

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

Tuesday 03rd June 2024 at 1000 hours.
Held at: 10, Queen's Close, Ludgershall, SP11 9SN.

Dated: 06th June 2024.

1. **Present:** David Gollings, Paul Hardy, Melenie Mackay, Chris Ward, John Pickford, Ruth Gollings, Dorothy Connor and Richard Selley.
2. **Apologies:** Nil
3. **Chair's Opening Remarks.**
 - a. **AGM.** The Chair welcomed those present. He stated that the AGM held on the 21st May had gone extremely well. The one motion to delegate authority to the Membership Secretary to increase the cost of the Third Age Trust (TAT) magazine to cover any raised postal charges passed on by TAT was unanimously supported. The draft minutes of the AGM were now available on the website.
 - b. **Committee Membership.** The Chair confirmed that unfortunately there were no nominations for the posts of Vice Chair or Membership Secretary, and these remained unfilled. Every effort must be made to find suitable candidates, who can be coopted onto the committee prior to the next AGM in 2025.

Action: All

4. **Minutes of the Previous Meeting.** The Minutes of the previous meeting held on 03rd March 2024 were agreed and signed by the Chair. These minutes will be published on the website.

Action: Webmaster

5. **Matter arising:**
 - a. **Printer for the Treasurer.** As agreed at the previous meeting a printer had been procured for use by the Treasurer.
6. **Treasurer's Report.**
 - a. **Use of Cheques.** The Treasurer hoped that we would be able to move away from using cheques in the future. He appreciated that there were still several members who did not use: the internet, e-mail or electronic banking. For these members there was no alternative but to use cheques (or cash). The Treasurer also stated that Group Leaders did not require Paying-in Books. Cheques could be presented at the bank counter. There was a query as whether there was a limit on the number of cheques that could be paid in at one time (5?). The Treasurer would confirm if there was a limit.

Action: Treasurer

b. **Payment using Bankers' Automated Clearing System (BACS).** There were several advantages to using BACS:

- (1) Members would not need to send cheques by post.
- (2) Event organisers would not need to collate quantities of cheques and take them to the bank.
- (3) The Treasurer would be able to email event organisers payment updates as requested.
- (4) BACS provides the ability to include a clear 16-digit reference system to identify what the payment is for, Example: Q1-JANE-***** - Questers 1; (first name) Jane; Surname (first 8 digits). (Note: within the current committee nobody's surname exceeds 8 digits). The other groups most affected would be: Questers 2 (Q2), Questers 3 (Q3) and the Gardens Group (GG). Any additional groups could be allocated a 2-digit code as required. These references would be set by the event organiser and notified to the treasurer. It was agreed that this system should be implemented. The treasurer would liaise with the 4 group leaders most affected.

Action: Treasurer

c. **Zoom Account.** We are currently paying £15.99 a month for the Zoom Account. This was set up during the COVID pandemic. We now make very little use of Zoom. It was agreed that we would stop having a full Zoom account and rely instead on the "40-minute capability", which was free. This would enable simple Zoom meetings to be held, at no cost.

Action: Treasurer

d. **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 at the present time there was no requirement.

e. **Account.** The Treasure gave an update on the u3a account, which was as follows:

- | | | |
|-----|-----------------|----------|
| (1) | Events Account | £3823.30 |
| (2) | Current Account | £1299.58 |
| (3) | No 3 Account | £1388.00 |
| (4) | Savings Account | £4095.60 |

Note: The capitation payment to TAT for the current year (FY24/25) has been completed.

f. **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 was 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. There was a query about insurance by a group leader. This was discussed and the Chair had replied to the group leader as follows:

“We had a committee meeting this morning, and we discussed the query you raised regarding the increase of the petty cash limit from £100 to £200. In the event of the cash float being lost or stolen. Andover U3A would indemnify (cover the loss) of the float. If theft was involved, then this would need to be reported to the Police and a Crime Reference Number obtained. In the event of loss, a report should be submitted to the Committee outlining the circumstances as soon as possible after the loss. Hopefully this situation will not arise”

g. **Charity Commission Return.** The account for the last Financial Year has been signed off by the auditor. This needs to be posted onto the Charity Commission website (by Feb-2025). Because our expenditure exceeded £25,000 (due to events expenditure), an additional return is also required. This task will be undertaken by the Treasurer / Secretary.

