

1 Present

Jenny Carley (JC)	Chair	Judy Anderton (JA)	Membership Secretary
Bob Davies (BD)	Committee Member	Liz Flanagan (LF)	Social Secretary
Patricia Gifford (PG)	Committee Member	Kay Lunt (KL)	Groups Secretary
Gary Nye (GN)	Treasurer	Graham Proctor (GP)	Committee member

2 Apologies for absence

Ken Bramham (KB)	News liaison	Laurence Cole (LC)	Business Secretary
Angela Tindall (AT)	Committee Secretary	Mal Waite (MW)	Vice Chair

In the absence of the Committee Secretary, Gary Nye offered to take the minutes. At that stage, Robert Davies was co-opted on to the Committee as Data Protection lead as a casual vacancy.

3 Minutes of previous meeting (14 March)

3.1 **JC** advised there were a number of outstanding errors in the minutes.

4(iii) The Communications Policy had been agreed as a draft but no further discussion was planned.

4(iv) The Disability Policy was approved on 14th March, subject to amendments. The Policy was circulated to confirm amendments. A further amendment was agreed that the responsibility rests with members with a disability issue to discuss their requirements with the Group Leader. The Policy was agreed subject to these amendments.

JC requested that the minutes be amended.

Action. AT to amend the minutes. Approval will be given at the next committee meeting.

AT

3.2 **JC** requested that the draft minutes are circulated promptly so that errors and omissions can be corrected in a timely manner.

4 Matters arising

4.1 Beacon

i) 6 (i). The current users with access to the full Beacon member's list are the Membership Secretary, the Treasurer (also the Site Administrator), the Chair and the Communications Officer. This was agreed by the Committee to be the maximum desired number.

4.2 Gift Aid

i) The Gift Aid form was now on the web site.

Action. JA to bring the Gift Aid form to the next meeting for formal approval.

JA

4.3 Membership form

The previous meeting agreed a format based on Leicestershire's form. **JA** to review and adjust to suit our requirements and circulate when complete.

Action. JA to circulate the form for approval.

JA

4.4 Groups pamphlet

It was agreed that it should be clearly stated on the cover page that the pamphlet would only be printed annually and updated information would be available on the website.

5 Chair items

5.1 January Meeting 2019

As this falls on New Year's Day next year it was agreed that it would be difficult to get a speaker and many members may be unavailable. It was not practical to delay the meeting a week as this would clash with regular group activities. It was agreed this would be an informal social meeting.

5.2 TAT Annual return

This is now due to be submitted and **JC** outlined the requirements. Permission was required from members in various positions for their personal contact details to be provided. This was agreed by those present.

A Letter of Intent relating to an audit carried out for GDPR had been circulated and was approved (Appendix 1).

JC noted that all officers should use the non-personal (alias) email addresses when communicating on behalf of Chester U3A. This preserved the integrity of the communications when an officer retires.

5.3 TAM distribution

It was noted that the recent edition of TAM had gone to members who had expressed a wish not to receive it. **GN** reported that it was his error following the migration to Beacon and this would be corrected for the next address submission in early May.

JA proposed that the responsibility for providing the TAM address list should pass to the Communications Officer, as they can access the Beacon member list and export the necessary file. This was agreed.

Action. JC to put an apology over TAM in the next Newsletter

JC

Action. JC to request that KB would take responsibility for submitting the next TAM file. Appropriate training will be provided.

JC

5.4 AGM

JC noted that there had been some technical irregularities at the previous AGM. In particular, the election of the Committee Members had not followed the constitution. This would be corrected at the next AGM.

JC requested that any officer proposing to retire or not seek re-election at the next AGM advise the Chair before or at the next Committee meeting in order that the appropriate succession planning can be started.

Action. Any committee member proposing to retire at the next AGM to advise JC by the next meeting.

All

5.5 SGM

JC advised that it was not necessary to hold an SGM to propose the membership fees for next year. It was proposed that the formal agreement of the new constitution "Purpose" clause be delayed until the new U3A constitution is available from the TAT for agreement. This was agreed.

