

TETBURY AND DISTRICT U3A

COMMITTEE MEETING

WEDNESDAY, 10th JUNE, 2020 at 2pm via ZOOM

PRESENT: Carmel, Lawrence, Gail, Caroline, Judith, Audrey, Douglas, Anita.

APOLOGIES FOR ABSENCE: There were no apologies for absence.

MINUTES OF MEETING HELD 13th MAY, 2020: The Minutes were reviewed.

1. Boules and Short Walks Groups - These Groups had asked for consent to start meeting again, subject to Government guidelines. Consent had been given.

2. Contact App - still on trial. No further news.

3. Lunch - all proceeding as before.

4. Web Site Review - Lawrence had asked for input. Summary of previous Minutes now on the web site, plus the news letter and list of future speakers. Lawrence asked that all Committee members have a look at the events page and let him have any comments.

ACTION - Lawrence to put a 'cancelled' note on June and July meetings. Also to amend notice that all INDOOR meetings are cancelled but some outdoor meetings allowed, subject to Government guidelines.

IT WAS PROPOSED BY JUDITH AND SECONDED BY AUDREY THAT THE MINUTES OF THE MEETING HELD ON 13th MAY BE APPROVED.

FINANCE: Douglas reported that there had been no change since the previous Committee meeting. Gail reported that the Malmesbury branch of Lloyd's Bank is now open.

Douglas had been through the National Office seminar on financial fraud which he found useful although much of it would not apply to our branch. All payments must already be agreed with the Committee or with the appropriate Committee member. Cheques require two signatures.

The Group Leaders' handbook clearly sets out that Group Leaders may not commit the U3A to any long-term commitment. They must keep a record of any monies received or paid out, such record to be submitted to the Committee every six months. Any larger payments, e.g., hire of coach, must go through the Treasurer and the social account.

ACTION - Gail will send a digital copy of the Group leaders' handbook to Audrey.

Douglas made a further point that, because our subscription is very modest and all Groups are self-financing, any aberration would be immediately obvious. Carmel added that sight of the bank statement each month at Committee meeting is an added safeguard.

IT WAS RESOLVED AND CARRIED UNANIMOUSLY THAT THE FINANCE POLICY AS SET OUT BE ACCEPTED.

Gail asked whether National Office were giving any relief on the annual payment of £3.90 per head. Carmel confirmed that we still have to pay as usual. Malmesbury branch are giving a year's free membership, but still have to pay the National Office.

Audrey made the point that our membership fee is very reasonable and we should keep October as renewal date as previously agreed. After discussion, Lawrence confirmed that deferment of renewal date is possible on Beacon and it is important that renewals should be for the years 2020/21.

Some members thought that we had originally discussed giving three months' free subscription, but this is not the case.

Douglas undertook to look into the financial position and see what would be the minimum we could afford to charge and as to whether it would be possible to ask for £9 for nine months. It was felt that it was not right to ask for renewal subscriptions at a time when we cannot meet.

After further discussion, a compromise position was suggested: renewals notices should go out in August as usual with a note that payment need not be made until 1st October with a reminder to be sent out to those who have not paid by September.

It was agreed that it is important to keep Members fully informed so that

they appreciate the position: the fee has been reduced, many groups have been meeting via Zoom, the yearly subscription is essential if a new branch is to thrive, money stays within the branch for the benefit of all members.

ACTION - Lawrence will draft a proposal for discussion at the next Committee meeting, a copy to be sent by email beforehand.

LOCKDOWN: There had been no substantial change since the previous meeting although outside activities with just six participants with social distancing is now permitted.

PUBLICITY: Audrey checked when the Tetbury Advertiser is due to start publishing again and confirmed that is publishing again in July.

There was some discussion as to the possibility of Jeremy continuing to write the article for publication in the Advertiser but it was felt that this would make him an ex-officio member of the Committee which might prove difficult.

Carmel was using Jeremy as a sounding-board as we are all aware of the work he put into the formation of the branch which has equipped him with some specialised knowledge.

Audrey's husband, Warren, very kindly supplied Caroline with contact details for the Editor of the Advertiser. There was a suggestion that a small payment towards the Advertiser's costs might be appreciated. The deadline for inclusion in the next edition is extremely imminent but, again, Warren confirmed that it would be possible to include up to 350 words if it could be produced immediately. There would be no charge. Douglas confirmed that £20 a month would be affordable if we needed to pay for inclusion in the Advertiser. Carmel felt that the Advertiser was an important local asset and we should be represented in it, although not necessarily every month.

ACTION - Caroline undertook to write a short paragraph setting out that we are doing all we can to stay in touch and that many groups are staying active within certain parameters.

GROUP STATUS: Audrey confirmed that a number of groups are meeting on Zoom; Wine Tasting, French, Play Reading, amongst others.

If groups wanted to have longer Zoom meetings using our extended licence, it would entail Lawrence setting up each meeting and then passing on position of host to someone else. Anita did suggest that it is possible to meet for forty minutes, break for a few minutes and then set up a further

meeting.

NEWS BULLETIN: Caroline confirmed that she has sufficient information for a short bulletin.

SPEAKERS: Anita confirmed that the position regarding monthly Speakers was substantially the same as the previous month. She had cancelled the September Speaker as agreed via email with the Committee and was hoping that it might be possible to meet in September, possibly holding the AGM and a social occasion.

KEEPING IN TOUCH: Gail reported that this was continuing successfully, although one or two members had suggested a Zoom meeting. Gail would consider this.

ANY OTHER BUSINESS: Carmel mentioned that the Manager of the new care home opening locally had been in touch to enquire about membership for her residents. Gail said that, whilst we have a number of members who are in sheltered accommodation, we do not have any in a more caring situation, although there is no reason why someone should not join if they are still wanting to socialise and learn as per the U3A. Anita had also had an email from the same person regarding speaking at one of our meetings but had told her that next year's Speakers are nearly all already booked but it could be useful to have someone very local who would be prepared to talk in an emergency.

NEXT MEETING: It was agreed that the next Committee meeting should take place at 2pm on Monday, 6th July, 2020 via Zoom.

Lawrence was thanked for setting up the meeting and the meeting was closed.