

Christchurch Committee Meeting

Minutes of the Meeting held at Beaufort Community Centre on
Friday 29 November 2019 at 1.00 pm

Item	Subject	Action
1	Present: John Wingfield (Chair), Martin Axton (Secretary), Dee Collins (Assistant Programme Co-ordinator), John Fairbairn (New Member Contact), Judy Hall (Venues Secretary), Eileen Lancaster (Joint Membership Secretary), Helen Heatley (Programme Co-ordinator), Janice Miller (Vintage Brass Representative), Janice Russell-Taylor (Epicentre Office Manager), Kathleen Smith (Joint Membership Secretary), Ron Watson (Active News Editor), Keith Weston (Treasurer). Michael Heatley was unanimously voted in as a temporary replacement for Bud Thornley, Publicity Organiser.	
2	Apologies: Jill Dale (Group Co-ordinator), Norman Richards (President). Sally Ward took the minutes.	
3	Minutes of the last Committee Meeting held on Friday 4 October 2019 The minutes were accepted as a true record.	
4	Matters Arising There were no matters arising which are not covered under Actions.	
5	Actions Action: Nov/17/6 – Car Stickers Dee Collins will make enquiries at Colour Copier.	Action: Nov/17/6 Dee Collins
	Action: June/19/1 – St James Institute Invoice System There are queries over charges and session lengths. Judy Hall (Venues Secretary) was advised to hold any invoices, pending clarification.	Action: June/19/1 Judy Hall
6	Chair's Report (John Winfield)	
6.1	<u>Group Leaders and New Member Meetings</u> John Fairbairn and Jill Dale were thanked for organising these very successful meetings.	
6.2	<u>Committee Size</u> The maximum number permitted on the Committee is fifteen. John suggested that a sub-committee could be arranged, if required.	
6.3	<u>Epicentre</u> A locksmith was called to deal with a broken lock. Christchurch Library offered an alternative room for the affected group, at no cost.	

Christchurch Committee Meeting

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6.4	<u>Calligraphy Group</u> The whiteboard at Priory House has been deemed unsuitable. An alternative has been provided.	
6.5	<u>Social Events Co-ordinator</u> John Wingfield will contact Veronica Evans by email.	Action: Oct/19/1 John Wingfield
6.6	<u>Regional Meeting</u> John Wingfield will investigate why no invitation was received, although other local groups attended.	Action: Oct/19/3 John Wingfield
6.7	<u>Contact Details</u> Due to a forthcoming house move, John advised that he should be contacted by his mobile or email.	
7	Secretary's Report (Martin Axton)	
7.1	<u>Epicentre</u> A letter has been received from the Valuation Office Agency re the Epicentre, requesting information about rent and business rates. The rateable value is £2,300, less 80% charity discount and 10% discount from the council. Christchurch Council has confirmed that a nominal amount of around £130 has been paid and there are no arrears due. A Lease Tenancy Agreement is required by the Valuation Office. Apparently the building was leased to the British Red Cross in 1958 under a Christchurch community scheme, with no rent payable. Christchurch U3A moved in when they moved out. A meeting with Christchurch Housing is now recommended in order to obtain a formal agreement, which could permit redecoration or even a replacement building.	Action: Nov/19/1 Martin Axton
7.2	<u>Charity Commission Returns</u> The returns will be submitted as soon as possible.	
8	Treasurer's Report (Keith Weston) Report is attached. An amount of £379 has been received from Riviera Travel. Nat-West has proved very helpful so the U3A will continue to bank with them.	

Christchurch Committee Meeting

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9	New Members Contact Report (John Fairbairn)	
9.1	<u>New Members Coffee Morning</u> Positive feedback has been received from the meeting. Eighteen new members attended, fewer than last year's figure of twenty-eight.	
10	Membership Secretary's Report (Eileen Lancaster) Report is attached. There are 125 new members.	
10.1	<u>Third Age Matters</u> The U3A National Office has confirmed that the magazine is not available to read online. The only version available online is text-only.	
11	Programme Co-ordinator's Report (Helen Heatley) Most Group Leaders are happy with the Course Description Form. There will be a few minor changes next year.	
11.1	<u>Programme Reprint</u> Three hundred programmes have been printed, with amendment sheets recording any changes.	
12	Assistant Programme Co-ordinator (Dee Collins)	
12.1	<u>Contact Information</u> Updated contact information for the Committee is required.	
12.2	<u>Name Badges</u> Colour Copier to be contacted regarding supplying name badges for the Committee.	Action: Nov/19/2 Dee Collins
12.3	<u>Social Secretary</u> Dee aims to commence her new role as Social Secretary in February 2020. She hopes to arrange a monthly coffee morning at the Kings Arms, with coffee costing a nominal amount. She requested ideas for day trips. Janice Russell-Taylor (Epicentre Office Manager) suggested a Garden Question Time Event. Sunday lunches could also feature.	
13	Group Co-ordinator's Report (Jill Dale)	
13.1	<u>New Exercise Group</u> A new group due to start in January – <i>Kee eep Dancing</i> - already has a waiting list.	
13.2	<u>Assistant Group Co-ordinator</u> There has been one reply – Judith Crier who has a background in PA work. Jill is hopeful this will work out well.	

