

Christchurch u3a Committee Meeting
MINUTES
Tuesday 10 January 2023
Mudeford Wood Community Centre, Christchurch

Present: John Bell (JB) (Chair) Sue Fillery (SF), John Fairbairn (JF), Eileen Lancaster (EL), Kathleen Smith (KS), Jackie Sherman (JS), (Ron Watson (RW), Elaine Trayler (ET), Paula Watton (PW), Mary Fyfe (MF), Sarah Howell-Davies (SHD) Jill Smith Buckland (JSB)

Apologies: Janice Miller (JM), Judy Hall (JH), Helen Heatley (HH)

Minutes of meeting on 25 November 2022 were approved.

John Bell started the meeting by welcoming Jill Smith Buckland, as Assistant Membership Secretary, to the Committee meeting.

Matters Arising

1. JB and SHD had had a discussion regarding the web migration project. It was agreed that SHD will send possible dates for a demonstration of Beacon by Zoom to relevant committee members.
2. The concerns regarding the PSX venue have been resolved.
3. JS had sent an email to Group Leaders reminding them to ensure all attendees are u3a members.
4. It was agreed that SHD would create a Christchurch u3a community organisation page on Facebook.

SHD

SHD

Committee Members' Reports

1. Programme Co-ordinator's it was agreed to review the length of term times and membership fees at the next committee meeting.
2. Membership Secretary It was agreed that as the recently purchased Microsoft 365 licence can be shared on 5 different computers RW would help EL to download it on to her computer.
3. Publicity PW reported that it would be possible to have a u3a stall at the Monday Christchurch market on an occasional basis. It was suggested that Bournemouth u3a might be interested in sharing a stall for a joint u3a promotion. The new u3a flyers are ready for Group Leaders.

RW

Chairman's Report

JB said he had spent a lot of time talking to the 3rd Age Trust about updating all our policies and procedures.

<p>Treasurer's Report</p> <p>KS said she will add an additional column to the next Treasurer's report to show the corresponding figures for the previous year. The restructure of the bank accounts is ongoing and reiterated that the structure of the accounts will be one current account with the following sub accounts:</p> <p>Travel group (new) Social/events group (new) Social and fundraising group (existing) Subscriptions (existing)</p> <p>It was agreed that the signatories for the accounts must be approved by the Committee.</p> <p>It was agreed that 2 Trustees must be included as signatories on all of the accounts.</p>	<p>Agreed</p> <p>Agreed</p>
<p>Secretary's Report</p> <p>The proposals for updating the Constitution were discussed as follows :</p> <p><u>Clause 5(1)(d)</u> No charity trustee or connected person may receive a 'financial benefit'. By definition a committee member is a trustee, In effect from September committee members should pay the membership fee. JB said he had been assured by the 3rd Age Trust that this did not apply to Group Leaders.</p> <p><u>Clause 6 (3)(b) and (c)</u> relates to the Vintage Brass Policy</p> <p><u>Clause 7 (1) (b) and (d)</u> of relates to the procedures needed to amend the constitution.</p> <p><u>Clause 9 (4) (a)</u> how long can membership or other fees remain unpaid before membership is terminated,</p> <p><u>Clause 12 (2)(b)</u> It was considered that 10% of total membership would be an unrealistic figure and 5% of total membership would be more appropriate to provide a quorum at the AGM.</p> <p><u>Clause 16 (3) (7) (8) (9) and (10)</u> A restructure of the committee is required to decide which members are trustees. It was suggested that an executive committee should be formed consisting of the main committee members, who would be trustees, with a support group consisting of other officers who would not be required to be trustees.</p> <p>With regard to length of service it was thought that if a post could not genuinely be filled the postholder could stay on for another year.</p>	

<p><u>Clause 18 (1) (e) and (h)</u> there should be more interaction with other u3as. The reserve funds are currently being reviewed along with the restructure of the bank account.</p> <p><u>Clause 20 (13)</u> All decisions regarding policies, procedures and expenditure must be agreed by the committee.</p> <p><u>Clause 23(1)</u> Any delegation of responsibilities by a trustee must be minuted.</p> <p><u>(2) (b)</u> No expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the trustees.</p> <p><u>Clause 25 (1)</u> All appointments of officers and other trustees must be minuted.</p> <p><u>Clause 31 (5)</u> in accordance with this clause the current Christchurch u3a Policies and Procedures and the Vintage Brass Band Policy need to be reviewed.</p> <p>JB propped the draft amended Constitution be adopted. A date for a SGM to adopt the changes to the Constitution will be agreed at the next committee meeting.</p> <p>It was agreed to restructure the committee and decide who will be trustees at the next committee meeting</p> <p>It was agreed that JB, SF, JF and JS will form a sub committee to review the current policies and procedures.</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>
<p>Vintage Brass Band</p> <p>JB said he had written to Vintage Brass Band regarding their policy which had been agreed some years ago that allowed the Band to work autonomously from u3a. The Vintage Brass Band policy needs to be reviewed to bring it in line with Charity Commission rules. It was agreed that JB, SF and JS would form a sub-committee to negotiate with Vintage Brass Band.</p>	<p>Agreed</p>
<p>A.O.B. A query had been raised regarding the unacceptable behaviour of a group member. JF said that disciplinary procedures are included in the Group Leader pack.</p>	
<p>Date of Next Meeting 14 March 2023 at 13.00 at Somerford ARC, 20 Southey Road, Christchurch BH23 3 EH</p>	<p>J</p>