5.6 Standing orders

The proposed Standing Orders applicable to the AGM had been circulated (Appendix 2). These were agreed and will be adopted for the next AGM.

6 GDPR

- 6.1 **JC** thanked **BD** for volunteering to take on the GDPR role. He would be attending the training provided by the TAT on 30 April in Birmingham.
- 6.2 The Data Protection and Privacy policies would be reviewed following **BD**'s training.
- 6.3 A discussion was held on the security of the Chester U3A website. **JC** had asked an IT security expert to review this and advise on whether SSL security was required. **GN** expressed his view that, as we do not collect any information via the website that SSL was not required, but it was accepted that advice was needed.

7 25th Anniversary

- 7.1 A report on progress had been circulated (Appendix 3). It was agreed that the following should be invited as guests of Chester U3A:-
- Founder members,
 - Lord Mayor,
 - Chair or CEO of the TAT,
 - Past chairs of Chester U3A (seven identified).

8 Business Secretary

- 8.1 In the absence of **LC**, **JC** reported that the insurance claim for the Geology group theft was now in progress following documentation not being received and would be submitted to the TAT shortly.

9 Treasurer's Report

- 9.1 **GN** had circulated the current financial report prior to the meeting (Appendix 4). The report contained a projection of the financial position following the 25th anniversary celebration, which is being subsidised by about £1,400. This shows a projected deficit for the year of £(2,685), but this will not be the reported figure as the celebration on the 4 September will be reported next year. The purpose behind this projection is to illustrate the potential reserves after the celebration, which will be in the region of £11,000. This is calculated from last year's published reserves in the Treasurer's Report to the AGM (£13,700) less the expected deficit following the celebration.
- 9.2 **GN** emphasised that this report represented management information and contained more detail than would be reported to the members at the AGM. He was asked to confirm that the AGM report would be in the format required by the Charity Commission.

Action. GN to confirm the Annual Financial report would meet the Charity Commission format.

GN

- 9.3 **JC** questioned the web hosting payment, of which she had received an advice from John Hammond. **GN** could not advise on this as this matter is dealt with solely by John. **JC** was concerned at the high risk of only John Hammond having access to the web hosting account and would ask him to provide the login and password details in a secure manner so that web hosting could still be managed in the event that **JH** became incapacitated.

It was agreed that the web hosting payment is authorised for a further two years.

Action. JC to advise John Hammond to renew the website and to seek the secure details of the web hosting account.

JC

10 Beacon

10.1 **GN** had provided a demonstration of the Beacon system to a group of the Committee (**GP, LC, MW, KL** and **KB**). They found it very useful and **GP** expressed his thanks to **GN** for his time in arranging the demonstration.

10.2 It was recognised that Beacon can provide valuable services to members and it was agreed that the Member's Portal should be the first feature to be made available to members. **GN** will provide an insert to the May newsletter and members' email (to be reviewed first by **JC** and **JA**).

Action. GN to write a communication to members about Beacon.

GN

10.3 **GP** reported that he had used the Group Leader function to remove some ex members from his group and found it straightforward to operate. He had not been able to add the Venue, but **GN** explained this was due to that venue not being set up in the Venue list, as he was not aware of the details. Once this is done, **GP** would be able to resolve this. Judith Hobbs has collated a full list of venues.

Action. JC to send venue list to GN for inclusion in Beacon.

JC

10.4 It was proposed that an overview for Group Leaders would be provided at the Group Leaders meeting in October.

11 Communications

11.1 **KB** was not present but reported that Beacon was now being used for the main membership mailing, the SMTP2GP outbound server account had been closed. He was arranging with John Hammond to have a free account to accommodate the few emails that needed to be sent outside of Beacon.

11.2 It was agreed that as SMTP2GO is closed there was no longer any need to maintain dual running of both databases and the Access database was no longer needed.

11.3 It was noted that the database of members that **KB** had on his PC should be deleted.

Action. KB to ensure that the members details are deleted from his PC.

