

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

Tuesday 04th March 2024 at 1000 hours.
Held at: 10, Queen's Close, Ludgershall, SP11 9SN.

Dated: 04th March 2024.

1. **Present:** David Gollings, Su McNamara, Paul Hardy, Melenie Mackay, Chris Ward, John Pickford, Ruth Gollings, Dorothy Connor and Richard Selley.
2. **Apologies:** Nil
3. **Chairman's Opening Remarks.**
 - a. The Chairman welcomed those present, in particular Paul Hardy, who would be taking over as Treasurer from Su McNamara after the audit of accounts in April 2024.
 - b. **Committee Membership.** The Chairman confirmed that all those currently on the committee were willing to stand for re-election at the next AGM in May and Paul would be confirmed in post. Jan Ward would be formally standing down as Membership Secretary in May 2024. Chris re-affirmed that he was happy to continue to fulfil the roles of both Membership Secretary and Newsletter Editor for the coming year 24/25, subject to re-election, but then wished to relinquish either Membership Secretary or Newsletter Editor role in May 2025, depending on which role finds a suitable volunteer. The Secretary would produce the calling notice for the AGM in April.

Action: Secretary

4. **Minutes of the Previous Meeting.** The Minutes of the previous meeting held on 04th December 2023 were agreed and signed by the Chairman. These minutes will be published on the website.

Action: Webmaster

5. **Matter arising:**
 - a. **Claiming of Gift Aid.** See Below.
 - b. **Replacement Treasurer.** See Above.
 - c. **Reducing Postage Costs.** Postage charges have now been increased to £0.85 for standard second-class postage and £1.35 for standard first-class postage. It was agreed that every effort must be made to reduce our postage costs by using other delivery methods wherever possible, ie collection from the Fairground Hall.

Action: All

- d. **Use of Private Bank Accounts.** The Chairman had emphasised to Group Leaders at the last Group Leaders' Meeting in February that the use of private bank accounts to pay for u3a activities was against the instructions from the Third Age

Trust and left the account holder at risk from defaults and cancellations. The raising of the group cash holding limit to £200.00 should help in this regard. (See below).

e. **Recruiting a Deputy Chair.** To date no-one had volunteered to fill the vacant post of Deputy Chair. Every effort must be made to find a suitable volunteer, prior to the AGM in May 2024.

Action: All

6. **Treasurer's Report.**

a. **Account - Overview.** 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 should now close with a small surplus.

b. **Gift Aid.** The treasurer reported that an additional £46.75 of Gift Aid had been claimed. This brought our total for the year to £653.65. This was a substantial income stream. Every effort should be made to ensure that membership forms are correctly completed so that the maximum amount can be claimed.

c. **Future Monthly Speakers.** The Treasurer informed the meeting that the estimated cost of monthly speakers for FY 24/25 was £1248 (an average of just over £100 per session). It was clear that speaker costs were increasing and if we wanted to have high quality entertaining speakers, we would have to pay the going rate. Speakers from charities would generally provide a talk for a donation, however it was agreed that in a year, these should amount to a maximum of two speakers. Speaker costs were one of our major expenditures and a likely driver for the need to increase membership charges.

Action: Chair

d. **Riviera Travel.** Riviera Travel run a scheme whereby if customers book directly with Riviera (not via a third party) the company will make a donation to charity. As the u3a is a charity, it can be nominated as the recipient. Riviera make the donation to the Third Age Trust, who after taking a proportion pass the remainder to the relevant regional u3a. We have this year received £311.00 from Riviera Travel. Although we cannot openly endorse Riviera Travel as a recommended provider, it is likely that a number of our members use them as a holiday provider and therefore we should publicise this potentially useful source of income.

Action: Newsletter Editor

e. **Reserve Account Operator.** The nomination of an additional committee member to operate the on-line banking, plus an additional debit card (an expediency for use in exceptional circumstances if the Treasurer is unavailable) was discussed. It was agreed that no decisions would be made until after Paul was established in post.

f. **Printer for New Treasurer.** Paul does not use a printer for his own domestic needs. He will, however, need one to carry out the role of Andover u3a Treasurer. An opportunity has arisen to buy a suitable pre-owned printer for £30.00. It was agreed that this should be done using the Jean Owen Fund. It was further agreed that black ink printer cartridges would also be provided as required.