Action: Treasurer / Secretary

Secretary’s Afternote: The Treasurer’s details, as a new trustee, have been entered onto the Charity Commission Website. Once the Treasurer’s details have been ratified by the Charity Commission, the necessary permissions for the Treasurer to make amendments and enter data onto the site will be initiated.

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

a. **Membership.** The number of members was currently 437. Within this total some 57 members had not currently paid (Their membership would cease on the 30th of June 2024). Some 16 members had given notice that they were not going to renew their membership. Within the total, 43 were recently joined. Our membership numbers had stayed fairly constant since COVID. It was agreed that there was no requirement for us to actively recruit new members at this time, although membership numbers would be monitored.

b. **Newsletter.** We were currently in the period between Newsletters. Chris stated that he would continue to send out e-mails, prior to the monthly meetings. These would serve as a reminder, advertise the speaker, notify if there were any vacancies on Questers trips and give any other Hot News”.

8. **Webmaster Report:**

a. **E-mail Addresses.** Currently the “appointment@andoveru3a.co.uk e-mail addresses provide anonymity for incoming emails, but if a recipient replies, their home e-mail address is then revealed. The webmaster stated that this could be changed, so that it would be possible to use the appointment e-mail address to reply from. He would be happy to help committee members to set this facility up.

Action: Webmaster

b. **BEACON.** BEACON costs £1.00 per member per year, but offered a number of advantages:

- (1) Potential to reduce postage costs.
- (2) Back up of data.
- (3) Make handover of posts much easier.

After some discussion, notwithstanding the advantages, it was agreed that we would not take up BEACON at this time.

9. **Groups Coordinator's Report.** The Groups Coordinator gave an update. We currently have 35 active Interest Groups.

a. **Questers 3.** Kath Catchpole GL was stepping down in July 2024. An urgent request for volunteer(s) to take over her role was currently on the website. This would be advertised at the June monthly meeting and in the next general e-mail to members as well.

b. **Flora & Fauna.** David Beeson did not go ahead with opening his garden at Forest Edge on 16th May to the Nature Group and the Garden Visiting Group as planned (see Group Coordinator's report 4.3.24). This was due to a lack of interest from these groups.

c. **Cribbage Group.** The Cribbage group was full; they now had a waiting list in operation.

d. **AGM - Group Displays.** Eight groups took part in the showcasing event at the AGM on Tuesday 21st May. They included the Art; the Photography; the Quiz; Strollers 1; Strollers 2; the Bookworms; Walkers 2 and Rummikub groups.

e. **Updated Groups' List.** An updated Groups List was sent to all committee members on 1st June 2024 (last list sent on 6th April 2024).

f. **Other Matters.**

(1) **Andover Museum.** An email had recently been received from Sarah Lindsell, Visitor Experience Assistant at Andover Museum offering our groups a variety of meeting rooms for hire, guided tours of the museum and a small display space. The History group already use the main meeting room on a Friday morning and Quester 1 visited the museum earlier this year. It was agreed that as Andover Museum was part of Hampshire Cultural Trust, which is also a charity, we are not able to make a formal donation, but could possibly offer both space on our monthly meeting notice board and a mention at our monthly meetings in exchange for advertising space on their notice board.

Action: Groups Coordinator

(2) **Participation in U3A Activities by Non-Members.** Following a query from a member clarification was sought from u3a Head Office, concerning the participation of non-members in u3a activities. Their response was as follows: "If trips/outings are done under the u3a umbrella, then non-members wouldn't be covered under the u3a liability insurance. That is for both claims made against them and made by them. Also, "if an individual wants the benefit(s) of a u3a activity, even just a particular outing, they should become a permanent u3a member." This is an unequivocal clarification.

11. **Any Other Business.**

a. **Membership Audit.** It was agreed that the annual membership audit would be carried out in July 2024. Group Leaders would be requested to submit their membership lists to the Membership Secretary for confirmation of their paid-up membership.

12. **Date of Next Meeting.** The next meeting would be held on **Monday 14th October 2024 at 1000 hours at 10, Queen's Close, Ludgershall, SP11 9SN.**

Signed

Dated

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