

ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES - V1

Monday 14th October 2024 at 1000 hours.
Held at: 10, Queen's Close, Ludgershall, SP11 9SN.

Dated: 23rd October 2024.

1. **Present:** David Gollings, Paul Hardy, Melenie Mackay, Chris Ward, Ruth Gollings, Dorothy Connor and Richard Selley.
2. **Apologies:** John Pickford
3. **Chair's Opening Remarks.** The Chair welcomed those present. He stated that our regular meetings enabled us to plan successfully for upcoming events. It was disappointing that there had still been no volunteers to be either the Deputy Chair or the Membership Secretary / Newsletter Editor. All we could do was to continue to make every effort to find suitable candidates, who could be coopted onto the committee prior to the next AGM in May 2025.

Action: All

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

Action: Webmaster

5. **Matter arising:**
 - a. **Paying in Cheques.** The Treasurer confirmed that the maximum number of cheques that could be paid in at one time was 25.
 - b. **BACS.** It was hoped that over time BACS would replace cheques as the preferred method of payment. The 16-digit reference system for BACS was working successfully. For the foreseeable future cheques would be an acceptable method of payment
 - c. **Zoom Account.** The £15.99 a month Zoom account was now closed. We would rely on the free, "40 minute" Zoom facility. This should be sufficient for our needs.
 - d. **Membership Audit.** The Membership Audit had been successfully completed.
6. **Treasurer's Report.**
 - a. **General.** The Treasurer reported that the funds held were as follows:

(1) Savings / Current / No 3 Account	- £6967.76.
(2) Events Account	- £1854.00
 - b. **Membership Fees.** Increasing membership Fees had proven to be emotive.

Every effort had been made to keep them as low as possible. Based on current forecasts and in order to comply with our policy of holding 75% of our annual expenditure as a reserve, our basic fees would need to be increased to £13.00 for implementation in FY26/27. The Membership Secretary stated that we would have a clearer estimate of projected expenditure at the January committee meeting and it was agreed that we would defer a final decision until then.

Action: Secretary

c. **Gift Aid.** The Treasurer reported that notwithstanding that we had received Gift Aid Funding, there had been an issue regarding the recognition of Andover U3A as a charity. This was clearly an administrative issue, which was being addressed.

Action: Treasurer

d. **IONOS Account.** The generic email addresses that we were using were provided by IONOS. For this service there was a charge. Currently this is paid by the webmaster, who is then reimbursed by the Treasurer every 6 months. It was agreed that this should be paid directly to IONOS by the Treasurer from the u3a account.

Action: Treasurer / Webmaster

e. **Submission of Invoices.** Some time ago an invoice from a bus operator had been submitted at 7 days' notice, with the threat that if it was not paid, there would be no bus. Clearly this was not ideal. The Treasurer agreed to speak to the company concerned. It was confirmed that in extremis a Group Leader / Event Organiser could pay a bill and be subsequently reimbursed. (Note: this does not contravene the TAT directive that money from u3a members cannot be held into private bank accounts).

Action: Treasurer

f. **Charity Commission Return.** The return to the Charity Commission was well in hand. The Treasurer had uploaded the accounts. Because our expenditure in the last FY exceeded £25,000 (due to events expenditure), an additional return was also required. This was the Trustees' Annual Report (TAR). The Secretary would complete this and the Treasurer would upload it. This would then meet our annual obligation to the Charity Commission.

Action: Treasurer / Secretary

Secretary's Afternote: The Trustees Annual Report had been completed and forwarded to the Treasurer.

7. **Secretary's Report.** Andover u3a has never had an endorsed policy for dealing with complaints or grievances. TAT provides exemplars for this. The Secretary proposed that these should be formally adopted as policy. This was agreed.

Action: Secretary

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

a. **Membership.** The number of members was currently 416:

(1) Membership eligible for Gift Aid was 56.7%

(2) Some 60% of Newsletters were sent by e-mail and 40% by post.

(3) Members receiving the TAT magazine by post (at extra cost for postage) Currently stood at was 16.6%

b. **Newsletter.** The Autumn Newsletter had recently been sent out (by e-mail). Sending out the postal editions was in hand. Sadly, some groups had not submitted reports of their activities for the latest Newsletter. However, the Newsletter Editor is to be congratulated on his production of a first-class publication, which had been very well received.

9. **Webmaster Report:** It was reiterated that the "appointment@andoveru3a.co.uk e-mail addresses provided anonymity for incoming emails, but if a recipient replies, their home e-mail address is then revealed. Using the facility provided by IONOS (see above) this could be changed, so that it would be possible to use the appointment e-mail address to reply from. The webmaster would be happy to help committee members to set this facility up.

Action: Webmaster

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

a. **Inactive Groups.** The Social Bridge Group (GL Doreen Lewis) had ceased activities wef: July 2024.

b. **Proposed New Groups.** The following new groups had been proposed and were in the process of forming:

(1) **Bookworms 2.** The first Bookworms Group had been a great success, but membership numbers were limited to 10, dictated by the availability of books of the same title from the library. Therefore, a second Bookworms group (GLs Jenny Randall and Felicity Caldicott) was being formed. It currently had room for 2 more members.

(2) **Craft Group.** A Craft Group (GLs Jenny Randall and Vicki Evans) had recently been formed. (The Craft group is listed on both the website and on the Interest Group list and will be shown as active once the group has held its first meeting on 23rd October).

c. **Group Leader Changes.**

(1) In July 2024 Keith Jay retired after as GL of the History group, after 13 years in post. Roy Chatfield has taken over as the new GL.

(2) In September 2024 Roy Chatfield retired as GL of the Ancient Civilisations Group. Adrian Talbot has taken over as the new GL.

d. **Quester 3.** Q3 held their last meeting in July 2024 when Kath Catchpole stepped down as GL. Q3 will remain listed until the new year in the hope that one or two members may come forward to take over the running of the group. The two other active Quester groups (Q1 and Q2); both currently have waiting lists.

e. **Interest Groups' List.** An updated Interests Groups' List was sent to all

committee members on the 11th of October 2024; this supersedes the list issued on the 1st June 2024

11. **Any Other Business.**

a. **Laptop.** Another laptop has turned up, which was old and surplus to requirements. It was agreed that it should be rendered inoperable and either destroyed or recycled, at no cost.

Action: Secretary

b. **Projector.** The whereabouts of the projector was still unclear. It was believed to be with the photographic group. The Chair agreed to confirm this.

Action: Chair

c. **TAT Proposal to Create a u3a Regional Council.** The Chair stated that in accordance with the direction of the committee, he had voted against the formation of a u3a Regional Council.

Secretary's Afternote: The vote in favour of creating a u3a Regional Council was carried.

d. **Whistles.** The provision of whistles for the various walking groups was discussed. The Treasurer undertook to purchase a quantity of whistles, so that trials could be conducted.

Action: Treasurer

e. **Christmas Draw.** It was agreed that as in recent years we would have a Christmas Draw at the December meeting. Draw tickets would be sold on the day. To prevent "cherry picking the best prizes" winners would select a second ticket, to determine which prize they had won. The Chair undertook to purchase prizes up to a value of £100.00. It was also agreed that expenditure of up to £50.00 was authorized for refreshments.

Action: Chair / Ruth

12. **Date of Next Meeting.** The next meeting would be held on **Monday 13th January 2025 at 1000 hours at 10, Queen's Close, Ludgershall, SP11 9SN.**

Signed

Dated