Action: Treasurer

g. **Petty Cash Limit.** The amount of petty cash that can be held by groups for the day to day running of their activities has been increased to £200.00. This has been promulgated at the Group Coordinator's meeting in February 2024. In addition, the, "Advice and Guidance to Group Leaders" has been updated and amended to reflect this change.

h. **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. At the February Group Leaders' meeting the Groups Coordinator reminded Group Leaders that where the revised petty cash limit of £200.00 was insufficient, cheques must be paid into the Events Account and the Treasurer would make payment to the organisation(s) required. This eliminated financial risk to both group leaders and members and was compliant with the rules laid down by TAT.

i. **Christmas "Raffle" (2023).** The Treasurer reported that the 2023 Christmas Raffle made an excess of income over expenditure of £21.95. this would offset the loss we made the year before. The revised system adopted for running the event had contributed to our success. Paul pointed out that for legal reasons we should in future refer to this activity as a, "Draw", rather than a "Raffle". This was agreed.

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

a. **Membership.** The number of members was currently 439. This was an increase of some 22 members since the start of the year.

b. **Proposed AGM Motion (May 2024).** It was confirmed that at the AGM in May 2024, the following motion would be submitted to the membership: "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 mandatory increases in postage costs, passed on to Andover u3a by the Third Age Trust". (Clearly this will only apply to those members who have elected to have the magazine sent to them by post. This currently applied to about 20% of our membership. The Secretary would ensure that this was on the AGM Agenda.

Action: Secretary

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

9. **Groups Coordinator's Report.** The Groups Coordinator gave an update. We currently have 35 active Interest Groups. Since the last Committee Meeting there have been the following changes:

a. **Groups No Longer Active.**

- (1) Beginners Spanish
- (2) French Conversation
- (3) Sunday Lunch

b. **New Group Formed.** The Bookworms Group held their first meeting in January.

Vi Williams and Melenie MacKay are the joint Group Leaders. Melenie will send The Webmaster details of the day/time and meeting venue, for inclusion on the website, after the March meeting.

Action: Groups Coordinator

c. **Change of Group Leader.** David Rae has stepped down as Group Leader of the Photography Group and has been replaced by Barry Bond.

d. **Change of Name.** Barry Bond, the Group Leader of "Jazz Appreciation", has changed the name of the group to, "Jazz +".

e. **Garden Visit.** David Beeson (Flora & Fauna) has expressed an interest in opening his eco-garden at Forest Edge to the Nature and Gardens Visiting Group for an evening tour on 16th May 2024. (His garden was the first eco-garden to be featured on the BBC Gardener's World TV programme and by the RHS Magazine).

f. **Group Leaders' Meeting.** A Group Leader's Meeting was held on Tuesday 20th February at the Fairground Hall. There were 15 group leaders in attendance. Minutes have been sent to all group leaders and committee members. Trevor McCulloch (Art Group) was missed off the list of those present. An apology has been sent and his name has been added to the list of attendees on the master copy of the Minutes.

g. **Updated Interest Groups' List.** An updated Interest Groups' List will be sent to all committee members.

Action: Groups Coordinator

h. **Advance Notification.** Kath Catchpole the Group Leader of Questers 3 will be standing down after the July meeting. A new or joint group coordinators need to be found urgently.

11. **Any Other Business.**

a. **Next of Kin (NoK) Details.** The NoK cards that used to be available from TAT are no longer produced. These were a really easy and convenient way for members to carry their NoK details (together with any medical information that was appropriate). It was agreed that we would have suitable cards printed for issue to members. A local printer(s) would be asked to produce a sample card and a selection would be made. It was proposed that the cards would be available for issue before the next round of membership renewals. It was estimated that an economic number of cards would be approximately 1,000. The Treasurer agreed to undertake the task.

Action: Treasurer

12. **Date of Next Meeting.** The next meeting would be held on **Monday 3rd June 2024 at 1000 hours at 10, Queen's Close, Ludgershall, SP11 9SN.**

Signed

Dated

Attachment:

Treasurer Summary Report dated 4th March 2024.

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