

Burnley & district U3A

Minutes of the committee meeting held at the Unity Centre Jan 9th 2018

Present P Hartley ,A. Wiseman, P Ferguson S Rawlinson S.Limmer M. Jackson
F Whittle J Bridge S Thorne (visitor)

1 Apologies M Bushby R Haythornthwaite M Philp B Hayman

Due to the absence of the Secretary and the need for the Chair to leave early it was decided to postpone some items on the agenda til the next meeting

2 Minutes of the last meeting these were accepted and signed off.

3 Matters arising

There were no matters arising from the previous minutes

4 Secretary's report and correspondence

Apologies for my absence from the meeting. I have also received apologies from Marjorie Philp, Brenda Hayman and Roger Haythornthwaite.

3. Matters Arising: Ighten Leigh Social Club has been booked for Tuesday, 20th February for the Group Leaders' Meeting. A Buffet will be provided for £5 per head.

4. Received from the Trust:

Information on the National Workshops for 2018. That for the North will be on 13th February at the Principal Met Hotel,Leeds. Topics will include General Data Protection Regulation, Safeguarding, Equality, Diversity and Inclusion,U3A Insurance.

A Committee Communications Calendar

A letter re Third Age Trust Articles

A draft copy of the Third Age Trust Articles of Association

EGM Flyer - to be held 21st March at The Great Hall, University of Birmingham.

Public Liability Insurance Cover.

A letter regarding finances and the Charity Commission which has important consequences for insurance.

Revised advice on financial matters

All of the above are available on the u3a website

Brenda Hayman has informed me she will not be standing for re-election in April.

Completing their two years in office are Shelagh Limmer, Alan Wiseman, Peter Hartley, Pat Ferguson.

5 Treasurer's report

1. At 31st December 2017 the number of members enrolled was 266. Nine members have not collected their cards.
2. At 31st December the main bank account held a balance of £7798.92, which represents a drop of 7% over the balance at the same date in 2016 (£8400.41). The social bank account held £262.90.
3. Outgoings to note from the main account are £132 to Nu Age Printers for 20 more Padiham People books and U3A newsletters for November and December, £50 each for the speakers in November and December, £60 each month for the hall hire at the Nazareth chapel and £48 for stamps and envelopes for mailing out the newsletters.

Outgoings from the social account were £325 for the coach for the visit to Tatton Park on 21st November and £740 to Burnley Borough Council for the event at Townley on 13th December.

4. The assets list has been updated as at 31st December and a physical check carried out on the items and their whereabouts.
5. For the new membership year starting on 1st April, I intend to order 300 cards in light blue.

Agenda Item 6. Proposed use of surplus funds

At the moment the U3A spends about as much as it collects in membership fees each year (about £4000). The surplus has arisen gradually over the years of existence. It is generally advised that charitable bodies should not hold surplus funds unless there is a definite intended use for it. I'm not aware of any such use, so suggest the following ways of allowing as many members as possible to benefit from the surplus.

1. Reduce the membership fee. Through the AGM this could be effected from April 2019.

2. Pay the groups' rooms hire from central funds for a limited period, say 12 months from April 2018. This sum will amount to about £3400, based on current usage of halls in the Burnley area.

Discussion took place on the suggestions for the use of surplus funds , it was not thought appropriate to decrease the membership fee again , nor to cover the rental costs of the groups.

It was agreed to take this matter to the next committee meeting where it could be given more time.

It was also suggested that group leaders be reminded that requests for equipment or funds should be put in writing and submitted to a full committee meeting .

6 Proposed use of surplus funds this matter was deferred to the next meeting

7 & 8 Group coordinators report & new groups meeting

Painting and Drawing Group is without leadership after the resignation of Jean Sim.

Attempts to get her to change her mind were unsuccessful.

Alan will remind group leaders of the need to submit their accounts to the treasurer

The emphasis this month is on the meeting arranged for the formation of new interest groups on the 17th January. Two or three volunteers from the committee would be helpful to guide and advise potential group leaders/facilitators. If everyone who filled in a questionnaire turns up there will be 45 U3A members attending, with around 10 interests to consider. This will take place in the Centenary room and Freda will sort out refreshments.

An outline of the function of a team leader will be given and feasibility for the groups will be given according to the number of people interested and attending the meeting.

Several committee members have expressed their intention to attend.

9 Group leaders meeting

This will be held on February 20th at Ighten Leigh on Padiham Rd at 1pm and will include a buffet lunch .

There is no specific agenda for this meeting

10 Publicity Officers report

There was no report as Brenda is unwell. She has informed the committee that she will not continue after the AGM.

11 Web Editor's Report

John gave his report, access to the web continues to increase with access via phone and tablet increasing also.

More input is needed from the groups as the information on some is very sparse.

Input is also needed for the Newsletter from the groups , these items can be mentioned at the group Leader's meeting

12 Speaker Secretary report

Pat expressed her disappointment that the Christmas speaker didn't give a Christmassy talk.

People have asked to know what the speaker is going to speak about as this is not always obvious.

Pat explained that some speakers do not give her the information , particularly when they have a number of talks to choose from.

13 recruitment of committee members

As there are several committee members who have completed their 2 years and have stated they will not be applying for re-election , this is an urgent matter.

A Vice chair will have to be found as this is a requirement of the constitution, and we will also need a new group co-ordinator

It was suggested that all committee members may not need to have a specific job , as this could put people off applying.

The election of committee members will be brought up at the group co-ordinators meeting , and nomination papers will be available from the February open meeting

14 there was no other business at this time

15 Next meeting

Tuesday March 6th 6p.m. Hameldon room

Date of next meeting

6pm Jan 9th Hameldon room Unity centre.