

# ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES

Tuesday 16th August 2022 at 1500 hours  
Held at: Fairground Hall, Weyhill

Dated: 17th August 2022.

1. **Present:** Peter Villalard, David Gollings, Su McNamara, John Pickford, Chris Ward, and Richard Selley.
2. **Apologies:** Melenie McKay and Jan Ward
3. **Chairman's Opening Remarks.** The Chairman welcomed Jan Ward back onto the committee as the new Members Secretary (vice Gail Hunter). Her appointment would be confirmed at the next AGM in May 2023.

## Action: Secretary

4. **Minutes of the Previous Meeting.** The Minutes of the previous meeting held on 15th February 2022 were agreed and signed by the Chairman. These minutes will be published on the website.

## Action: Webmaster

5. **Matter arising:**
  - a. **Increased Membership Fees.** It was confirmed that the proposed increase in membership fees to £11.00 per person per annum had been agreed at the AGM in May 2022. The increase would come into effect in the next Financial Year.
  - b. **Group Membership Lists.** It was confirmed that the outgoing membership secretary had obtained membership lists for the majority of our groups. Those not completed were:
    - (1) Flora and Fauna (which was in the process of being formed).
    - (2) Exploring the Villages (which was in the process of being re-established).
    - (3) Spanish Group (which had no course currently running).
  - c. **Membership Renewal.** It was confirmed that no changes were to be made to the renewal process. The outgoing membership secretary had made great efforts to get the majority of renewals completed by 31<sup>st</sup> March. Our membership was content with this approach and understood the need for a prompt renewals.
  - d. **TAT Copyright License.** The Treasurer had purchased a TAT Copyright Licence.
6. **Short Courses.** The Chairman emphasised that this did not relate to the normal running of groups and the any monies collected for activities or the accounting arrangements associated with this. A Short Course related specifically to a period of instruction on a topic or subject that could involve members from different groups. This matter had arisen because David Beeson (Flora & Fauna) was proposing to run a number of short courses at his house. Each course would have a capacity of 8 students, with a proposed cost of £10.00 per person attending (each course). The cost would cover: heating, refreshments any

course materials (and their associated production) that were provided. There was tacit agreement that individuals were capable of judging for themselves, whether they believed the costs to be justified. After considerable discussion it was agreed that the Chairman would speak to David Beeson to establish that the £10.00 charge was fair and compatible with the ethos of the U3A.

**Action: Chairman**

**7. Deputy Chair's Report.**

- a. **Christmas Event 2023.** The Deputy Chair confirmed that the comedian who had entertained us last year and had proven to be a popular choice with those members who attended, had been booked once again for Tuesday 13<sup>th</sup> December 2022. It was agreed that provision of refreshments and raffle prizes would be agreed at a later stage.

**Action: Deputy Chair**

**8. Treasurer's Report.**

- a. **Donation.** We currently have a balance of £995.00 remaining from the original bequest of £1250.00 (inclusive of Gift Aid). Payments made so far were as follows:

(1) Cribbage Group	- £53.97
(2) Flora and Fauna	- £34.49
(3) Croquet	- £166.00

It should be noted that the remaining £995.00 is ringfenced for groups capital expenditure; it is not contingency funding.

- b. **Gift Aid Forms.** Last year we received £882.51 from gift aid, which included £250.00 from the bequest. This year we have only received £232.49. Overall, this is a reduction of £400.02, a significant sum. We need to establish why this has occurred. It was suggested that it could be due to the new way of renewing membership; previously renewal forms were posted? We need to ensure that all those who are eligible sign up for gift aid. The Treasurer agreed to do a check to compare whether those who signed up for gift aid last year, did the same this year. Gift Aid can be claimed retrospectively, thus there is great merit in following this up.