Christchurch Committee Meeting

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13.3	<u>Group Leaders Meeting</u> There was a request for all membership details to be treated in a confidential manner. It was agreed that a mail chimp would be sent to members confirming the U3As treatment of members' personal details.	Action: Nov/19/3 Eileen Lancaster/ Kathleen Smith
14	Venues Secretary's Report (Judy Hall)	
14.1	<u>Equipment list and Venue price list</u> Judy was advised to contact Jill Dale regarding up-to-date lists.	
14.2	<u>U3A Singers</u> The singers wanted to hire St Christopher's for a rehearsal, agreeing to pay the difference in cost.	
14.3	<u>Advanced French Group</u> Due to a drop in numbers, the venue at Beaufort Community Centre has been cancelled. The group now meet at the Group Leader's home. The website has been amended.	
14.4	<u>Epicentre Post</u> It was suggested that Committee members could be contacted by Epicentre volunteers, by email, if any post is left at the office for them.	
15	Publicity Organiser's Report (Michael Heatley) Bud's work with the local Eye magazines and the Daily Echo will be continued by Michael, who has made positive contact with the local press. He proposed a mailchimp asking for a replacement Group Leader for Bud's classes. A Facebook page was also suggested.	
15.1	<u>U3A National Awareness Day</u> A National Awareness Day on Wednesday 3 June 2020 will be investigated.	
15.2	<u>Website Photographs</u> A mailchimp will be sent to Group Leaders requesting photographs for the website. Photographs of Christmas shows would be of interest. The Photographic group will be contacted.	
16	Active News Editor's Report (Ron Watson)	
16.1	<u>Printing Costs</u> Active News will be revamped, leading to a 25% discount on each issue.	Action Closed
17	Vintage Brass Report (Janice Miller)	

Christchurch Committee Meeting

Item	Subject	Action
	<p>The October concert was successful, taking £1,092, after expenses £485, plus a bucket collection. The Christmas concert will take place on Saturday 7 December at St Christopher's Church, Southbourne. Carolling will take place at Tesco Kinson and Sainsbury's Somerford.</p> <p>Janice will check that there is a music licence for St James Institute.</p>	
18	Any Other Business	
18.1	<u>Bournemouth University mailchimp</u>	
	<p>Helen Heatley has been contacted by Bournemouth University requesting publicity for their osteoarthritis research project. A mailchimp was approved.</p>	
19	Future Committee Meetings	
	<p>The next meeting will take place on:</p> <p>Day/Date: Friday 7 February 2020 at 1.00 pm</p> <p>Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.</p>	
20	The meeting closed at 3.00 pm.	

Christchurch Committee Meeting

MEMBERSHIP REPORT 26th November 2019 1.56 pm

MEMBERSHIP STATISTICS TO DATE FOR 19_20

Enrolled Members 1048 of which 125 are New Members

Number of Households 900 Number of Households without email 125

Members paying fees 949, Members paying by PayPal 336 - 35%

Total Fees paid - £ 42077.50, Fees paid by PayPal - £ 14928.50, Fees paid by cash - £ 1912.50

Gift Aid 573 - 60%,

Active News requests 628 - 70% of households Third Age matters requests 445- 49% of households

MEMBERSHIP STATISTICS TO DATE FOR 18_19

Enrolled Members 1122 of which 175 are New Members

Number of Households 940 Number of Households without email 165

Members paying fees 1020, Members paying by PayPal 354 - 35%

Total Fees paid - £ 43995 , Fees paid by PayPal - £ 15315 , Fees paid by cash - £ 1843.5

Gift Aid 626 - 61%,

Active News requests 675 - 72% of households , Third Age matters requests 482 - 51% of households

Christchurch Committee Meeting

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Christchurch U3A Treasures Report for meeting Friday 29 November 2019

Agreed bank balances as at 30 October 2019

NatWest Current Account	£30,082.76
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NatWest Social & Fundraising Account	£5,855.21
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£35,937.97

CCLA accounts Balances as at 01 August 2019

Subscription account 01C	£14,639.65
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Social & Fundraising 03C	£2,202.00
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Reserve Fund 02C	£20,832.02
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Reserve Share Fund Value	£7,861.84
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£45,593.83

Summary of total receipts since 01 August 2019

Subscriptions	£9,220.16
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Advertising	£0.00
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Gift Aid	£0.00
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Other	£379.80
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£9,599.96

Summary of outgoings since 01 August 2019

Venues	£3,274.45
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Maintenance/equipment	£0.00
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Print/postage/stationery	£1,959.86
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Speakers	£80.00
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Refunds	£0.00
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Group leader Expenses	£29.97
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Epicentre costs	£448.17
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Christchurch Committee Meeting

Sundries	£0.00
Advertising	£0.00
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	£5,792.45
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Keith Weston 26.11.2019