Petersfield
Charity No. 1060354

MINUTES OF A MANAGEMENT COMMITTEE MEETING

Friday 13 May 2022 @ 10am at 2 Home Way, Petersfield

Present: Steven Watts (Chairman)
Robina Whitehorn (Secretary)
Gordon Watts (Treasurer)
Jenny Thwaites (Groups Co-ordinator)
Linda Hutton (Membership Secretary)
Peter Lake (Lead on Communications) – via Zoom

In attendance: Louise Fox – prospective MC member
John Bevan – prospective MC member
Marie Hook – prospective MC member
Lynn Battersby-Vogt – Speaker Secretary

1. **Apologies** – Liz Wright, PR Adviser

2. No interests were declared.

3. **Minutes of the Previous Meeting -** The Minutes of the previous meeting of 29 March 2022 were agreed as a true record.

4. **Matters Arising -** The Chairman reported that David Kidd had decided not to seek membership of the Management Committee.
   The planned meeting with Conveners of the four Open Meetings had not yet taken place and would do so as soon as Covid infection / holiday commitments permitted.
   ACTION: SW / PL

5. **Open Meetings –** There was a wide-ranging discussion about Open Meetings, attendance, range and quality of Speakers and costs. Attendance had declined in recent months and was regularly under 50. It was acknowledged that members were catching up with their lives post-Covid and that there were many other activities

available during the Summer months. The venue itself had limitations. The Committee considered how the General Open Meetings might be more of a social occasion. It was agreed it would be helpful to understand why members who had previously attended regularly were no longer doing so, and an email questionnaire was considered. More proactive publicity was also discussed, given that details of all talks were on the website and updated weekly in Connect. For the present, Linda Hutton agreed to look for the pre-Covid attendance register and compare it with the more recent Beacon record to identify which previous regular attendees were no longer attending; the Speaker Secretary would provide details of the next Speaker to Jenny Thwaites who would send a reminder to all members via Beacon. **ACTION: LH / LB-V / JT**

6. The Committee also discussed donations to Speakers representing Charities with reference to Charity Commission guidance on donations from one Charity to another. It was agreed to consider such instances individually in the context of Petersfield u3a's Charitable Objects and the relevance of each talk to those Objects. For the next such presentation by Hampshire Air Ambulance on 13 June, it was agreed to make a £50 payment to the individual speaker, for onward donation to the Air Ambulance, in addition to a collection among members.

   Lynn Battersby-Vogt left the meeting.

7. **Finance Report –** The Treasurer reported that a capitation fee of £2,668 had been paid to the Third Age Trust (based on membership of 667 on 30 March 2022, @ £4 per head). The operational deficit, to which the MC had agreed in subsidising Group activity during Covid Recovery, and for which there was budgetary provision, had been covered in the past month by a donation from Swan Surgery. The EHDC donation of £50 referred to at the previous meeting had in fact come from Swan Surgery, and this had now been topped up to £2,000 in recognition of Petersfield u3a's participation in the Covid vaccination operation, which had been coordinated by Swan Surgery for the local Primary Care Network. Committee members agreed to consider how this donation might most appropriately be used and to discuss it at the next meeting.
   ACTION: RW

8. The Treasurer agreed to provide a mid-year forecast at the next meeting to inform future review of the subsidy for Groups. **ACTION: GW**

9. **Membership Report –** The Membership Secretary reported that total membership now stood at 670 (one member being deceased). Most new members had paid by BACs, which was encouraging. The MC approved the new version of the Membership Application Form, subject to the addition of a question requesting information about the applicant's age range.

The letter advising members that cheque payments were to be phased out following the introduction of bank charges had been finalised. Linda Hutton agreed to email the letter to all members. **ACTION: LH**

Linda Hutton further requested that the MC should examine the style and material of membership cards. The present system of barcode identification was working well overall, but members were trimming cards to make them wallet-size, which rendered them ineffective for barcode scanning. The cost of replacing damaged and lost cards was becoming significant. The MC discussed whether replacement cards could be issued via email, or whether an administration fee could be charged for replacement cards. It was agreed to review the entire format and material of membership cards prior to the renewal process in August 2023. **ACTION: RW**

10. **Groups Update –** The Groups Co-ordinator stated that it was not logistically feasible for her to publish regular updates on group vacancies; she would however encourage Conveners to keep her informed about vacancies and to advertise them via Connect.

    There was agreement that Groups with bookings at the Community Centre should inform the Manager as soon as possible if that booking was no longer required.

    It was agreed that Louise Fox, currently working with the Groups Coordinator, should be allocated the email address cmttee4. Other individuals would be allocated generic email addresses on election to the Management Committee.

    Gordon Watts left the meeting.

11. **Chair of Petersfield u3a –** Being constitutionally required to stand down in October 2022, Stephen Watts stated that there was presently no prospective replacement as Chair. A current member of the Management Committee had expressed a willingness to serve for one year only, subject to the recruitment of a Vice Chair and prospective Chair. Steven Watts confirmed that he was in discussion with an individual who might be prepared to join the Management Committee on that basis. He would pursue the matter and invite that person to attend the next meeting of the Management Committee. Otherwise, wider discussions should continue.

    The MC discussed how best to engage the membership in this issue. It was agreed this should be done through the Group Conveners. Jenny Thwaites agreed to investigate a meeting / social gathering of all Group Conveners to discuss the re-generation of Petersfield u3a and to invite their input into the issue of MC and Chair recruitment. **ACTION: JT**

12. **Update to Constitution –** The Secretary had circulated for final review and approval the proposed upgrade to the Constitution of Petersfield u3a. It was based almost entirely on the Third Age Trust's recommended model of February 2021, except for Clauses 16

(7)(8)(9); as agreed at the MC meeting on 24 February 2022, and subsequently approved by TAT, the proposed upgrade stated that the maximum total period of service of any trustee shall be 10 years in any combination of roles. It further stated that no-one may hold any specific officer position for a continuous period in excess of 5 years without an interval of at least 1 year between the periods of tenure of an officer position, during which time the individual may remain a non-officer trustee, unless elected to the Chairmanship, which office may be held for a maximum single total period of 3 years. As was currently the case, all MC members should submit themselves for annual re-election, subject to the stated terms of tenure.

The MC further agreed to accept the recommendation of TAT that Clause 9 should state that membership of Petersfield u3a will be terminated if subscription fees remain unpaid 2 months after the due date. The Calling Notice for the AGM should in future remind members of this requirement.

13. It was now intended to submit the proposed revised Constitution to the Charity Commission and the Third Age Trust for formal approval, prior to presentation to members and a request for their formal acceptance at the AGM in October, as agreed by the Trust. **ACTION: RW**
14. **Jubilee Celebration 1 June, midday-2pm –** Arrangements for the informal picnic on Petersfield Heath on 1 June were confirmed (preparations to start at 1100). It was hoped that there would be representation of individual group activities within the overall event.

There being no further business, the meeting concluded at 12.50pm

Next meeting: Friday 17 June 2022 at 10am. Venue: 2 Home Way, Petersfield.

RW 15/05/22

Signed……Chairman

Date……