

**MINUTES OF A MANAGEMENT COMMITTEE MEETING**

**Friday 10 September 2021 @ 10am at 2 Home Way, Petersfield**

**Present:** Steven Watts (Chairman)  
Robina Whitehorn (Secretary)  
Gordon Watts (Treasurer)  
Linda Hutton (Membership Secretary)  
Peter Lake

**In Attendance:** Lynn Battersby-Vogt (Speaker Organiser)

1. Apologies were received from Andy Borthwick and Jenny Thwaites
2. No interests were declared.
3. **Minutes of the Previous Meeting** – The Minutes of the previous meeting of 16 August 2021 were agreed as a true record.
4. **Matters Arising** – RW stated that the bookings request for General Meetings in 2022 had been submitted to Petersfield Community Centre, and u3a contact details had been updated.
  - LH had received no interest in the December meeting from local amateur theatrical groups
5. **Treasurer's Report** – GW presented the year-end Financial Report as at 31 August, for the Committee's approval prior to presentation at the AGM. Despite a difficult year a surplus of £2.5k was recorded. On the one hand, income was down on the previous year from £16.5 to £11k, reflecting a reduction in membership and activity during the pandemic, whilst the annual subscription remained unchanged; on the other there had been a reduction in expenditure from £11.5k to £8.5k arising from reduced capitation payments to the Third Age Trust and despite additional support for Groups through coverage of Zoom and venue costs. Anticipated Covid-related expenditure (eg hire of larger venues, purchase of protective equipment) had not arisen. The Treasurer reminded the MC of the forthcoming increase in the annual TAT capitation fee to £4. The Reserves position and Restricted Fund remained unchanged, planned projects having been deferred during the pandemic and net assets stood at £36.5k.

6. The MC thanked the Treasurer and were pleased that given the health crisis and continuing uncertainty the financial position remained sound, especially against the background of a 20% reduction in u3a membership nationally. The Committee approved the Financial Statement for submission to the Financial Examiner and subsequent presentation to the membership at the AGM on 11 October.
7. GW agreed to present the Budget for 2021-22 at the next meeting. **ACTION:**  
**GW**
8. **Membership Update** – LH reported that membership renewal was proceeding steadily, with 65 responses outstanding to date. Nine members were deceased or had not renewed. The MC discussed whether to upgrade the present membership cards to a plastic version, which would not have to be replaced at each renewal. PL agreed to talk to John Donlan about the options and potential costs. **ACTION: PL**
9. **AGM 11 October** – RW stated that she would shortly be issuing the Calling Notice, according to the following timetable in accordance with the Constitution:-
- Calling notice to members and request for nominations to the Committee – min 21 days' notice – target date **Friday 17 September** (and confirmation by any MC members intending to stand down – already received from Esther Jones)
  - Receipt of nominations for new MC members and confirmation – min 14 days' notice – target date **Friday 24 September**
  - The key documents for approval by members are the Financial Statement (already received) and the Chairman's Report. These would be issued to members, with the final Agenda, by **Friday 1 October**.

Members would also be requested to give formal approval to proceed with a revision to Petersfield u3a's Constitution as recommended by the Third Age Trust in order to formalise the Covid provision for virtual business meetings and AGMs and proxy votes.

Building on the experience of the virtual event in 2020, John Donlan would be requested to issue all documentation electronically via Beacon; Marjorie Day and the Welcome Team would be requested to keep the non-IT enabled members informed.

10. **Resumption of General Meetings from 13 September** – SW reported that the trial run with the Welcome Team had been successful, and that he would host the first event at which the electronic bar code reader would be introduced. The Projection Team were confirmed, and he had received assurances that refreshments would be provided. Committee members would provide support throughout the event
11. The MC discussed with the Speaker Organiser the title of monthly meetings; there was some feeling that "General Meetings" was not sufficiently descriptive, but no agreement as to an alternative. The Chairman asked L B-V to consider other options, in consultation with members of the speaker research group. The Committee confirmed

their interest in a wide and progressive good quality Speaker programme, delivered in person, but with Zoom as a fall-back option should circumstances change.

12. **PCC Bookings and Annual Return** – covered under Matters Arising. It was agreed that L B-V should be a keyholder in addition to Esther Jones and Keith Hopper.
13. **Volunteer Recruitment** – The Chairman reiterated the MC’s welcome to Lynn as Speaker Organiser and Adviser to the Committee; they were also pleased that Pamela Peacock had agreed to lead on PR. Contact had already been made to publicise the forthcoming Open Day and she would be engaging actively with the Group Convenors to promote awareness of their activities.
14. **Group Convenor Lunch** – The date was confirmed as 3 November, and the purpose to thank Group Leaders and key Volunteers for sustaining Petersfield u3a’s activity during the pandemic. The format would be a seated lunch with two courses and coffee. A welcome drink from the bar could be obtained on presentation of individual invitation. The MC agreed a total expenditure ceiling of £1,500; the Group Convenor was requested to clarify with the Half Moon whether a gratuity was included in the quoted price. She was also asked to draw up a list of Group Leaders and Volunteers/Advisers to whom invitations should be sent. **ACTION:**  
**JT**
15. **Open Day 6 October** – SW reported that several Groups had already confirmed their participation, and that other volunteers had come forward to assist on the day with hosting and refreshments. The Mayor and District Councillor were expected to arrive at 1pm and Pamela Peacock was pursuing coverage by the Petersfield Post. It was agreed to investigate the purchase of new pop-up publicity stands and identity lanyards. **ACTION: SW/PL**
16. **Any Other Business** – the MC agreed to renew the annual Copyright Licence at the cost of £60.

There being no further business, the meeting concluded at 12.45 pm

**Next meeting:** Friday 1 October at 1000. Subject to continuing relaxation of Government restrictions, venue 2 Home Way, GU31 4EE.

Pamela Peacock, PR Adviser, would be invited to attend.

RW 13/09/21

Signed.....Chairman

Date.....