

Pocklington & District U3A Committee Meeting

Held on Tuesday 17th April 2018 at 10.30 a.m.
at the Station Hotel, Pocklington

PRESENT:

President:	Freda Snelson
Chair:	Graham Ball
Vice-Chair:	Brian James
Treasurer:	Paul Giles
Committee Members:	Val Wosket (minutes), David Bragg, Eileen Ducker, Elizabeth Walker, Moira Laverack, Pauline Carter, Kay Stephenson, Frank Challoner, Ian Smith

1. Welcome

- The Chair, Graham Ball, welcomed members to the meeting.

2. Apologies for absence

- Graham Gillyon

3. Approval of the Minutes of the meeting of 20th March 2018

- Approved without amendment.
- Proposed: Pauline Carter.
- Seconded: Brian James.
- Approved Minutes to be posted to website at close of Committee Meeting.

4. Matters arising from minutes of previous meeting

- Item 5: The suggestion box is in GG's keeping and he can arrange for it to be handed over to a committee member if needed before his return.
- Item 8: IS will arrange for the purchase of an 'A' Board for use at Drop-ins and Open Meetings.

5. Groups (BJ)

- BJ will establish how many groups we now have and how many of these are new (i.e. established since the last AGM). This information may be needed for the AGM on 19th April.
- The beginners' German group has no further use for the CD player and this will be returned to the equipment cupboard for general use.
- ML recommended that the Members' Information Handbook should be dated on the front cover whenever a new version is printed.
- BJ reported that he has canvassed interest in a 'men's shed' group and there appears to be little interest.
- The Jazz group is likely to close as the current group leader is unable to continue. BJ will speak to him about closing the group.
- BJ will speak to the leader of the Square Dancing group regarding current membership and whether everyone attending is now a member of Pocklington U3A.
- FS reminded committee members to encourage people to access the range of resources available from TAT for their groups.

6. Treasurer's Update (PG)

- PG circulated copies of the Accounts to be presented at the AGM and talked the committee through the detail behind the figures, in particular those relating to expenditure.
- Bank Account: negotiations with Barclays have proved problematic, not least because they wish to put a cap of 3 on signatories. PG therefore recommends that we stay with Nat. West, but use the Post Office paying in facility, and that we discontinue negotiations with Barclays. Committee agreed with this recommendation.
- PG has had further communications with TAT regarding their recent advisory documents. He has now had confirmation that we are insured for the full range of bona fide U3A activities which include all current groups. We can continue with our current systems for managing finances (e.g. cheques from the swimming group can be made out to Pocklington School).
- PG has received notification from TAT that groups can pay for their own room hire but also that the Trustees are responsible for finances if a group folds. It is therefore important not to over-commit funds through advance payments. PG has also confirmed with TAT that Committee approved purchases can be made by personal credit card, e.g. for internet purchases.
- Further issues that PG has clarified with TAT: if paid tutors are retained they must have public liability insurance cover of 2 million pounds. The requirement that we have a 'qualified accounts examiner' means having someone whom the committee considers suitably experienced.

The committee expressed their thanks to PG for his efforts in clarifying a range of issues with TAT.

7. Membership Secretary's Update (ML)

- ML expressed her thanks to the renewals team and to those who have helped with new members meetings. There were 164 renewals at the last Drop-in.
- Current membership stands at 708, compared with 705 at this time last year. Two hundred people are still to renew and it is anticipated that the final membership figure will be 800 – 850. Five group leaders have still to renew membership and ML will send reminders out to these people.
- ML has circulated copies of the new membership application form which has been updated to meet GDPR (data protection) requirements. New members joining will be asked to sign to confirm they are happy to comply with these requirements. If not they will not be able to join.
- A final notice about the deadline for renewals will be posted on the website.
- ML will ask Terry Rogers if he is willing to look after any renewals at forthcoming Drop-ins where she will not be available.
- ML passed round an example taken from the current edition of 'Third Age Matters' of a 'top-up' membership card. If we decide to use a renewable card in the future this would obviate the need to issue new cards each year.

8. Secretary's Update (VW for GG)

Nothing to report

9. Meetings: Committee Attendance

- Drop-in on Thursday 3rd May: apologies PC and ML.
- First aid training Thursday 3rd May: GB. It was noted that 3rd May is the date of the Tour de Yorkshire and this will impact on access and parking for the town centre. The first aid trainer will be informed and a notice will go on the website.
- Open Meeting Wednesday 16th May: GB, VW, EW, ED, GG (tbc).
- **AGM Thursday 19th April**
 - Apologies DB
 - PC circulated a paper outlining the programme, staffing and tasks for the day. Two apologies so far received. Apologies are not accepted on the day. No AOB items have been received.
 - Proposed changes to the Constitution require a two-thirds majority of members present at the point of voting. A 10% quorum of the total membership is needed at the AGM to ratify the proposed change to a 5% quorum.
 - Refreshments will be served after the speaker has finished. BJ will give the vote of thanks.

10. Website Update (EW, PC)

- WDY will ensure that our website is backed up every day and remains secure.
- ML has created a membership archive file and details of members not renewing will be securely archived.
- WDY is progressing tasks involved in moving to on-line membership application.

11. AOB

- FC raised the issue of the need for quality assurance where people are handling U3A funds and asked for this topic to be taken forward, e.g. at the next Group Leaders' meeting.
- FC encouraged someone from the committee to attend the TAT workshop 'Keeping it Legal' on 30th April in Birmingham.
- The committee recorded its thanks and appreciation to the following people for their hard work and commitment in supporting the committee and its tasks: Chris Smith, Pauline Carter and Brian Snelson. Graham Ball was thanked for his chairmanship of the committee and retiring committee members were also thanked. A particular vote of thanks was extended to Freda Snelson who attended her last meeting as President.

Date of Next Meeting:

- Tuesday 15th May 2018 at 10.30 a.m.
Apologies received from PG

The meeting closed at 12.20 p.m.