

POCKLINGTON & DISTRICT U3A

SUMMARY OF MINUTES OF COMMITTEE MEETING

held on Tuesday 6th January 2015

1. **Apologies** had been received from the Vice-Chair.

2. **Minutes of Previous Meeting held on 14th October 2014**

The minutes were unanimously approved as a correct record of that meeting, proposer Inger Hawkins, seconder Terry Rogers.

3. **Matters Arising**

3.4.8 Tutors' Public Liability - Brought forward to next Committee meeting.

9.2 Membership Secretary

The Secretary had met with the current Membership Secretary to discuss his taking on the full; however, he was quite happy to continue in the data input role with another person undertaking the role of Membership Secretary.

Brought forward to next Committee meeting.

3.9.4 Photocopying

The President advised that the All Saints' Church Office would undertake photocopying for 5p per copy.

Action: Vice-Chair to investigate further and advise group leaders.

3.11 Projector Screen

Ian Snape had suggested contacting those group leaders who used the projector to gauge the level of interest in acquiring a smaller, more portable screen.

Action: Ian Snape to contact relevant group leaders and report back to Committee.

4. **Treasurer's Update**

4.1 Current Balances

The Treasurer reported that the accounts stood at £12,559.97 of which £617 was in group funds.

4.2 Report on Money held by Group Leaders

The Treasurer had circulated a paper summarising the surplus funds held by individual group leaders and the following groups were discussed due to the large amounts of funding held.

Ballroom Dancing - £812 – now withdrawn to pay for hall and tutor.

Garden group - £575 – this amount has been consistently held throughout the past three years.

Committee Members felt that this surplus should be utilised by the group so that it is considerably reduced.

Action: Treasurer to advise Group Leader that much of the fund must be utilised before December 2015.

Quiz group – £321 - Treasurer had already suggested to the Group Leader that he allows group members "free" sessions to reduce the surplus and the Group Leader has agreed to action this.

Travel - £603 – it was acknowledged that the Travel group needs to hold a contingency for advance payments and Brian James suggested that the Committee should set the contingency level as a percentage of the turnover.

Action: Treasurer to liaise with Vice-Chair to look at Travel Group fund holding and agree a level of contingency.

(This could then be applied to other groups to ensure a consistent approach.)

Yorkshire History - £1,178 – this surplus is partly due to the cost of free places not being redistributed across the whole trip and partly to rounding up the cost of places in order to cover any shortfall in bookings.

The Treasurer had already been in correspondence with the Group Leader, suggesting that she give each person going on trips for which a charge has already been levied a £1 refund on the coach and that the cost

of all other trips for the year be reduced by £1.50 per person. It was proposed by David Jamieson and seconded by Terry Rogers that the Treasurer's proposal for the reduction of this surplus be supported by the Committee and implemented. This was agreed unanimously.

Action: Treasurer to advise the Group Leader that the refunds of £1 and the reduction of £1.50 on future trips must be implemented and that there would be a review of the situation at the end of June to ascertain that the process was working to reduce the surplus.

5. Secretary's Update

5.1 Subscription for 2015-16

The Secretary explained that, although the subscription level for each financial year was set by the Committee, it had to be ratified at the A.G.M. which took place some 2 ½ months *after* the collection of renewal subscriptions had commenced. The £12 subscription for 2014-15 had been agreed at the A.G.M. in April 2014. In order to start collecting renewal subscriptions for 2015-16 in February 2015, it was necessary to agree the subscription level now but if that was not ratified at the A.G.M. it would be difficult administratively to make retrospective refunds.

The Secretary proposed that the subscription for 2015-16 be held at £12. This was seconded by Terry Rogers and unanimously agreed.

Ian Snape suggested that, in order to provide a sound basis for agreeing to reduce/increase subscription levels, the organisation needed to have a strategic plan that identified potential future expenditure. He said that we needed to ask ourselves what our U3A would look like in five years, with increasing membership, more groups and more/different expectations of the organisation.

It was then proposed by Ian Snape, seconded by the Secretary, that a working group be formed that will start to formulate a development plan for the organisation. This was agreed by 8 votes, with one abstention.

Action:

1. Secretary to proceed with the collection of renewal subscriptions for 2015-16 at £12 per member, using the same process and the same team as in 2014.
2. Ian Snape to seek volunteers from the membership to join the working party that will draw up a development plan to put before the Committee.

5.2 A.G.M. Timing and May Drop-in

Brought forward to next meeting

5.3 Travel Group clash with A.G.M.

The Chair reported that this had been resolved with the Travel Group moving to the following day.

5.4 National Information

The Secretary reported that the National Office had advised that:

- the direct mail subscription would increase from £2.15 to £2.20 per head from the next issue;
- The insurance cover under Charity Trustees Liability had been increased to £500,000 for any one U3A.

6. Committee 2015-2016

Treasurer

The Secretary advised that she and the Treasurer had met with Paul Giles, who had come forward to be nominated for Treasurer, and that he was happy to take on the role.

Vice-Chair

No-one had so far volunteered or been identified as a potential volunteer to take on the role of Vice-Chair.

Action: The Chair to publicise again at the drop-in that a Vice-Chair and Committee members are needed.

7. Administrative Assistance

The Secretary advised that Gerry Hutchinson had volunteered to carry out administrative tasks on behalf of the Committee, which would specifically be to support the Vice-Chair and keep information on groups up to date.

8. Examiner of the Accounts 2015-16

The Secretary advised that Terry Rogers had volunteered to stand as the Examiner of the Accounts for the 2015-16 financial year and Terry confirmed that to gain experience he would be working with the current Examiner on the accounts up to 31st March 2015.

9. Update on 10th Anniversary Project

The President updated the meeting on the progress with the tree planting part of the project , which she was surprised was proving rather difficult, with parish and town councils seeming reluctant to make decisions on trees for their areas or simply declining the offer. A positive response had been received from Market Weighton and awaited their next council meeting. As a result, the President and Frank Challoner were in the process of contacting local landowners to see if their response to the offer of tree planting would be more pro-active.

The bird box part of the project was progressing much more positively and Burnby Hall Gardens have planned a children's event for the Wednesday of half term, 18th February, in conjunction with the R.S.P.B. The President proposed the purchase of 6 bird boxes at £12 each and 2 owl boxes (cost awaited but more expensive). This proposal and expenditure was unanimously agreed.

Action:

1. The President to proceed with the bird box project in conjunction with R.S.P.B. and Burnby Gardens.
2. Frank Challoner and the President to explore different avenues for tree planting.

10. Requests to Promote Local Services via U3A

A request had been received from Pocklington Town Council asking that we publicise the East Riding's cheaper fuel scheme. This was referred to the working group on development to consider whether the U3A should become a conduit for such communications of which there could be many.

The meeting closed at 12.15 p.m.