KB

12 Membership

12.1 **JA** reported that there were currently 1,135 members.

12.2 Joint membership

A decision on whether to introduce a Joint membership category had been deferred from the last meeting pending advice from HMRC on whether a discount was required to be eligible for Gift Aid relief. **GN** reported that he had not yet received a reply to his enquiry, but noted that the TAT in their advice stated that a discount was not necessary. The meeting felt that members would see no benefit in a Joint membership category and it was agreed to take no action on this for the next membership year.

13 Groups

13.1 **KL** reported that there was interest in starting a number of new Groups.

13.2 The matter of the Group Fairs in October and November was still undecided and it was felt that input from the Group Leaders was required to establish the benefit of these. This would be discussed at the Group Leaders meeting in October.

14 Social

14.1 **EF** asked if it would be possible for her to have access to the members list as she sometimes needed to contact members regarding trips they had booked. It was felt that the Data Protection issues prevented this, but it would be possible to use Beacon to establish Events (classified as Groups) which members could be added to when they booked. The event organiser, as the Group Leader, would then have access to the contact details of those members. To be considered further.

Chester U3A Committee Meeting – 18 April 2018

15 Any Other Business

15.1 Speaker Secretary

Sue Foy has agreed to take on this role.

15.2 Monthly Meetings

A volunteer has expressed an interest in taking on this role. A list of duties has been compiled by **MW**. This will be discussed with the volunteer.

15.3 Tradesmen List

Gill Benton is prepared to take this over.

16 Next meeting

16.1 The next meetings are scheduled for 6 June and 18 July.

The meeting closed at 12:00

Gary Nye,
Acting Secretary

24 April 2018

Jenny Carley
Chair

Letter of Intent to TAT

Chester U3A
PO Box 167
CH2 1WL
DATE

Sam

Chester U3A committee at committee meeting March 14th discussed the new GDPR and have carried out an audit on Chester U3A policy and procedures in accordance with the changes in GDPR. Initially we have advertised for a member who has any experience in data protection to assist the committee to review the list below. In the event of no members volunteering to take the lead on the committee for Data Protection, a member who is willing to be trained will be sought.

Policy/procedures to be reviewed

Chester U3A Communication Policy

Chester U3A Privacy Policy

Chester U3A Data Protection Policy

IT -access, storage, privacy and maintenance of data, including our use of Beacon

Membership procedures

Social and event data procedures.

Brochures and publication literature

Any other procedure that uses, stores or processes any personal data of members

On behalf of Chester U3A committee

J.M. Carley

Chair Chester U3A

Standing Orders

These standing orders shall apply in respect of the Annual General or any Special General Meeting.

CHAIRMAN

1. The meeting shall be presided over by the Chairman or in his/her absence the Vice Chairman. If neither are available, the members of the Executive Committee will elect one of their number to preside.
2. The Chairman may designate another Officer to preside over a meeting or parts of the meeting.
3. When another member of the committee is acting as Chairman, he/she has the same powers and duties as the Chairman.
4. The Chairman may not participate in any debate.
5. The Chairman shall direct the discussion, accord the right to speak, put items to the vote and announce decisions.
6. The Chairman shall conduct proceedings in accordance with the Standing Orders. If a question arises which is not covered by the order, he/she shall rule on it.
7. The declaration of the Chairman that a motion has been carried or defeated shall be conclusive.
8. The ruling of the Chairman shall be final on any question.

MINUTES

1. Questions arising out of the minutes shall be allowed only if they relate to the accuracy or are for the purpose of information.

REPORTS

1. Reports once presented shall be discussed and where appropriate, a proposer and seconder sought for their approval and a vote taken.

SPEECHES

1. Each speaker shall announce his/her name.
2. No member shall speak twice on any one motion other than a right of reply.
3. The time limits are 5 minutes for proposers and 3 minutes for all other speakers.
4. The Chairman may with the consent of the meeting permit an extension to any speaker's time.
5. An individual member may speak on no more than 4 occasions during any Annual or Special General Meeting.

