

Minutes of the Tetbury and District U3A Committee meeting held on 20<sup>th</sup> November 2023 at Shepherds Mead.

Present:

Bernadette Bell (Chair and Publicity), Martin Doidge (Vice Chair and Membership Secretary), Alan Harris (Treasurer), Anne Cox (Speaker Secretary), Caroline Hose (Newsletter), David Smith (Webmaster and I.T. Support) and Jill James (Business Secretary)

1. Apologies:

All Committee Members were present, there were no apologies.

2. Review and approval of the 23<sup>rd</sup> October draft meeting minutes:

The 23<sup>rd</sup> October meeting minutes were reviewed by those Committee Members who had been present at the meeting.

- The Astronomy Group had been mentioned in the monthly newsletter as requested.
- The query regarding possible failures in delivery of emails to joint leaders had been investigated. No problems with the system had been discovered. The Webmaster will discuss this with Lawrence Moss.

The draft minutes were approved. (Proposed: Martin Doidge, Seconded: Alan Harris)

3. Declaration of interests:

The Business Secretary raised a query regarding whether there should be a regular agenda item for Committee Members to declare any financial interests. The committee discussed whether it would be appropriate for an initial register of financial interests to be compiled. It was pointed out that discussions regarding the purchase of large items do not occur frequently. It was decided that when large purchase decisions are made, a declaration of financial interests will be included in the agenda.

4. Feedback from the AGM:

The AGM was very well attended and feedback was positive.

5. Updates from Committee Members:

**FINANCE:**

The Treasurer had presented the 2022/23 annual accounts at the AGM. There were no questions. He will continue to report monthly to Committee Members, using his finance spreadsheet which compares actual income and expenditure against budget. If Committee Members have any questions about these reports, they can be raised at the following Committee meeting.

The Speaker Secretary asked about the budget for speaker payments. The Treasurer confirmed that the current year budget for this is £678 for the whole year, of which £403 has already been spent. Any payments for speaker travel expenditure are included in this budget.

It was discussed whether it would be advantageous to change the financial year end. This would allow the year end balances to better reflect the financial position of the group. Potential difficulties with Gift Aid and financial reporting were considered. It was decided that

it would be appropriate to change the financial year end to 30<sup>th</sup> June. The Treasurer will create an additional budget to cover the period 1<sup>st</sup> April 2024 to 30<sup>th</sup> June 2024 to be used for financial reporting. (Proposed: Martin Doidge, Seconded: Anne Cox)

#### WEBSITE AND I.T. SUPPORT:

The Webmaster raised the need to change committee details on Beacon. It was discussed whether Committee internal correspondence should be sent out using Beacon. This does not allow recipients to reply to all. It was decided that this would cause practical problems and therefore this correspondence will continue be sent using personal email addresses. All Committee Members confirmed that they agree to their personal email addresses being visible to other Committee Members.

There is a form which updates National Office with the details of the new committee. The Business Secretary will take responsibility for obtaining a copy of this form, completing and submitting it.

The committee discussed the retention of 2023 AGM data on the website. It was decided that the webmaster would create a new sub-page under the "About us" tab to hold 2023 AGM documentation.

The Webmaster confirmed that the handover had gone well. Handover of Beacon maintenance was complete, and he now has full administrator rights on the Beacon system. With regards to the maintenance of the website, however, there are some limitations in his ability to amend the website content. Administrator access to the website requires a two-stage authorisation process which requires a validation code which is sent automatically to Lawrence Moss. The Webmaster will discuss this further with Lawrence.

The issue of personal email details showing on Beacon-generated correspondence was discussed. The Vice Chair explained how he had managed to resolve this issue on his account. The Webmaster will review this issue in due course.

#### VICE CHAIR AND MEMBERSHIP:

A membership report will continue to be produced monthly. There are currently 332 members. This includes three new members and one un-lapsed member. The number of new members is a little lower than at the same point last year. This was expected as Tetbury U3A is reaching saturation point.

There is a cyclical pattern of membership numbers showing a reduction at renewal time followed by an increase in numbers through the rest of the year. This is reflected in the membership forecasts which are used in the creation of the financial budgets.

The Chair thanked the Vice Chair for his work relating to the purchase of the new banner. There has been no further correspondence from the Town Council or the Feoffees regarding potential funding of the purchase.

#### SPEAKER SECRETARY:

The Speaker Secretary will meet with Anita Stride to discuss the different aspects of the role, and will issue the pre-meeting notification to members. The leaflet showing 2023/24

speakers was issued at the AGM. Anita will be asked to provide a list of the expected costs for each speaker. The speaker for October 2024 is no longer available. An alternative speaker has been arranged. The updated speaker list is available on the website.

It was mentioned that the audience are sometimes unable to hear questions from members to a speaker. This could be resolved by the compare repeating audience questions. The compare is also asked to monitor the amount of time given to each questioner in order to make sure that all members have an opportunity to ask questions.

#### NEWSLETTER:

The newsletter production is going well, with plenty of articles from Group Leaders. The Newsletter Secretary will contact Group Leaders who haven't contributed recently. There will be no newsletter in December.

The Newsletter Secretary will contact Group Leaders to ask whether their articles could be used for the Tetbury Advertiser. The use of images of members in photos accompanying these articles was discussed.

It was decided to include a short section on the new Committee Members in a newsletter after the New Year.

#### CHAIR AND PUBLICITY:

The tri-fold publicity leaflet needs updating. Stephen Hammond will be contacted and asked to provide new photos and front image for use in the new leaflet.

#### BUSINESS SECRETARY:

The Business Secretary will email information on Trustee responsibilities to Committee Members. Committee Members were reminded of the U3A online workshops relevant to committee roles. New members who would like further induction information should contact the Chair.

#### 6. Committee Roles and Vacancies:

The Newsletter Secretary may take on a new role as Group Leader liaison. She will contact Audrey to discuss essential tasks.

#### 7. New Groups:

There is a new Storytelling Group.

There is also a suggestion of a new group related to old age and aging. It was discussed that this could possibly be linked to the discussion group. The Newsletter Secretary will include details in the next newsletter to gauge interest.

8. Any Other Business:

1. As requested, the Chair will visit Steepleton in the New Year to talk to residents about the U3A.
2. St Saviours Church are holding a Christmas tree display. The U3A have been asked whether they would like to take part in this. The Chair suggested that a tree, dressed in U3A colours, would be good publicity for the organisation. Committee Members agreed. Blue and yellow Christmas decorations to be obtained.
3. A second signatory is required for cheques. It was decided that there should also a second person with online access to the bank account. The Bank Mandate will be amended to allow the Chair full signature and online banking authority. Carmel Burton will remain as second signatory until this has been achieved.
4. The Webmaster pointed out that the group meetings calendar on the website is out of date for some groups. The Newsletter Secretary will contact those Group Leaders to provide updates. It was pointed out that Group Leaders can nominate other individuals to take responsibility for providing updates.

9. Date of next meeting:

The next meeting will take place on 8<sup>th</sup> January 2024, at Alan's

Minutes approved 8<sup>th</sup> January 2024

Proposed: Vice Chair

Seconded: Treasurer