

## Burnley & district U3A

### Minutes of the committee meeting held at the Unity Centre March 6<sup>th</sup> 2018

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

1 Apologies B Hayman P Ferguson

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

3 Matters arising

The next cluster group meeting is on April 16<sup>th</sup> and will probably be at Longridge

4 Secretary's report and correspondence

Matters arising:

We may wish to discuss these under the Treasurer's Report

Item 4 - Finances and the Charity Commission. Negotiations have taken place and a change in the object clause is required. It is necessary for all finance relating to U3A activities to be included in U3A accounts which are presented to members at the AGM.

A new object clause has been agreed as:

"The advancement of education and, in particular, the education of older people and those who are retired from full time work by all means, including associated activities conducive to learning and personal development." We can add for those residing in Burnley and its surrounding locality.

This should be adopted in place of Item 3 of our Constitution and must be approved at the AGM.

This has consequences for insurance as only U3A activities which fall within the charitable objective will be insured. In other words only activities included in the U3A's financial statements and report will be insured.

The Charity Commission requires U3As with annual income over £5,000 to register with them.

The paper on Financial Matters has been circulated to all members. Any issues arising from this may require discussion.

Received from the Trust since January meeting:

The cost of direct mail of TAM will be £2.50 per address. Dates for submission of the database have been received.

The purpose of the EGM is approval of :

Special Resolution 1 To change the object clause

Special Resolution 2 To change the memorandum and articles of Association (as amended by Resolutions to date and the Special resolutions of May 2008 and September 2013) to the Articles of Association (copy received)

Special Resolution 3 To change the Dissolution Clause

Ordinary Resolution 1 To appoint Haysmacintyre as the auditors for the Third Age Trust for the financial year 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018

A copy of AGM/EGM Standing Orders

Information on the 2018 National Summer Schools – details on summer-schools.u3a.org.uk perhaps this could be included in the Newsletter

The capitation fee is unchanged at £3.50 per capita

The PPL has been renewed

A Network Link meeting will be held on May 1 in London. One member is eligible to attend. Expenses will be paid.

There are to be changes to Data Protection from the beginning of April, we need to be aware of these, we can perhaps cover these at the next meeting when we have a Membership Secretary.

5 Treasurer's report & Proposed use of surplus funds

1. At 28<sup>th</sup> February 2018 the number of members enrolled was 268. For the new year, 69 members were enrolled by 28<sup>th</sup> February, and since then 10 more members have renewed their membership
2. At 28<sup>th</sup> February the main bank account held a balance of £7388.05 which represents a drop of 16% over the balance at the same date in 2017 (£9005.57). The social bank account held £182.90.

3. Outgoings to note from the main account are £59.60 to Nu Age Printers for membership cards, enrolment forms, some photocopying and printing the January newsletter, £30 and £50 for the speakers in January and February, £60 each month for the hall hire at the Nazareth chapel, £25 each as start-up grants to the Italian and beginners' Ukelele groups, £6.99 for wine as a thank-you gift to the Independent Examiner and £139 to the Lghten Leigh Social club for the Group Leaders' lunch.

The only outgoing from the social account since the start of the year was £200 as a deposit for the November event at the Dunkenhalth Hotel.

Committee members may verify the above expenses from the bank statements presented at the meeting.

4. The annual accounts for 2017 are attached. The Independent Examiner was again Stephen Hughes. The main difference this year is the inclusion of funds from the Interest Groups, as advised by the Trust. Please note that our income is now over the limit at which the Charity Commission expects our U3A to register with them. Stephen had three suggestions to improve our bookkeeping: the signatories of cheques should also sign the invoices being paid, bank transfer payments should be verified by the trustees from the bank statements at committee meetings, and the introduction of a form for use by Group Leaders in their accounting is recommended.

5. Proposed use of surplus funds. I have contacted our Regional Chair, Gill Russell, to see if she has any suggestions on this matter since there may well be other U3As which have found ways to find a solution. No reply as yet.

#### Financial matters

The monies from groups should not be ringfenced as any items acquired are for the use of the U3A , financially the outings group should not be run as a separate group

it was decided to ask group leaders what they thought was a reasonable amount for a contingency for the groups

Services cannot be bought from another charity so speakers are paid and they then pay the charity

Membership fees, an amount is necessary to run the U3A , to provide resource and subscriptions to the Trust , if the membership fee is to be reduced this should be done at the AGM

After discussion it was decided to form a sub-committee to explore alternative premises this would consist of Sheilah ,Sonjia and Melinda.

It was also emphasised that personal credit cards should not be used for U3A purchases in future

Burnley and District U3A will have to register with the Charities Commission as our income, including group transactions, is over the required amount. This will have to go to the AGM to be agreed, once this is done there are slight changes to the constitution, a new copy of which has to be sent to the trust. Margaret will inform the trust

## 7 Group Co-ordinators report

Two major activities in the last 2 months.

1. Meeting in January with the purpose of starting new Interest Groups based on the recent survey. This meeting was not well attended but even so 2 new Groups emerged – Beginners Spanish and Beginners Italian. The prognosis for both these groups is good, judging by the enthusiasm of the various members attending.

A third Group - Board Games – looks like it might take off. Largely due to the insistence and persistence of the potential leader who requested and was given the opportunity to advertise the idea at the last Open Meeting.

2. Annual Group Leaders' Meeting. This was most notable for the absence of contentious issues. Appropriate for me as it was the last meeting I shall attend as Groups' Co-ordinator. Nevertheless I believe the meetings was useful and enjoyable, with Group Leaders being able to socialise over a good buffet lunch.

Thanks were given to Alan for his work as group Coordinator

## 8 Publicity Officer's report

The was no report

## 9 Web Editors report

### **Web Site**

The website is updated regularly with amended information obtained from the monthly newsletter and other relevant sources. Some of the specialist group pages are rather sparse on information for prospective members and in some cases are probably out of date (I have only received two updates during 2017).

Our annual website hosting was renewed in February at a cost of £107.88 inc. vat.

If anyone has a notice they would like posting on the site or Facebook please e-mail to [johnrbridge@gmail.com](mailto:johnrbridge@gmail.com).

## **Social Media**

Anyone who has information/events/photographs etc. which they would like to appear on our Facebook page please e-mail John Bridge at [johnrbridge@gmail.com](mailto:johnrbridge@gmail.com). U3A members who have a Facebook login can post using the Visitor Post option (all posts are moderated before being published).

## **Newsletter**

We are still not receiving many articles of interest from members or groups for inclusion in the Newsletter. I do take an occasional news item from the national website but they do not seem to update their site very often. The number of printed copies has been increased to 150.

### 10 Speaker Secretary Report

As Pat was not at the meeting there was no report but speakers are booked through to next year

### 11 Recruitment of new committee members

Several people have expressed an interest to join the committee

Stuart Thorne as Vice Chair

Maureen Smith is considering

Keith Hudson is interested in Membership secretary

Terry Ferguson is interested in group Coordinator

John and Sonja are co-opted members and any change to the constitution to alter this would have to go to the Trust.

In 2012 a new constitution was discussed but it was decided at the time there was no need for change.

12 AGM The AGM will start early at 2pm with the speaker starting at 2.30pm Refreshments will be served at the end of the meeting as usual All other arrangements for the AGM are in hand

### 12 AOB

A letter had been received from Eric Bushby , regarding the microphone used in the hall. There have been difficulties recently and it is suggested that we invest in a new one, this was agreed

Date of next meeting May 8<sup>th</sup> 6pm Hameldon room

