

## **Pocklington & District U3A Committee Meeting**

Tuesday 16th April 2019 at 10.30 a.m.  
at the Station Hotel, Pocklington

### **PRESENT:**

President	Steve Fraser
Chair	Brian James
Vice Chair	Chris Mills
Treasurer	Paul Giles
Secretary	Ron Tinkler
Committee Members:	Ian Smith, Moira Laverack, Martin Braidley, Pauline Carter & Elizabeth Walker
Invited Guests	Chris Smith & Susie Final

### **1. Welcome**

- The Chair welcomed members to the meeting

### **2. Apologies for absence**

- Graham Gillyon, Graham Ball, Val Wosket & Eileen Ducker

### **3. Approval of the Minutes of the meeting of 19th March 2019**

- Approved

### **4. Matters arising from Minutes of previous meeting**

- PG & RLT advised that they would deal with matters arising from the March meeting as part of their reports
- MB reported back on his research into a new PA System. He provided a full report of his visits to 2 locations and passed Technical Specification Documents to the Secretary. It was agreed that MB would lead a small team to visit Gear For Music in York to finalise a position having actually listened to the likely options.  
**MB would report back with recommendations at May Committee Meeting**

### **5. Groups**

- CM reported that the Dressmaking Group was no longer running and PG advised that the £35 surplus from that group had been transferred to U3A bank account
- CM reported that the Archaeology Group was fully formed with a series of meetings and practical sessions already arranged
- CM reported that the Pocklington based Quiz Group was scheduled to meet in May to confirm their arrangements
- CM believed the Meditation Group was in early stage and had not yet met to sort out arrangements
- CM asked if RLT could publicise on the Website 3 potential new groups with CM as the contact point at this stage; Slow Cycling, Slow Netball and Garden Wildlife  
**RLT to place in News**

### **6. Treasurers Update (PG)**

- PG advised that Account Balance as at end March 2019 showed a surplus of £5697
- The Subscription Account for 2019/20 which is held and accounted for "separately" stood at £5823.76
- PG advised the meeting that the accounts for 2018/19 had been "audited" by the Examiner of Accounts and fully signed off as a true and accurate record of the financial position for 2018/19

- PG wanted to let the Committee know he had received an invoice from CRM related to Data Protection and Disaster Recovery costs. He was unclear as to why we had received this invoice for over £1600 as it was additional to the CRM Invoice for £1650 which had been accounted for in the 2018/19 accounts. He wanted the Committee to be aware that if this level of invoice was to be annual then it may require a review of Membership Fee as it would significantly impact on bank position. In the meantime he would go back to CRM and clarify **PG to report back**
- PG provided the meeting with a thorough and detailed feedback of the Examiner of 2018/19 Accounts Audit. Items and observations identified for improvement/review had been few and quite minor and all were administrative/process issues. The integrity and accuracy of the financial position of the Accounts was not impacted in any way by these observations. PG stated that he would provide further detail and explanation to any Committee Member if they wanted to contact him
- PG advised that he was still to contact National Office to clarify the insurance position on cash in transit **PG**
- The On Line Signature position with Nat West is now in place and PG reminded the meeting that following the AGM the May Committee Meeting would need to determine the Cheque signatories
- PG expressed concern about the timing of the AGM in 2020 as again it seemed too close to Easter and left little time to finalise accounts. **RLT to review if date can be changed to 14/05/20**
- PG reported to the meeting feedback that he had given to the recent TAT paper and particularly in the areas of Groups financial arrangements and Gift Aid around married couple payment of subscriptions. After discussion it was unanimously agree to maintain our current arrangements in these areas. Again PG offered to take any Committee Member through things in more detail on a 1 to 1 basis if that was requested