MOTIONS (Resolutions)

1. Motions should be proposed, seconded, discussed and voted on, the proposer being given the right of reply prior to the vote.
2. If there is no speaker against the motion it shall proceed to a vote without further debate.
3. Any member who has not spoken in the debate may move at any time that the meeting proceed to a vote.
4. Discussion on a motion can be curtailed by the Chairman if in his/her opinion the conduct of the meeting requires it. The right of reply must then be given to the proposer and a vote taken.
5. A motion listed on the agenda may only be withdrawn following a request by the proposer which must then be put to a vote.

VOTING

1. All current paid-up members in attendance shall have a vote.
2. All contested elections will be decided by a secret ballot.
3. All other decisions will be by a show of hands and will require a simple majority of those present except any involving a change to the constitution or a motion to dissolve the U3A which require a 67% majority of those present and voting in favour.
4. In the event of a tie the Chairman has a single casting vote.
5. Two tellers should be appointed at the start of the meeting to count votes in the hall should that be required.

POINTS OF ORDER

1. Points of order can be called only in cases of incorrect procedures, irrelevancy or transgression of the standing orders. They must be raised immediately and addressed to the Chairman. There shall be no other speech or discussion other than the ruling of the Chairman on the point of order.

POINTS OF INFORMATION

1. Points of information may be raised by any member and may consist of information offered or asked of the speaker. They must be addressed to the Chairman who will ask the speaker holding the floor to give way.

25th Anniversary update 4th April 2017

Prior to event

Invite guests – Founder member Pat Pulford – Liz to invite

Other founder members Evadne

Lord Mayor – Jenny to invite

Chair or CEO of Trust – Jenny to invite

Invite members

News letter – Information in May and Tickets June and July edition – Notice availability of Tickets

Sale of tickets – June and July monthly meetings or contact Patricia

Ticket design and printing – Jenny, see attachment

Housekeeping on day

Check tables – Myra to be asked for Favours – JC requested will ask group

Flags for cake stands – JC

Red carpet in position

Notice Boards

Development of Chester U3A' Evadne's Story of U3A to be in a pocket on Notice board
Jenny and Evadne . Possible displays 1st News Sheet and Social team show increase in numbers etc.

Check out the Library they have material on Chester U3A Evadne will check out Chester record office, she knows where all the original paper lives not the library

Evadne and JC to do notice boards

Speak easy make be needed for speaker – check with Hilton

Entertainment

Book Roy - Liz

Pass the parcel to be made up JC to get small U3A items

Slide show prepared by Bob and Mal

Mal – guitar agreed if we think it suitable

Miscellaneous

Cake to be ordered – Adsa – Liz to cost, Jenny to provide photo

Booklet - 25th Anniversary like 20th anniversary - Andrew

Arrange booklet printing – Pat

Timeline

12.00	All assemble to set up Notice boards Check Tables and layout. Favours, Flags Red carpet Bar opens at 1.00pm Coffee to be served on a request £2 per cup
1.00	Members arrive collect in conservatory look at Notice Boards On table for members to pick up booklet on History of U3A - Andrew
1.30 – 2.00pm	Members take places around tables of ? probably 10 Slide Show - Bob and Mal Speeches? Hand out 'Pass the Parcel' on each table
2.,00 – 3.00pm	Roy entertains
3.00pm - 4.00?	Afternoon tea Followed by cutting of cake – not distributed taken to Thursday meeting Photos – ask Bob or John Quinn if he registers
4.0 till finish	Mal entertains

Next meeting 2nd June at Pat's house

DRAFT

Chester U3A Receipts and Payments 2017-18

Receipts	2017-18	2016-17
	Total	Total
Diaries	£175.00	£252.00
Excess Bowls Grant	£0.00	£4.96
Gift Aid	£0.00	£1,158.17
New Members meeting	£360.00	£830.00
Riviera Travel donation	£0.00	£667.80
Sale of equipment	£0.00	£31.60
Subscriptions	£11,228.00	£11,820.50
Grand Total	£11,763.00	£14,765.03

