



**Chester U3A**  
**Minutes of the Committee Meeting held on Wednesday 15<sup>h</sup> November 2017 at**  
**St Columba's Hall Chester at 10.00am.**

**Present:**

Jenny Carley	Chair	Angela Tindall	Committee Secretary
Laurence Cole	Business Sec.	Ken Bramham	News Liaison
Graham Proctor	Committee member	Kay Lunt	Groups Secretary
Judy Anderton	Membership Sec.	Patricia Gifford	Committee member

**1. Apologies for absence:**

Liz Flanagan, Gary Nye, Mal Waite.

**2. Minutes of last meeting.**

- (i). Clarifications of items for new Chair. LC keeps record of attendances at Tuesday monthly meetings. New members lunch is last Friday in January, invitations are sent out by KB. Two inventories are kept by GN, firstly all equipment owned by Chester U3A with a monetary value and secondly a list of everything owned. BD purchased a new computer as previously agreed by the committee, the actual cost (approx £250) and its location to be forwarded to GN. The minutes were then accepted as a true record and signed off by the Chair.

**3. Matters arising not covered elsewhere.**

- (i). Publication of minutes. JC proposed that the draft minutes be published on the website as soon as they were available to enable members to comment. This was opposed by GP and LC as the draft minutes are by definition a draft and could contain inaccuracies which could lead to confusion. The approved minutes were published as soon as they were agreed. After discussion it was agreed that the current method of publishing after approval would continue. It was noted that the minutes were previously put on the noticeboard displayed at the Tuesday and Thursday meetings, but that the display of the noticeboards had lapsed. It was agreed that an invitation would be sent out for a volunteer to maintain the board.
- (ii). Christmas lunch. JC has invited the Mayor of Chester to attend the lunch, she is awaiting reply. As we are a secular organisation the Chair would say welcome and give thoughts for those in need.

**4. Chair's Items.**

- (i). JC welcomed Judy Anderton as the new committee member doing the Membership Secretary role. She has been given information on the role of a trustee.
- (ii). JC passed the declaration of eligibility for newly appointed trustees form for herself to LC. JA will fill in a form asap. LC will update our Charity Commission details once received.
- (iii). JC requested whether all committee members would agree for their addresses, e-mail addresses and telephone contact details to be made available to other

committee members. All member present agreed. AT will prepare a list and also ask the other 3 members if they agree to this. ACTION AT.

- (iv). Job Descriptions. It was agreed that these would be discussed at a later meeting.
- (v). Committee meeting procedures. JC requested that meetings be a maximum of two hours long. To help achieve this she requested that if members had agenda items that they needed to discuss that they send details out prior to the meeting to help speed things up. Items of expenditure requests could also be sent out.
- (vi). Passwords and Codes. The passwords for the Website and Charity Commission need collating. LC will pass the Charity Commission log on details to the Chair.  
ACTION LC.
- (vii). Document records. We need provision in case of members leaving or becoming ill. Documents may be able to be put onto the cloud. To be further discussed on return of GN.

## **5. Business Secretary's items.**

- (i). Tuesday attendance There had been 180 attendees in October and 195 in November, the AGM meeting.
- (ii). The New Members Lunch has been organised for 26th January 2018. Harveys are catering. Hall is available from 11.00am for set up, new members at 11.30. Lunch at 12.30. Talk pre-meal by JC on how our U3A fits into the bigger picture. Paper for comments on tables. Short talks on Groups and Social. After lunch discussion. Members leave 1.30pm.  
JC proposed £5 per head as we have a healthy budget and it is also our 25<sup>th</sup> anniversary. This would give us a loss of approx £5.50 per head. This was discussed and agreed. It was also agreed that, as in previous years, partners could attend.
- (iii). TAT Mailings. To receive the electronic copy of the newsletter we will need to register with the the Trust. JC will register. ACTION JC. A link will be set up in our Newsletter to the national Newsletter. ACTION JC.
- (iv). Accident Register. This is held by the Business Secretary. Although LC had heard informally about an accident, which has been previously discussed by the committee, and had tried to get the person involved to fill in an accident report none had been received. The committee noted that it was impossible to get people to make reports when they did not want to.