**Action: Membership Secretary / Treasurer**

- c. **Third Age Matters (Magazine).** We also had an invoice from TAT for the TAM magazine which was £750.08. Although there was a credit note from last year this magazine is costing us £3.10 for all those members having a hard copy. This is therefore a significant cost driver taking a significant slice of our relatively small membership fee. The secretary suggested that members requiring the magazine should pay the £3.10 cost over and above the standard membership fee. This might be controversial, but it should be raised at the next AGM. In essence, part of the membership is subsidising the other part, most of which is probably unaware of the costs involved.

**Action: Secretary**

- d. **Forecast of Expenditure.** Our current account has a reasonable balance of £2919.00 (however this includes the £995.00 remaining bequest funding). Projected expenditure is currently £3363.00. Overall, therefore we are currently set to end the year with a current account deficit of some £1439.00. The savings account currently has £4036.00. It was clear that measures will need to put in place to ensure that our normal running costs are covered by our income. It was agreed that contingency funding was for unplanned or unforeseen expenditure, and was not to offset excess running costs. The balance between our income and expenditure needs to be monitored closely.

**Action: All (as Trustees)**

9. **Membership Secretary's Report.**

- a. **Membership.** There are currently 406 Members who live in 327 Households.
- b. **Recruiting.** A small number of people have recently expressed an interest in joining Andover U3A, although their Application Forms have yet to be received.
- c. **Third Age Matters - Direct Mail Upload.** The August upload of those members requesting Third Age Trust Publications, viz: Third Age Matters (TAM)) was completed successfully on 10<sup>th</sup> August 2022. It contained details for 185 Households requesting this publication (see above). The next data submissions are expected to take place between: September 26th to October 7th 2022; the February 2023, dates are yet to be confirmed.

10. **Webmaster Report:** The website was working well. There was nothing specific to report.

11. **Newsletter Editor Report.** The Newsletter Editor was about to start the process for the next Newsletter. He would be inviting Group Leaders to submit their content on 29th August, asking for it to be returned by 18th September, ready for publication on 10<sup>th</sup> October.

**Action: Newsletter Editor**

12. **Groups Coordinator's Report.**

- a. **Use of BCC on emails.** A polite reminder had been sent to GLs to use BCC when emailing group members. This would prevent us / them being in breach of data protection regulations.
- b. **Update of Group Web Pages.** E-mails have been sent to all GLs to check and update their group's webpages on the website. New and / or amended details have been forwarded to John Pickford.
- c. **Group Leaders who have stepped down.**
  - (1) German Conversation Plus - Herbert Wilhelmy
  - (2) Croquet 1 - Alan Wright
  - (3) Art - Annie Willen (No replacement Nominated)
  - (4) Gardens - Gill Todd (No replacement Nominated)

d. **New Group Leaders.**

- (1) German Conversation Plus - Paul Eaton (to replace Herbert Wilhelmy)
- (2) Croquet 1 - Chrissie Gore (to replace Alan Wright)

e. **New Interest Groups Formed.**

- (1) Flora & Fauna - David Beeson
- (2) Poetry - Alan Wright

f. **Proposed New Group.**

- (1) Electric Bike Group - David Beeson (to gauge interest initially)

g. **Group Leaders Meeting.** The Groups Coordinator would hold the next Group Leaders Meeting on Tuesday 15<sup>th</sup> November after the normal monthly meeting. The Chairman stated that he would like to address the Group Leaders at this meeting.

**Action: Groups Coordinator / Chairman**

13. **Any Other Business.**

- a. **Annual General Meeting.** The next AGM would take place in the Fairground Hall at Weyhill on Tuesday 16th May 2023. There would be a speaker as normal following what is usually a very short AGM.
- b. **TAT Proposal to increase Subscriptions Annually.** TAT have stated that they propose to increase their annual subscriptions annually, payable by all U3As in the same proportion as the rise in Old Age Pensions. This was not supported by the committee (nor it would appear by a number of other U3As). It was agreed that the Chairman would vote against this proposal at the next TAT AGM.

**Action: Chairman**

14. **Date of Next Meeting.** The next meeting would be held on **Wednesday 19th October 2022** at **1030 hours** at **57, Conholt Road**, Andover, SP10 2HS.

Signed .....

Dated .....

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