

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

Tuesday 04th December 2023 at 1000 hours.
Held at: 10, Queen's Close, Ludgershall, SP11 9SN.

Dated: 08th December 2023.

1. **Present:** David Gollings, Su McNamara, Melenie Mackay, Chris Ward, Ruth Gollings, and Richard Selley.
2. **Apologies:** Jan Ward, Dorothy Connor and John Pickford,
3. **Chairman's Opening Remarks.** The Chairman welcomed those present. He gave a summary of the Special General Meeting that was held in November. The proposal to raise the annual membership fee to £15.00 had been defeated. There would therefore be no raising of the membership fee in the next financial year. One point that had come out of the meeting was that we had no agreed policy for the amount of money that should be held in reserve. This needed to be addressed (see below).
4. **Minutes of the Previous Meeting.** The Minutes of the previous meeting held on 03rd October 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.** The balance of the Jean Owen Fund (£825.79), ring fenced for capital expenditure items, continues to be held within the current account, as agreed at the last meeting.
 - b. **Gift Aid.** The Treasurer reported that Gift Aid for a further 15 members was eligible to be claimed. This would be claimed in January 2024.

Action: Treasurer

- c. **Replacement Treasurer.** A prospective volunteer to be the Treasurer had been identified and a meeting had taken place to provide a briefing on what the task entailed. It was agreed that the identity of the interested party would not be revealed at this stage. A final decision was expected by January 2024.

Action: All

6. **Treasurer's Report.**
 - a. **Account.** The Treasurer gave an overview of the account. This is summarised on the attached sheet. The latest estimate of our balance for the end of the current FY was that we would now more or less break-even.
 - b. **Charity Commission Website.** Both the Treasurer and the Chairman now had log-ins. The Treasurer had successfully uploaded the u3a accounts for FY 22/23.

c. **Financial Reserves Policy.** The level of financial reserve that should be held was discussed. There is some guidance given by the Third Age Trust. Although no specific figure is quoted, TAT highlights that the majority of u3as hold between 50% and 75% of their annual expenditure as a reserve. After some discussion it was unanimously agreed that we would aim to hold around the 75% figure, although the figure would fluctuate slightly year on year. It was agreed that this would be adopted as our policy.

d. **Cost of Postage.** Postage costs are high (75p for a second-class stamp). It was agreed that where possible postage would be reduced. However, in order to ensure the maximum claiming of Gift Aid, the renewal forms (with the Gift Aid Declaration) and hopefully the Spring Newsletter (where applicable) would all be sent out together by post. However, it was agreed that where possible, "mailings" would be collected at The Fairground Hall, by those people attending the monthly meetings. It was agreed that the Membership Secretary would require assistance from the other committee members in this process.

Action: All

e. **Petty Cash Limit.** The amount of petty cash that can be held by groups for the day to day running of their activities is currently set at £100.00. It was agreed that with general rising costs this figure should be increased to £200.00. This would be promulgated at the next Group Coordinator's meeting in February 2024. The, "Advice and Guidance to Group Leaders" will be amended to reflect this change.

Action: Secretary

f. **Events Account.** There are still incidents where use is being made of private bank accounts for the collection of money and the payment of entrance fees etc. Group Leaders are to be reminded that where the petty cash limit is insufficient, cheques should be paid into the Events Account and the Treasurer will make the payment to the organisation required. This eliminated financial risk to both group leaders and members and was compliant with the rules laid down by TAT. The Groups Coordinator agreed once again to emphasise this at the Group Leader's meeting in February 2024,

Action: Groups Coordinator

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

a. **Membership.** The number of members was currently 417. This appeared to be around the number of members that are being sustained, post COVID.

b. **Proposed AGM Motion (May 2024).** It was agreed that Powers of Delegation should be given to the Membership Secretary to increase the yearly fee for "The Third Age (TAT) Matters Magazine". Any increase, collected with the annual membership fee, will only 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. This will be proposed at the AGN in May 2024.

c. **Committee Membership.** Chris told the committee that Jan would be formally standing down as Membership Secretary in May 2024. He was happy to continue to fulfil the roles of both Membership Secretary and Newsletter Editor for the coming

year 24/25, subject to endorsement at the AGM in May 2024, but then wished to relinquish either Membership Secretary or Newsletter Editor role in May 2025, depending on which role finds a suitable volunteer to replace Chris. It was agreed that the committee would assist Chris with the membership role as required. It was also agreed that we should, if possible, seek a candidate to be the Deputy Chair for election at the May 2024 AGM. This would provide an ample opportunity to understudy the role of Chair.

Action: All

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

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

a. **Interest Groups' Update**

(1) **French Conversation Group.** Sara Gray's French Conversation group has closed due to dwindling numbers. The group has been removed from the groups' list and the website.

(2) **History Group.** The Group Leader Keith Jay has asked for his Telephone number to be taken off the groups' list sheets. The group now hold their meetings at the Andover Museum.

(3) **Jazz Appreciation Group.** Barry Bond's reactivated the Jazz Appreciation group at the beginning of November after a short break since August. Meetings are held on the 1st Tuesday of each month at 2.30pm. Barry is considering broadening the group's musical horizons beyond jazz. He may also consider a change to the name of the group.

(4) **Strollers 1.** Strollers 1 no longer have a waiting list.

b. **Inactive Groups.** The following groups are currently inactive:

Reading group
Climate Change Matters group
Family History group

c. **Updated Interest Groups' List.** An updated Interest Groups' List was sent to all Andover u3a committee members on 20th November 2023.

d. **New Group.** Possible new group: "The Bookworms" may be formed to replace the Reading Group. An advert will be put on the Groups' Notice Board, website and an announcement will be made at the Christmas meeting. One member has already expressed an interest to co-run the group.

e. **Group Leaders' Meeting.** The Groups Coordinator agreed to hold a Group Leaders' Meeting on the 20th February 2024, after the monthly meeting.

11. **Any Other Business.**

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

(1) The requisite number of prizes had been purchased. It was agreed that 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. Sufficient raffle tickets had been purchased.

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

Action: All

b. **Speaker Programme June 2024 - May 2025.** The next speaker programme for the period June 2024 until May 2025 had been produced and is attached.

12. **Date of Next Meeting.** The next meeting would be held on **Monday 4th March 2024 at 1000 hours at 10, Queen’s Close, Ludgershall, SP11 9SN.**

Signed

Dated

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