

## Burnley & district U3A

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

Present M Bushby S Rawlinson M. Jackson F Whittle J Bridge  
S Chattel S Thorn (chair) S Rawlinson S Limmer P Hartley

1 Apologies D Wilson T & P Ferguson

2 Minutes of the last meeting

The calendars are £3 not £3.50 as in the minutes

3 Matters arising

There were no matters arising

4 Secretary's report and correspondence

A invite from the Unitarian chapel to have a tree in the Christmas tree festival it was agreed to do this , Pat normally does this but Freda agreed to do it if Pat couldn't . It will also be announced at the open meeting to see if any members would like to do this job.

Monthly newsletters have been received by email. These are available to all members via the website.

Points of interest are:

Workshops are available on request with a minimum of 30 participants, maximum 50. Subjects are: Running a U3A, Managing Growth, Interest Groups Matter, Communications, Volunteers and Volunteering, Keeping it Legal. There is also one on Financial Matters which will be held on 22<sup>nd</sup> November in Warrington.

Anyone interested in holding a workshop should contact Gill Russell

The Network Link met in London. The next meeting will be in May '19. Expenses will be paid if anyone is interested in representing our Cluster Group.

New advisers are available for Comedy and Humour, Scottish Dancing and Wine Appreciation.

A reminder is given that the Resource Centre is available for all groups.

## 5. Treasurer's report

1. At 31<sup>st</sup> October 251 members were enrolled, five of them since the reduced fee from 1<sup>st</sup> October. At the same date last year the number was 263.
2. The cut-off date for reporting on the bank account balances for this meeting is 31<sup>st</sup> October. At this date the main bank account balance was £7887.60. The balance at the same date in 2017 was £7919.66.

The social bank account balance was £62.95 at 31<sup>st</sup> October 2018 plus about £100 in cash. At the end of the financial year, 31<sup>st</sup> December, there will be the opportunity to amalgamate the social account with the main account as we shall be obliged to include social activities in the annual report and accounts. However I have decided to leave the bank accounts separate as it provides a clearer picture of how the social events are running. The organisers keep a careful account of the profit and loss of each event and report to me along with the Interest Groups in June and December.

3. Outgoings to note from the main account since our last committee meeting were: £22.70 for each month, September and October, to Nu Age Printers for the newsletter, £390 for the calendars and £36 for two lots of leaflet printing; £60 each month for the hire of the hall for the monthly meetings and £50 each for speakers in September and October. We also paid Namesco £40.79 for use of our website name for four years to come.

Outgoings from the social account since the last committee meeting were £370 to CS Coaches for the trip to Beningborough and £833.50 to GreatDays Holidays for the event at the Dunkenhalgh later this month.

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

Freda suggested that looking at acquiring a mobile card reader could help with the transaction of money. Melinda will look into this.

Report proposed M Bushby Seconded S Chattle

## 6 Registering with the Charities Commission

Registration of the Burnley and District U3A with the Charities commission has successfully been completed. The details will be put on the web site. If there are any problems with this Margaret or Melinda should be contacted.

Peter and John are not Trustees as they are co-opted members of the committee.

Stuart thanked Melinda and Margaret on behalf of the committee for their hard work with this.

## 7 Group Coordinator's report

The last two months have been relatively quiet. The attempt to start a new Current Affairs group seem to have failed and the proposer has begun to accept that it is not a viable group due to the small numbers showing an interest.

Since the last meeting there have only been 3 enquiries vis the web site from non-members showing an interest in joining one of our groups.

“Data Protection Guidelines for Group Coordinators “ has been issued to all group leaders

## 8 Publicity officer's report

David has put the leaflets out in libraries and Boundary mill and would like more.he is allowed to put a display up in Colne library but would need information from groups in order to do this.

It was suggested that GPs surgeries could be another place for leaflets.

## 9 Web editor

### Web Site

The website has been updated with 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 2018).

The Burnley and District U3A Privacy Document has now been placed on the website there being no further amendments to the version previously circulated to committee members by e-mail.

Statistically the web site has had **9,955** page views from 1<sup>st</sup> November 2017 – 31<sup>st</sup> October 2018. The most viewed pages (excluding the home page) are:

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Specialist Groups	- 2,404
Events	- 598
Schedule of Open Meetings	- 414
Gallery	- 359
Join Burnley U3A	- 341

About Burnley U3A	- 267
Contact	- 241
About the Third Age Trust	- 201
Most Popular Group (Architecture)	- 193

Please note, we only collect aggregated statistical data (Google Analytics) and visitors to our site are not identifiable.

Over 53% of visits to our site are now made on mobile or hand-held devices (this is increasing and seems to be mainly Apple devices). Our site is designed to display correctly on all devices (laptop, desktop and mobile/hand held) both in landscape and portrait mode.

