Witney u3a Committee Minutes (First Draft)

Tuesday 7th May 2024

Present

Trustees
Susie [redacted] (SW)
Roger [redacted] (RC)
Doreen [redacted] (DK)
Corinna [redacted] (CW)
Terry [redacted] (TMcC)
Judith [redacted] (JH)
Marian [redacted] (MH)
Adrian [redacted] (AD)
Mike [redacted] (MC)

Minutes
Carole [redacted] (CE)
Observer
Marion [redacted] (MCr)

Apologies
Lynda [redacted] (LG)
John [redacted] (JP)
Meeting started 10.05am

Narrative	Actions	Date Completed
MCr was introduced to the meeting as an observer as she will be taking over from CW as Programme Secretary.		
Minutes for Accuracy The Chair apologised for the fact that some previously noted amendments had not been made. These were done within the meeting. The Committee then agreed the minutes as accurate.		
Matters Arising not otherwise on the Agenda **Treasurer's Report.** The action to visit the bank for clarification was carried forward. **Circulation of Newsletter** The action for a letter to be sent out asking existing members for an email address was carried forward. **Social Account** The member of the Singing Group, who was wrongly informed she would need to have Associate Membership to continue, is still waiting to be reimbursed. JP later confirmed that in fact her cheque had been destroyed so that no re-imbursement was required.	TMcC SW/JP JP/TMcC	7.5.24

Draft AGM Reports for Approval by the Committee. **Chair's Report** AD thanked the Chair for the thought and hard work that had gone into preparing the report. There followed a discussion around the aims of the Trustees for the coming year and whether any measurements should be qualitative rather than quantitative. The accuracy of the number of active members, (taking into account those who were lapsed and were still on the books), was emphasized as this decides the capitation fees for the year. The Chair to check with JP how this was done. The diversity of groups rather than the number was thought important. However, DK will confirm and let the Chair know the number of groups existing at the beginning of the year so that she can report an accurate number. RC stated that the new website will be a substantial piece of work going forward and should be reported. He will provide the Chair with information on this. The Committee approved the report subject to the changes discussed. **Treasurer's Report** A new Independent Examiner, Mike Alexander, has been assisting the Treasurer to prepare the Annual Accounts. He is using a new format and has found a few reporting errors due to a difference in timing of online and paper bank statements. Also the Capitation Fees had been treated as an accrual in previous years but in reality should be shown in the current year's accounts. The Treasurer told the Committee he would like to ask Mr Alexander to continue in the role going forward and to provide him with some wine as thanks. This was agreed and the accounts were approved. The Committee noted its appreciation of TMcC's work.	SW/JP DK RC	
Chair's Report The Chair's report had been circulated beforehand. **New Constitution** This had been agreed at the Special Meeting and the papers, including the minutes of the meeting, were subsequently sent to the Charity Commission. They have now been uploaded and can be found on our page of the Charity Commission website. **New Committee Members and Coordinators** CW, RC		

and AD are retiring as Trustees and DK is stepping down as Group Coordinator though remaining a Trustee. It is expected that Marion Crocker and Cathy Bajpai will be proposed as new Trustees, Marion to take on Corinna's role and Cathy to take over as Group Coordinator. **Fit for the Future Consultation** The Chair is still awaiting feedback from the Trust.		
Treasurer's Report The monthly report was discussed. TMcC will bring the invoices from the U3A Trust to the next meeting so that the Trustees can see how they break down per member. Also to confirm what insurance cover we receive from the Trust.	TMcC	
Business Secretary's Report The Business Secretary's report had been circulated beforehand. As she was not present, no further discussion took place.		
Group Coordinator's Report DK reported that once again a pair from the Thursday Bridge Group had won the National U3A bridge competition. The Chair asked that this be reported in the newsletter. There is still a problem with recording money because the Singing Group is not on Beacon and has not yet provided the figures. DK will speak to the person involved again then if necessary, the Chair will write to her. The Yoga group is to borrow some equipment from the U3A. They will need some tuition. RC to help with this. DK to check that the new Dog Group will be adequately insured in case of accidents etc. DK stated that it could be desirable to have a section of the website that can be accessed by members only. RC confirmed that this cannot be achieved with the existing website package; it may be possible with the new Siteworks website TBC.	DK/MC DK/SW RC DK	
Programme Secretary's Report CW reported that MCr will be taking over from her in advance of the AGM and they were already in the process of a handover. She asked RC to assist with the change	RC	

over on the Beacon system and the transfer of the email account.		
Membership Secretary Report The report had been received ahead of the meeting but as JP was absent there was no further discussion. **Outings Coordinator Report** MH reported that the outings were going well and were well received. Currently she is organizing 3 coach trips to Beaulieu, Salisbury and Portsmouth Dockyard. CW left the meeting.		
Newsletter Report MC reported that he is aiming to produce the Newsletter this week. It was decided to include death notices of members in the newsletter where requested by families	MC	
IT, Website, AV Report RC reported that MC will be taking over the construction of the new website and Jackie Wood could take over his IT support. However, after discussion it was decided that in future we should direct all new IT support enquiries to Age UK which is advertising this service in their handbook. AD thanked MC and WN for their commitment and hard work in supporting members with IT issues while the scheme has been running. MC confirmed that any current commitments will be fulfilled before closing the service down. SW will take over the IT support phone to check on the calls coming through. It is important to keep the number 'live' as it is also the contact number for Witney u3a shown on our website. Who holds the phone ultimately, will depend on how many incoming calls there are. All equipment has been PAT tested by Keith [redacted]. A £25 donation to the Church was agreed.	SW RC/TMcC	
Any Other Business. **Retiring Trustees.**The Chair thanked the retiring Trustees, Roger [redacted] Adrian [redacted] and [redacted] Welch for their service and invited them to a lunch on		

4 June.		
Meeting Dates Next Committee Meeting Tuesday 4th June 10.00am Annual General Meeting Thursday 6th June 1.45pm Followed by short committee meeting to elect officers.		
The meeting closed at 1.00pm. The minute secretary left the meeting and a discussion followed on a confidential matter.		