## **6. Treasurer's Items.**

- (i). GN is on holiday and had sent the financial report to the committee.
- (ii). The bank accounts signatories will have to be changed due to the change in the committee members. ACTION GN on return.
- (iii). Social Account. This will be required to be changed due to the forthcoming new CC rules. After discussion it was agreed GN has approval in principle to initiate this when appropriate.

## **7. Membership Secretary's Items.**

- (i). There are 1074 paid up members. There are 62 new members since last report. PG was chasing non renewers. Not being able to get into desired groups was main reason for not joining.
- (ii). A lot of associate members have moved to full membership.
- (iii). Attendance at Tuesday hall meetings. Numbers attending seemed to be flat and unrelated to membership. JC recalled similar numbers attending meetings the last time she was Chair, when membership was about half of current membership. We

still need to decide on action if numbers attending did increase. For further discussion. LC will list attendance since record keeping started. ACTION LC.

- (iv). Transition from PG to JA. PG used her own computer to access the membership database. JA would prefer a dedicated U3A owned computer. This was discussed and it was agreed that it was reasonable to supply a dedicated membership secretary computer. This would also simplify data protection issues. Due to the forthcoming change to Beacon, GN will be asked to specify the requirements. ACTION GN.
- (v). Current membership dedicated phone is PAYG. This is inconvenient and we would be better served with monthly contract. Sim only contract available at £10.50 month. After discussion the committee agreed to change to a monthly contract with a maximum cost of £10.50 per month. ACTION PG/JA.

## **8. Monthly Meeting Items**

- (i). Speaker Secretary. JC to check with BD re person who expressed an interest. Jeni Davies will continue until permanent replacement can be found.
- (ii). Tim Carley will organise the January Thursday Quiz.

## **9. Group Items.**

- (i). Co-ordinators Lunch. 46 attended meeting 43 for lunch out of 84 co-ordinators. To be looked at next year.
- (ii). Now 92 groups. Mosaics has closed, found it difficult to find a suitable free venue. Possible new groups Maths for Fun 2, Whist, Chess.
- (iii). Request from Ukulele group for funds to cover stomp box and amp or similar to help with timekeeping now the group is over 20 members. Request for expenditure of £215 maximum, agreed unanimously.

## **10. Communication Items.**

- (i). Some of our mail is still going to the Countess Hospital due to the similarity of the PO box addresses. As address is changing from PG to JA this may help problem. Revisit in January.

## **11. Social Items.**

- (i). LF has had offer of help on the desk and one person may help with trips.
- (ii). JC would like details of who is on social team. ACTION GP.
- (iii). Social would like another phone. To be further discussed at next meeting.
- (iv). If LF cannot make committee meeting Sue Proctor would be invited to attend.

## **12. A.O.B.**

- (i). 25<sup>th</sup> Anniversary. The sub-committee has not yet met. Due to committee changes sub-committee is now JC, LF, AT, PG, GP.
- (ii). Constitution. To be discussed in January.
- (iii). Social group organising expenses. JC will write a policy in line with current TAT practice. ACTION JC.
- (iii). Replacement of obsolete computers. We have two computers bought in 2007 that need replacing. We may get better deal if membership secretary computer is included in purchase. Do we purchase Microsoft Office or use free to use software? JC will liaise with National Office and John O'Reilly to get advice about the best

deal. ACTION JC.

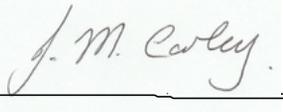
**13. Date of next meeting.**

(i). 17<sup>th</sup> January 2018

Meeting closed at 12.00pm.

Decisions made at this meeting

1. Approved minutes to be published on website
2. Partners to attend New members lunch
3. Signatories for Bank account to be changed
4. Social account to be moved from Coop to Lloyds TSB
5. 2 new computers to be purchased, one for membership secretary
6. Ukulele group Stomp box to be purchased
7. 25th Anniversary committee changed to JC LF AT PG GP

Signed  (Chairman)

Date-----17th January 2018-----