

ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES - V3

Monday 28th April 2025 at 1000 hours.

Held at: 10, Queen's Close, Ludgershall, SP11 9SN.

Dated: 29th April 2025.

1. **Present:** David Gollings, Melenie Mackay, Chris Ward, David James, Ruth Gollings, Dorothy Connor and Richard Selley.

2. **Apologies:** Paul Hardy, John Pickford

3. **Chair's Opening Remarks.** The Chair welcomed those present, particularly David James, the new Membership Secretary (elect). All we required now was a suitable candidate to be the Vice Chair.

Action: All

4. **Minutes of the Previous Meeting.** The Minutes of the previous meeting held on 13th January 2025 were agreed and signed by the Chair. These minutes will be published on the website.

Action: Webmaster

5. **Matter arising:**

a. **Use of Appointment e-mail Addresses.** This facility was available for any committee members who wished to make use of it. The Webmaster would assist in setting this up. This topic would now be closed on future minutes.

Action: Webmaster

b. **Lap Top Destruction.** The Secretary confirmed that the laptop had been successfully destroyed.

Action: Secretary

c. **Slide Projector.** It was agreed that the 10-year-old projector, which was surplus to requirements, would be written off.

Action: Chair

d. **Gift Aid.** The question about claiming Gift Aid on annual subscriptions was still unresolved. This was an issue that affected the whole of the u3a and was being addressed by The Third Age Trust (TAT). The issue would be kept under review. Clearly loss of gift aid would have an impact on our reserve funds, which would determine when an increase in our annual membership fees would be needed.

Action: Treasurer / Chair

e. **Hatherden Ukejam Group (HUGs).** The chair reported that HUGs were unavailable during the day and could only perform in the evenings! This topic was now closed

6. **Treasurer's Report.**

- a. **General.** The Treasurer had prepared the accounts ready for submission to the Auditor. These are attached. The funds currently held were as follows:

(1) Savings	- £5817.12	
(2) Events Account	- £1233.60	
(3) Current Account	- £ 35.66	
(4) Membership Account	- £ 343.00	
Total Assets	- £7857.63	(£8320.64 - 2024)

b. **Income / Expenditure - FY 24/25.**

Total Income:	- £5594.85
Total Expenditure:	- £4724.27
Surplus	- £ 870.58 (Note 1)

Note 1: There has been no submission for the Fairground Hall hire fee and there could also be a payment to us from HMRC in respect of gift aid. (These items will be included in the FY 25/26 accounts). The Treasurer believed that Gift Aid should exceed the cost of the hall hire; therefore, a total excess of income over expenditure of £1000.00 could result.

- c. **Use of BACS.** The Questers Groups, Gardening Group and the MOTO Group were all making direct payments to the Events Account using BACS. This was a healthy development.

- d. **Membership Fees for FY 26/27.** Analysis of our current finances and the forecast of future expenditure indicated at this time that there was no need to propose an increase in membership fees for FY 26/27 at the AGM in May. The situation would be kept under review.

Action: Treasurer

- e. **Jean Owen Fund.** The Jean Owen Fund was earmarked specifically for capital expenditure items. It was not for the general running of the organisation. It was agreed that the fund should be "ring-fenced" and should NOT be included in the general account and the calculation of our 75% reserve, which determined when fees should be increased. It should be shown as a separate column in the account.

Action: Treasurer

7. **Secretary's Report.** The Secretary had no outstanding issues to report.

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

- a. **Membership.** The number of members (as at 31-Mar-2025) was 444. This figure would be used in our annual submission to TAT, which determined our annual payment.

Secretary's Afternote: The secretary has submitted the annual return to TAT with the figure of 444 members. This would result in a capitation charge of £1776.00 for the coming year.

b. **Newsletter.** As a new Membership Secretary had been recruited (subject to confirmation at the AGM in May), Chris would now concentrate on the production of the Bi-annual Newsletter. Provision of the Newsletter would continue unchanged.

Action: Secretary

9. **Webmaster Report:** There were no specific issues reported. The website was working well.

10. **Groups Coordinator's Report.** The Groups Coordinator gave an update.

a. **Active Groups.** There were currently 33 active groups; this was a reduction of one since the last committee meeting.

b. **Interest Group Inactive.** The "Explore the Villages Group" became inactive in March '25, with the standing down of the group leader. The group would remain in suspended animation, pending the recruiting of a new group leader.

Action: All

c. **New Interest Group.** A Canasta Group was in the process of being established. The group would meet on the 3rd and 4th Mondays of each month at the Anton Arms Pub between 2:00pm and 5:00pm. The first meeting was scheduled for Monday 28th April 2025. The group leader(s) were to be confirmed. The committee confirmed that the group could purchase 2 packs of Canasta cards (to be charged to the Jean Owen Fund).

d. **Updated Interest Groups' List.** An updated Interest Groups' List had been sent to all committee members on 30th March 2025. This superseded the previous list issued on 11th January 2025.

Action: Groups Coordinator / Secretary

11. **Any Other Business.**

a. **BACS.** The use of BACS for paying in money (particularly into the Events Account) was working well and most members had grasped the concept of using the event reference. However, there were some instances where the reference was not being used. The Treasurer had managed to identify the payees in all but one instance. This process could be time consuming. It was agreed that payees should be invited to notify group/event organisers when they have made a payment. The Notes for Group Leaders has been updated and now includes details of paying by BACS.

b. **Presentations by Group Leaders at Monthly Meetings.** The feasibility of letting Group Leaders give short (5 minute) presentations at the Monthly Meetings, before the main speaker was discussed. It was agreed that as a first step it should be established which group leaders would take advantage of this opportunity.

Action: Groups Coordinator

c. **Photography Group Project.** The Photography Group (Barry Bond and Nigel Knott) had suggested that they could photograph the committee members. These could be displayed on the website and at the Fairground Hall. This could possibly be extended to photographing interest group activities. Details would be discussed with the Photography Group.

Action: Groups Coordinator / Secretary

d. **Amendment to the Financial Procedures.** The Financial Procedures section of Instructions for Group Leaders has been updated (in Draft). This included the use of BACS as the preferred payment option for group activities, rather than with cheques and cash (although these would continue to be acceptable methods of payment).

Action: Groups Coordinator / Secretary

12. **Date of Next Meeting.** The next meeting would be held on **Monday 21st July 2025** at **1000 hours** at **10, Queen's Close, Ludgershall, SP11 9SN.**

Signed

Dated

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