#### **7. Membership Secretary Update (ML)**

- ML advised the meeting that renewals of membership stood at 753 as at the end of March (For reference she stated that membership in Jan 2019 had been 879)
- 6 New Members joined at the April Drop In
- As at the end of March 42 members who had joined in the 2018/19 year had not yet renewed their subscription
- ML reminded the Committee that members who did not renew by 1st May 2019 would have their records archived
- ML advised that 9 new members attended that New Members Meeting in April and the lack of a Members Booklet had been raised. RLT and CS advised that there were currently c 20 booklets still available and these would be taken to the drop In for May. SF stated she could understand the situation of New Members, even those with access to and expertise on computers, as a booklet was something tangible that linked them to the U3A and was viewed as part of the good value from your £10 subscription. ML advised that she had taken a booklet to the individual who raised the issue. CS advised that the New 2019 booklet was already in preparation and following changes to the Committee at the AGM a meeting was in place with RLT for the 23rd April 2019 to finalise the booklet and get it to the printer

## **8. Secretary Report (RLT)**

- RLT proposed that consequent on time constraints the discussion resulting from the paper outlining Committee Issues 2020 should be held over to the May meeting. This was agreed
- RLT advised the meeting that the arrangements put in place by ML for ensuring a better flow for members to renew membership at April Drop In had been successful
- RLT advised the meeting that there had been 0 motions received within the prescribed timescale for raising at AGM. He asked if all Committee Members could ensure they were at the Methodist Church by 1pm at the latest
- RLT thanked CS for placing the Barbara Lewis Appeal on the News section of the Website and commented that an article was also in TAM this month
- RLT reported that our Data Protection Policy and Privacy Statement met the requirements on GDPR to be based on contract rather than consent. New and Renew Membership Forms would need only slight change and this would be done in May after AGM **RLT**
- RLT reported that a date for First Aid Training had been agreed with YAS. This would be Thursday 29th August 2019 in Burnby Hall Community Centre. The Hall had been booked. It was agreed that a donation to YAS Charitable Fund would be made from U3A funds and individual attendees were at liberty to make a personal donation on the day. The event would be announced at the May Drop In and then placed on News section of Website with interested parties applying to Secretary on a first come first served basis. YAS could carry out training for 20 attendees at the session
- RLT reported that he had been approached by ERYC relating to our entry on their community website. They had asked if contact details of Group Leaders could be made public. RLT had advised that as U3A is open only to members it may be misleading to have all details available and it would be better if the existing arrangements could be maintained which directed interested parties to our website and only the secretary gmail address was available
- RLT advised that CS was working on changing appropriate email addresses and group arrangements to reflect the committee after the AGM

## **9. Community In Action**

- Nothing to Report

## **10. Meetings**

- Next Drop-In, Thursday 9th May 2019. The majority of Committee members are available. GG & IS passed on apologies. EW and ML advised they would be available to assist on New Members Desk. BJ reminded the meeting that someone would be needed to support the New Groups and General Group Queries desk
- Committee Meeting Thursday 21<sup>st</sup> May 2019. PG passed on his apologies. This will be the first meeting of the "New" Committee after the AGM

## **11. AOB**

- The Committee discussed whether it would be more appropriate to withdraw the facility for non members to contact Group Leaders direct from the website. After review and taking into account the amount of IT work that would be required it was agreed to leave things as they currently stand

- The Committee agreed that the Make your own Coffin Group could display and provide info at the May Drop In. The Committee confirmed the Art (Practical) Group would bring examples of their work to the June Drop In and a request from ML to allow the Beverley Community Lift Transport Group to attend and make a short statement about their work was approved for July Drop In **ML**
- ML advised that she would be undertaking the quarterly Group Status Review. The parallel work done by Gerry Hutchinson for New Members desk was much appreciated but could now be closed **ML**
- PC raised an issue about On Line renewals and that a member had suggested to her that there could be some way in which On Line renewals could in some way subsidise postal costs. After discussion it was agreed to leave the situation unaltered
- BJ wanted to take the opportunity to thank GG and IS for their time on Committee and was delighted that both had indicated that they would continue to help practically at Drop Ins and with Website, BJ finally thanked PC for her full 6 years service in numerous roles and the significant contribution she had made to P&D U3A

The meeting closed at 12.15 p.m.