



**Chester U3A**  
**Minutes of the Committee Meeting held on Wednesday 18<sup>th</sup> July 2018 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
Mal Waite	Vice Chair	Judy Anderton	Membership Secretary
Gary Nye	Treasurer	Kay Lunt	Groups Secretary
Liz Flanagan	Social Secretary	Pat Gifford	
Graham Proctor			

**1. Apologies for absence:**

None.

**2. Minutes of last meeting.**

(i). Agreed as correct and signed off by the Chair.

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

(i). Minutes 14<sup>th</sup> March 2018. Jane Harrap has complained to the Chair re wording of Geology money theft in committee minutes dated 14 March 2018. The Chair has written an explanation to JH. It was discussed and the following statement is recorded in these minutes. 'Claims from groups for theft, etc. The refreshment money stolen from the house of a Geology group member last September has not been reimbursed, to Chester U3A because the official claim form supplied by the Insurance company via the Third Age Trust was lost in the post between the claimant and business secretary. The whole process was restarted and the official claim form resubmitted to the Insurance Company via the Third Age Trust Treasurer. This money has still not been received from National Office, (5<sup>th</sup> July 2018,). Extract from 14 March 2018 minutes. 'LC proposed that in future, all monies claimed would not be repaid until all the necessary forms had been completed and the monies received from the Insurance Company. This was unanimously agreed'.

**4. Chair's Items.**

- (i) Trust Privacy Policy is on the Website.
- (ii) A research booklet - Learning not Lonely - produced by the Trust on the results of a survey which was sent to all U3A at the beginning of the year. was launched at a parliamentary reception in July.
- (iii) TAT AGM. Our choice of candidates who are standing for election was discussed. The only contested position was for Treasurer, candidates Richard Tier and Graham Clark. After discussion of their submissions it was agreed that we would vote for Richard Tier.
- (iv) The committee discussed the costs of reimbursing attendees for the full 3 days at the

AGM. JC stated the costs were without accommodation £150, with accommodation £275. Transport would be additional. The committee agreed that 1 member of Chester U3A would be subsidised for accommodation and basic travel.

- (v) The Chair will attend the AGM and suggested that she attend the Memberships and Barcodes workshop. The committee requested that she also attended the Recruiting Volunteers workshop.
- (vi) Roles and Responsibilities. KB and LC are still re-writing these.
- (vii). JC proposed a day for involvement for committee membership on either 16<sup>th</sup> or 23<sup>rd</sup> August.

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

- (i). Tuesday Attendance. This is still very low with an attendance of only 103 at the last Tuesday meeting. We will need a big push if we were going to be quorate at the AGM. To be advertised in the Newsletter.
- (ii). Single use plastic. A member has suggested that we allow members to bring their own mugs to meetings in order to save on plastic cup use. This was discussed and it was agreed that this would be allowed and encouraged, but that members need to be aware that no washing facilities would be available. An announcement will be made in the Newsletter.

## **5. GDPR.**

- (i). BD will set up 2 meetings on 30<sup>th</sup> July and 13<sup>th</sup> August to explain GDPR to Group Co-ordinators. BD requested help with refreshments. A checklist on GDPR will be sent out to all co-ordinators.
- (ii). Activity and non activity groups have different information requirements. Non activity only require e-mails straightforwardly sent through Beacon. Activity groups require information passing between members for lift co-ordination etc. BD is producing a consent form for these groups which will need to be completed annually.

## **6. BEACON**

- (i) A report on the configuration of Chester Beacon has been produced and circulated to the committee. The committee formally noted the thoroughness of the report.
- (ii) A new Chester U3A e-mail account is required for the Beacon Administrator. JC will action this.

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

- (i). GN circulated accounts to the committee. JA pointed out a small error, GN will re-circulate the accounts post committee.
- (ii). The anniversary cost will impact on this years accounts. GN will produce report on this.
- (iii). The Social Account will be transferred to Lloyds in September.
- (iv). Document Financial Matters - Chester U3A. GN presented this document and the following points were made :
  - A. 1.3 Add HMRC to compliance.
  - B. 4.2 line 2. Change confirmed to decided by.
  - C. 5.2 last line add made out to Chester U3A.

D. 5.4 (ii). This needs further clarification. Controls needed on who, what, where, why. If for equipment or large expenditure needs prior authorisation by the committee. Limits need to be set. (£50?). Should be for small expenditure.

E. 6.1 (viii). Funding for conference agreed.

F. 6.5 Change membership fee to subscription.

G. 11.6 Insert wording that asset register to be reviewed annually.

H. Appendix 2. Amend Equipment to Pre-Authorised Equipment.

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

(i). The new cards have been printed. Welcome and Welcome Back booklets done.

(ii). The Membership page on the website needs re-writing so forms can be downloaded as Word documents.

(ii). Item to be placed in Newsletter detailing collection options for membership cards.

## **8. Monthly Meeting Items**

(i). There will not be a meeting on the 1<sup>st</sup> Tuesday in September due to the Anniversary Tea in the afternoon. To be e-mailed out and a notice put in the Newsletter.

## **9. Group Items.**

(i). Job Description. KL is not responsible for the New Members Lunch. At the moment this lies with the Business Secretary. Also not responsible for Venue list.

(ii). New groups - New Experiences, Board Games, Sunday Walking.  
Probable Astronomy for Fun, Board Games.

(iii). Beacon. Some co-ordinators are unwilling or unable to use this.

## **10. Communication Items.**

(i). News Liaison Officer to be renamed Communication Officer.

## **11. Social Items.**

(i) LF requested authorisation for 'tea' spend on July trip. This will be recovered by the trip. This was approved by the committee.

(ii) GN will provide LF with the bank statements for the Social Account every month.

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

(i). Christmas Fair. Following the success of last years Fair AT proposed this years Fair on 2<sup>nd</sup> Thursday of December. This was agreed by the committee.

## **13. Date of next meeting.**

(i). The date of the next committee meeting is 12<sup>th</sup> September.

Meeting closed at 12.00pm.

Summary of decisions.

1. TAT AGM. Chester U3A to vote for Richard Tier. 1 member expenses to be paid.

2. Own mugs permitted at St. Columba's meetings.

3. GDPR. Checklist and consent forms to be produced by BD.
4. Beacon. New e-mail account required. Action JC.
5. Amended Accounts to be re-circulated. Action GN.
6. Amend Financial Matters document. Action GN.
7. Re-write Membership page on website. Action JA/JC.
8. No Tuesday meeting September. Action JC.
9. Christmas Fair in December. Action AT.