If anyone has a notice they would like to post on the site or Facebook please e-mail to [burnleyu3a.webeditor@gmail.com](mailto:burnleyu3a.webeditor@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 [burnleyu3a.webeditor@gmail.com](mailto:burnleyu3a.webeditor@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 short 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. Perhaps a mention at the monthly meeting may generate some interest. Any item can be sent to [burnleyu3anewsletter@gmail.com](mailto:burnleyu3anewsletter@gmail.com)

### **10 Annual Group Leaders Lunch and meeting**

It was unanimously agreed that this should go ahead. The provisional date is February 26<sup>th</sup> with the preferred venue being Ighten Leigh Social Club .

### **11 Cluster group meeting and Chairman's report**

As I mentioned at the September meeting, I will not be available in November so I have prepared a report for you.

You may remember I took away the Third Age Trust Annual Report to study. It does make heavy reading. I have picked out what I think are the most significant items and submit them for your perusal. The full report should

be available at the meeting if you have the inclination and the time to study it. The report does state the trustees are going to consider the amount to carry over in future. Currently it is set at half the anticipated yearly expenditure.

Re: U3A National Annual Report.

	2018	2017
Total Income	£2,846,069	£2,615,223
Total expenditure	£2,903,254	£2,523,512
Carry over.	£1,183,600	£1,240,785
Total Staffing costs*	£591,003	£545,312

\*Average number of staff employed over the period = 12 ( although some casual staff were also included.)

#### Cluster Meeting, Todmorden, 24- 09 -2018

Margaret, Melinda and I attended a meeting in Todmorden. Officers from Clitheroe, Hyndburn, Todmorden and Longridge U3A's also attended as did Gill Russell, U3A North West Regional Officer. Each Chairman presented a report regarding their own activities and Branch status. The common thread of all five reports was, that while membership and group activities thrived, getting people to come onto the committee was difficult. Our group was highlighted in that this time we have appointed four people to various new positions. I did point out that to date we have had no takers to shadow the treasurer, which is worrying.

Mrs Russell gave a great deal of advice, much of it anecdotal, throughout the meeting. She felt that our committee should have twelve members and twelve shadow members. These twelve other people would attend all our committee meetings, take part in discussions but have no voting rights. This way we would always have somebody in place to take over vacancies. Needless to say this wasn't received with much enthusiasm for obvious reasons. Constitutions were also mentioned by her. It appears that there is a model constitution available which is the third one prepared. I understand a further one is being considered. We were informed that if we want to change

our constitution we are obliged to take up the available model constitution. She felt groups of long standing had these "old models" which she didn't appear to endorse. Also, if a branch fails for lack of officers or indeed anything else, all monies, goods and anything else go to the Central Trust not the nearest existing U3A as was thought. It was suggested people should be approached directly to fill forthcoming vacancies, rather than sending out 'blanket invitations' which seemed to provide few, if any, volunteers. Do you know anybody?

There was also a suggestion we should nurture new members and visitors who attended monthly meetings. This was by way of a meeting point after the speaker concluded, rather than just greeting them at the door.

The Beacon System, which is a standardised record keeping programme available throughout the country's U3A's, was discussed. It was free previously but now there is a small charge. Longridge have taken up one part only and feel it is useful. Todmorden are currently working to take up the whole package. They have over 500 members and an I.T. genius who is overseeing it. They feel they are getting things in place and will present a report to the cluster next March.

Advertising and newsletters were discussed. Todmorden and Longridge groups no longer send out newsletters, they rely on members finding information from the internet. Clitheroe representatives asked us to send them copies of our newsletters for display and asked us to reciprocate. That immediately took us into confidentiality regarding telephone numbers etc.

The suggestion came out that all leaders should be asked to give permission for their contact details to be displayed beyond our membership group. Anybody who was unhappy with this should have their contact details removed and then newsletters could be displayed in libraries etc. This could be again put up for discussion at our next committee meeting.

It struck me that the five groups have a combined membership of approximately 1200 people. Quite staggering.

A question was asked regarding people who needed a carer, carers would be able to accompany a member and would not have to pay a membership fee.

Gill Russell had commented at the meeting that there was a working party looking at the constitution models, in the 2012 issue there were options for individualisation.

It was decided to leave the Burnley constitution for now until the working party reported.

The Beacon system was discussed at length and it was decided committee members would look at Youtube videos before the next meeting and give their response then.

12 AOB

Stuart said the Calendar had sold well , with the majority of the first print being sold. It was agreed to go for a second print run of 50 , with more being printed if necessary.

It was also agreed to hold the photography exhibition and possibly the art one at the Christmas open meeting. Mince pies would also be on offer at this meeting .

Date of next meeting

Tuesday January 8<sup>th</sup> Unity Centre Hameldon room 10a.m.

