

Great Glen U3A Committee Meeting held on 7th January 2020

1. **Present:** Robert and Patricia Mansfield, Janet Fanko, Roger Edwards, Rachael Snashall, Bill Maxted, Lynda Williams, John Johnson,
Apologies: Stella Orbell
Observer: Lynn Francis

2. The Minutes of 3.12.19 and Matters Arising

- o John had contacted Arthur Buckley (his wife is a member of GGU3A), the manager of Burton Overy village hall, regarding its availability. Arthur is no longer the manager and gave John the name of his replacement. However, Burton Overy village hall is well used (for weddings as an example) and has no facilities for storage. John to continue to enquire about the hall's availability and costs for sporting and dance groups.
A general discussion followed on alternative venues. Rachael to contact Sue Lamont to investigate the possibility of similarly using the Scout Hut in Great Glen and the costs of doing so.
- o Telescope. - no response so to be put in the newsletter again.
- o Confirmed decision to hold Open Day 2020 in October.

2.1 Implementation of New Policies

- o Next step is to appoint an Accessibility and Welfare Officer. Robert presented first thoughts on role. These were discussed.
Robert to send further developed thoughts by email to committee members for consideration for comment in readiness for discussion at next meeting and start of search for suitable candidate(s).

3. January Monthly Meeting

- o Unfortunately the programmed speaker from Leicestershire Wildlife Hospital booked for the 14th January is ill and cannot attend.
- o A replacement has been found. Bis Biswell from the Swannington Heritage Trust will give a presentation about the Leicester and Swannington Railways. Toni Smith will bring the usual electronic equipment and Rachael the mats. Coffee to be provided by English Country Dancing.
- o Members to be advised via Beacon of this change to the published Programme of Speakers.
- o John, on his next visit to the Leicestershire Wildlife Hospital where he is a volunteer, will try to identify an alternative speaker for a future presentation.

4. Finance.

- £9,000 in the bank which is more than expected due to a reduced rent bill.
- Budget: A surplus is expected at the end of the year. Subscriptions do not need to be increased at this stage.
- It was also decided to maintain the Associate Member fee at £5 p.a.

5. Beacon / Membership Matters

- New members 54 for the calendar year 2019. Total membership 392. 47 at reduced price and 91 do not take the magazine.
- Beacon now 'live' although there remains work and monitoring to be done to identify and correct discrepancies.
- Great Glen U3A is paying £100 only for the 3 months January to March. For next membership year the full cost of £400 will apply.
- We shall be able to take advantage of Beacon II when it is available.
- Emergency contacts can be held in membership details where required.

6. Gift Aid Bill to insert note in January newsletter reminding group leaders to keep deliveries of registers up-to-date.

7. December Monthly Meeting Review

- The Christmas event was very well received by members in attendance and was a very happy occasion.
- The catering with four tables in each corner of the hall worked very much better. This should be repeated in future years.
- There should be clear labelling of content of vegetarian and vegan food at future events.
- A letter of thanks, for the donation of £196, from the Alzheimer's Society has been received and made reference to their 'Side-by-Side' initiative that may be relevant to U3As generally and which we may wish to consider.

8. Group Co-ordinator's Report

- John had nothing to report because of the Christmas holiday period. Main future concern is finding alternative venues if we lose use of the village hall.
- Roger reported that much Group information on the website was out of date.

9. Risk Register

- The risk register was considered and confirmed as a full and accurate statement.
- Robert to bring a draft Code of Conduct and Discipline to the next meeting for consideration.

10. Review of Financial Controls

- Financial controls reviewed and judged to be fit for purpose and appropriate to the size and resources of Great Glen U3A. Noted that there had been no response from HMRC to update provided in-year by Roger on the Gift Aid Scheme.

11. Arrangements for AGM Notices/Renewals

- A decision is required whether we have a speaker or Toni's films at the AGM to increase attendance. John to enquire if speaker from Leicestershire Wildlife Hospital could be available.
- Minutes of last AGM to be placed on the Great Glen U3A website and to be circulated with invitations (either by email or letter). A few hard copies also to be provided on the day.
- Note to be provided with newsletter to invite people who may be interested in joining the Committee to come forward.
- Consideration to be given at next meeting to awards for special service.

Membership Renewals

- Renewal notices to be sent by email (85% of membership) or letter (15% of membership)
- If membership renewal subscription not paid by the end of March, a reminder will be sent to those concerned that membership will cease if payment is not received by the end of April.

12. Shared Learning Project 2020 (National U3A Day 3 June)

- Robert outlined brief for a project to involve members of different groups producing an exhibit for local display on changes in local occupations since the mid-nineteenth century. This had the support of the Committee.

13. Network Matters/Correspondence Nothing to report.

14. Newsletter and Distribution

- 80 copies again this month.
- 15 copies to both of the libraries.
- Normal distribution for January.
- Trial distribution by Beacon for February.

15. AOB There was no other business.

Date of Next Meeting: Tuesday 4th February 2020 at 2.15 p.m.