Receipts to be received

Gift Aid £1,158.17

Payments	2017-18	2016-17
	Total	Total
25th Anniversary	£500.00	£0.00
Christmas lunch	£57.70	£0.00
Co-ordinators' meeting	£547.00	£517.50
Committee Expenses	£127.98	£143.95
Diaries	£0.00	£175.00
Direct Mail	£2,253.42	£2,156.70
Equipment	£963.48	£250.32
Geology Group theft	£52.23	£0.00
Gifts	£0.00	£20.00
Group start up funds	£0.00	£51.98
Hall Hire	£945.00	£1,117.50
Licences	£79.20	£120.00
Mobile phone	£20.00	£60.00
Mobile WiFi	£0.00	£40.00
New Members meeting	£847.77	£623.25
Postage	£654.00	£745.95
Printing	£255.00	£750.49
Quiz prizes	£0.00	£20.70
Refreshments	£139.92	£334.84
Speaker	£407.00	£757.00
Stationery	£0.00	£177.33
U3A Capitation	£0.00	£3,902.50
Web hosting	£0.00	£0.00
Grand Total	£7,849.70	£11,965.01

Payments to be made

25th Anniversary	£1,370.00
Beacon Fee	£550.00
Committee Expenses	£70.00
Diaries	£175.00
Geology Group Theft	(£53.23)
Hall Hire	£315.00
Mobile Phone	£40.00
Postage	£100.00
Printing	£500.00
Refreshments	£220.00
Speaker	£240.00
Stationery	£150.00
U3A Capitation	£3,930.50
Web hosting	£150.00

Additional payments £7,757.27

Projected Total £12,921.17 £14,765.03

Projected Total £15,606.97 £11,965.01

Groups	2017-18	2016-17	2017-18	2016-17	
Receipts	£0.00	£10,165.48	Payments	£0.00	£9,743.90

Surplus (excess of receipts over payments)		(£2,685.80)	£3,221.60	
Total	£12,921.17	£24,930.51	£12,921.17	£24,930.51

	2017-18	2016-17		2017-18	2016-17
Treasurer's account					
Opening balance (1-Sep-17)	£11,115.39	£8,181.32			
Receipts	£11,763.00	£14,765.03	Payments	£7,849.70	£11,965.01
Cash	£0.00		Cheques from 2016-17	£174.05	£40.00
Uncleared cheques				(£2,628.42)	(£174.05)
Closing balance (17-Apr-18)				<u>£17,483.06</u>	<u>£11,115.39</u>
Groups (excluding Rent)					
Opening Balance (1-Sep-17)	£186.62	£714.54			
Receipts	£0.00	£6,727.06	Payments	£0.00	£6,753.90
Closing balance (17-Apr-18)				<u>£186.62</u>	<u>£687.70</u>
Rent account					
Opening balance (1-Sep-17)	£783.42	£335.00			
Receipts	£3,132.00	£3,438.42	Payments	£2,565.00	£2,990.00
Closing balance (17-Apr-18)				<u>£1,350.42</u>	<u>£783.42</u>
Subscription account					
Balance (PayPal test)				£0.01	£3,596.00
Total Chester U3A funds				<u>£19,020.11</u>	<u>£16,182.51</u>

Payment of £52.23 has been made to the Geology Group in respect of a theft from a member's house. This is subject to an insurance claim from the TAT.

600 2nd class stamps have been purchased ahead of the 2p price increase.

The P.O. Box has been renewed £318.

The Direct Mail invoice of £2,253.42 (915 addresses) has been paid.

The invoice for St Columba's hall for the April-Jun meetings has been received. This includes £60 for the Committee Room use for two meetings in April (£15 per hour). This appears to be the first time we have been charged for this use.

Provision in the projection has been made for costs of £1,370 for the Anniversary meeting. As this is on 4 Sept it will actually appear in next year's accounts, but is shown here to report the deficit and projected reserves after the event.