

**Christchurch u3a Committee Meeting**  
**MINUTES**  
**Tuesday 16 January 2024**  
**Somerford ARC, Christchurch**

**Present:** John Bell (JB) (Chair), Sue Fillery (SF), John Fairbairn (JF), Kathleen Smith (KS), Paula Watton (PW), Jackie Sherman (JS), Elaine Trayler (ET), Rosemary McCulloch (RM), Ian Peterkin (IP) Martin Prince (MP)  
**Apologies:** Eileen Lancaster (EL), Judy Hall (JH)

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| <p><b>Minutes of meeting 21 November 2023</b> were approved.</p>  |  |
| <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• The Charity Commission has been notified of the changes to the Constitution.</li> <li>• u3a members should be informed if their photograph taken whilst participating in a group activity will be used in publicity material.</li> <li>• All performance venues must have a PRS Licence. JH is compiling a list of venues.</li> </ul>  |  |
| <p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>• KS reported Sarah Howell-Davies has agreed to audit the annual accounts for the AGM. For the time being Sarah is supervising the singing groups accounts.</li> <li>• KS and JB will close an old travel account which has recently come to light. The balance will then be transferred to the recently opened new travel account.</li> <li>• The venue costs are currently lower than this time last year because billings from the Beaufort Centre and Mudeford Wood Community Centre have not yet been received.</li> </ul> |  |
| <p><b>Chair's Report</b></p> <p>JB's report summarised the key issues over the next few months. These are as follows:</p> <ul style="list-style-type: none"> <li>• programme launch</li> <li>• budget review</li> <li>• recruitment</li> <li>• recognition process to acknowledge the contribution provided by group leaders and volunteers.</li> </ul>   |  |
| <p><b>Programme launch</b></p> <p>IP produced a draft schedule for the production of the programme. IP said the printed programme would be available at</p>   |  |

the beginning of June. The following dates were agreed for the programme launch:

- Launch date 24 June
- Coffee morning (programme available) 25 June
- Posting programme 27/28 June
- Membership renewal 01 July

Various options on how the 3 terms should be split was discussed. IP agreed to circulate suggestions to ascertain views before a final decision is made.

**IP**

### **Budget review**

The purpose of the Budget Review is to set the operational parameters for the financial year August 2024 to July 2025. In addition, in accordance with the commitments made at the November AGM, there was a need to initiate a plan to progressively reduce our excess reserves over the following financial years.

JB presented a budget forecast for FY 2023/24 and FY 2024/25. The results for FY 2023/24 are based on the actual performance for FY 2022/23 with some adjustments for known cost variances. An allowance of 6% inflation for venues has also been included. The forecast for FY 2024/25 was based on the FY 2023/24 forecast with 6% inflation added for venues.

When reviewing the forecasts JB emphasised that, in addition to the normal operating costs, there were two main drivers. The first is the income derived from membership plus gift aid. For the FY2023/24 this is based on the actuals whilst for subsequent years we have assumed a steady state of 850 members. Secondly, the major driver for cost are venues and we have assumed 6% year on year inflation.

As reported at the November AGM the current value of the reserves is £79,984; however, our long-term target, as defined in our Reserves Policy, is currently £48,000 (not including Gift Aid) which is equal to one year's income.

The current model, with adjustments, would suggest that we will return a positive balance of circa £4500 in FY 2023/24; however, it's important to appreciate that this is only a forecast

which will be impacted by cost variances for the remainder of the year. As a result, there is headroom for adjusting the operational parameters for FY 2024/25 onwards.

To options were considered. The first was to extend the terms from 34 weeks to 36 weeks; however, after discussion it was considered that 34 weeks was the better outcome for most group leaders. The second option was to reduce the membership fee from the current £55 per year to £45 for all members. The cost of this change for the FY2024/25 would be £8500 which would start to reduce our reserves balance.

It was unanimously agreed (9 votes) that for FY2024/25 the membership fee would be reduced to £45.

It was agreed that at the next meeting we would agree a form of words for publicising the change and agree the fees for 1, 2 and 3 term membership.

It was agreed that JB and KS would review the outcome, agree the model assumptions and present the final iteration at the next meeting.

Agreed

Agreed  
All

JB &  
KS

### **Committee Members' Reports.**

- Venues JH had advised JB that following a recent illness she would resign as Venue Secretary but would continue in the role until the end of the year or sooner if a replacement can be found. KS is dealing with concerns regarding PSX Club.
- Membership Membership numbers stand at 887 of which 144 are new members. The printing distribution company for Third Age Matters has gone into liquidation. EL is in the process of getting copies of the magazine for members who have previously paid for the magazine.
- Groups It was agreed more activities and groups needed to be provided to enable membership numbers to be increased. Members should be encouraged to set up new groups and where groups are currently oversubscribed additional groups.

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| <p>JF advised that Anne Hewetson, Group Leader of Christchurch u3a Singers, intends to resign as Group Leader after the May concert.</p> <ul style="list-style-type: none"> <li>• <u>Publicity</u> It was agreed to use the 24-hour clock in all publications.</li> <li>• <u>New Members</u> JF said Druitt Hall was a good venue for the new members coffee morning held in November. Only 22 new members attended the coffee morning</li> </ul> |               |
| <p><b>The Constitution</b> Following the adoption of the updated Constitution at the AGM JB proposed that any changes to the TAT model constitution, on which Christchurch u3a Constitution is based, should be considered and adopted if agreed and approved at an AGM.</p>  | <b>Agreed</b> |
| <p><b>Recruitment</b> is an ongoing issue. In particular a replacement needs to be found for Judy Hall, Venues Secretary.</p>   |               |
| <p><b>A.O.B.</b></p> <ol style="list-style-type: none"> <li>1. It was agreed the Epicentre external doors needed replacing.</li> <li>2. It was agreed to cancel the previously proposed coffee morning to be held on 2 March.</li> </ol>  | <b>ET</b>     |
| <p><b>Date of Next Meeting.</b> 20 February 2024 at 14.00 at Somerford ARC, 20 Southey Road, Christchurch BH23 3EH</p>  |               |