreed that the following would be voted on at the SGM in November 2023.

(1) The Annual Membership Subscriptions to be increased from £11.00 to £15.00 with effect from 1st April 2024. This reflects the increases in Hall Hire Costs, Postage, Speakers Fees and associated travel costs. It should be noted that for the past 2 years our U3A account has finished the FY in deficit. This cannot continue. The committee firmly believes that a fee of £15.00 represents extremely good value for money, when compared to the fees charged by other U3As; it will also align with the fees charged by Anton U3A.

Action: Secretary

- b. **Proposed AGM Motion (May 2024).** Delegate to the Membership Secretary the authority to increase the yearly fee for "The Third Age (TAT) Matters Magazine", collected with the annual membership fee, to reflect only mandatory increases in postage costs, passed on to Andover U3A by the Third Age Trust. (Clearly this will only apply to those members who elect to have the magazine sent by post.

Action: Secretary

- c. **Phasing Out Use of Royal Mail Postage.** The possibility of phasing out the use of the postal system was discussed. Postage is expensive and indeed charges have recently been increased again. It was agreed that some items would still need to be posted, however, every effort would be made to encourage people to make maximum use of e-mail or to collect / deliver items from / to the Weyhill Fair Hall.

Action: All

- d. **Christmas Raffle.** The arrangements for the Christmas Raffle were discussed. The following was agreed:

(1) No more that £100.00 would be spent, on 10-12 prizes. Prize winners would draw a second ticket to determine which prize they had won. This would avoid "cherry picking" by early winners.

(2) Three different colours of raffle tickets would be sold at £1.00 per strip. Raffle tickets would also be sold at the November monthly meeting. (New books of raffle tickets would be purchased).

(3) Refreshments would be limited to: Tea/Coffee, mince pies and chocolate biscuits.

Action: All

12. **Date of Next Meeting.** The next meeting would be held on **Monday 4th December 2023 at 1000 hours at 10, Queen's Close, Ludgershall, SP11 9SN.**

Signed

Dated

The Andover U3A is a Registered Charity, No. 1072274.