

Wetherby and District U3A

Minutes of a Committee Meeting held on 27 November 2018

Present: Brian Taylor (Chair), John Pentith (Vice Chair), Sue Jakeman, Clive Springle, Alan Pengilley, Christine Naylor, Sue Addinall and Barry Atkinson.

1. **Apologies:** Lesley Newnham and Delia Wells.
2. **Welcome:** The Chairman welcomed the members to the meeting.
3. **Minutes:** Minutes of the meeting held on 16 October 2018 were approved.
4. **Matters Arising:**

(a) **Bills for Dreamweaver software and Training:** These had been paid by the Treasurer.

(b) **Dreamweaver software update:** Training had been satisfactorily completed by the website team, with the exception of Charles Baker who will attend the next course in December 2018. Those attending were happy with the course.

(c) **Succession Planning:** The Chair had written an article for the latest newsletter asking for expressions of interest in the roles of: Assistant Treasurer, Business Secretary, Membership Secretary, Groups Coordinator and Minutes Secretary. Job descriptions for committee posts were circulated. **It was agreed that each committee member would review and update their specific job description and send these to the Business Secretary by email. Updated versions will be included in the Handbook for Trustees.**

(d) **10th Anniversary Events:** Discussions took place about plans to celebrate the 10th anniversary of Wetherby and District U3A in early 2020. As a prelude to the anniversary celebrations, 'Fools Gold' have been booked for the December 2019 meeting. It was agreed that an event, similar to the successful Showcase events, will be held in March 2020. An approach will be made regarding the availability of the Engine Shed to host this. A budget of £500 was agreed. The 2020 Anniversary lunch will take place the following month. **The subcommittee arranging the celebrations consisting of John Pentith, Lesley Newnham, Sue Jakeman and Christine Naylor, will meet early in 2019 and will contact Mary Bentham, co-founder and member of the original committee to get her thoughts.**

5. **Membership Update:** Sue Addinall reported that membership is currently 1,279 with 2 pending. New members should now be encouraged to apply in January to gain an extra three months membership.

6. **Reports from subgroups:**

(a) **Finance and Admin:** The Treasurer has not yet been successful in finding a replacement for Neal Priestland as Group Treasurer. It is hoped that an entry in the Newsletter/monthly memo, will produce a volunteer to take over from Neal. The Treasurer circulated a list of recent payments made. Total funds at 24 November 2018 were £13,730.45. Major payments since 16 October were for Adobe systems (5 licences for the Dreamweaver software) of £868.19; Post Office for postage stamps for circulation of newsletters of £649.60; and Wild Apricot 2 years subs cost of £2,649.08. The Treasurer pointed out that payments for the Wild Apricot system were £900 more than the figure included in the forward budget and will lead to an increase in the deficit for the original 2018/19 Budget. The Treasurer also raised the issue of signatories and payment by BACS. It was agreed that he would continue to pay by BACS and oversight would be maintained through the Treasurer providing the committee with a list of invoices received and payments made. Also the Chair, who is able to gain

access to view transactions at any time, will provide an added safeguard. It was agreed that the Treasurer would meet with Sue Addinall to consider implementing a system of payment to ensure risk control. PayPal, Apricot and BACs are areas under discussion.

(b) Groups: Group Leaders' Meeting: There had been a good attendance at the annual Group Leaders' meeting on 19th October. Information had been provided about recently introduced policies and changes being made to the website.

(c) Events: Barry Atkinson reported that he had taken over the organisation of the trips in 2019 and 2020 from Lesley Titchmarsh. Regarding the 2019 holiday, to be held from 14 to 19 July, plans were well advanced. The first day will include a visit to Ragley Hall Park and Gardens, with afternoon tea. Accommodation will be at the Tewkesbury Park Hotel. Visits will be made to the Morgan Car Factory and Elgar's House. Barry will give a talk about Elgar. The Gloucester railway, Broughton on the Water and Upton on Severn, are also on the itinerary. On the last day there will be visits to Laskett Gardens and on the return journey, the National Arboretum. The cost per person will be £655 with a single supplement of £224. Contact has been made with Tewkesbury U3A with a view to their members giving a talk about the area. All cheques for the event are to go to the Treasurer. The 2020 trip will be to Edinburgh. In relation to the 2019 anniversary lunch, Margaret Grant had kindly agreed to organise this. It will take place at the Bridge Hotel on 17th April 2019. Barry is liaising with Margaret about a potential speaker for the luncheon.

(d) Meetings: Over 150 attended the last Monthly Meeting. It was agreed that mince pies and cake be provided at the December event to be held in the Methodist Church.

(e) Communications: Work had taken place to remove old material and streamline the website in advance of a new website being developed. A New Member Meeting had been held on Friday 16 November. The Newsletter had been printed and was in the process of being posted out. A table top display stand for use at events has been purchased and will be stored by Alan Pengilly.

(f) Membership Liaison: Nothing to report.

7. Computer Security Software: To ensure that the four laptops owned by U3A were adequately protected from cyber-attacks, Norton security would be purchased. It was agreed that the Chair would purchase Norton for five devices (cost around £25) and arrange installation.

8. Any Other Business:

- (i) **Trustees Induction Meeting:** A meeting organised by the Yorkshire and Humber Region is to be held in Leeds on 10 January 2019 should any Trustee wish to attend.
- (ii) **Bank signatories:** The Treasurer to check with the Bank that the Chair, Secretary and Treasurer are the current signatories and that the Bank have the details they require.
- (iii) **Safeguarding and Trustees:** A Safeguarding policy had been introduced in compliance with legislation and guidance from the Charity Commission and U3A National Office. The policy to be reviewed every twelve months and the Business Secretary will ensure this is done. The Chair has the ultimate responsibility and will include oversight of this and other policies in his job description.
- (iv) **The Health Centre: Shadowing** – An email had been received from a social worker in the Integrated Health and Social Care Team based at the Wetherby Health Centre, with a request to shadow a U3A group in order to learn more about the organisation. It was agreed that the Chair would contact the social worker and provide information about the groups and activities available.
- (v) **Dates for next year's meetings:** 15 January, 12 March, 30 April, 11 June, 30 July and 3 September.

Date of Next Meeting: 15 January, 2019 at 10am - Committee Room One Stop Centre.
The Meeting closed at 11.20 am.