



MINUTES OF A MANAGEMENT COMMITTEE MEETING held on
Thursday 13 October 2022 @ 2pm at 2 Home Way, Petersfield

Present in person: Charles Price (Chair)

Gordon Watts (Treasurer)

Robina Whitehorn (Secretary)

Jenny Thwaites (Groups Co-ordinator)

Linda Hutton (Membership Secretary)

Peter Lake (Lead on Communications)

Marjorie Day

Louise Fox

1. **Apologies** – None
2. No interests were declared.
3. **Minutes of the Previous Meeting** – The Minutes of the previous meeting of 6 September 2022 were agreed as a true record.
4. **Matters Arising** – There were no matters arising other than those covered in the Agenda.
5. **Finance Report** – The Treasurer reported that there had been little activity during the past month, other than further receipt of subscriptions, the total of which now stood at £9,642, being £108 below budget. The Committee thanked the Treasurer, the Membership Secretary and the IT Adviser for the smooth and efficient conduct of the annual renewal process.
6. **Membership Report** – The Membership Secretary stated that total membership presently stood at 649, a slight decrease since the end of August. Fifteen individuals had not renewed for health reasons, two were deceased, sixteen had not renewed without giving a reason and two had been unable to use the new BACs process. A few renewals were still in progress.

7. **New Member Update** – Marjorie Day reported that the Welcome Team continued to engage with new members and to make note of potential future volunteers; they were looking at how best to collate such information. The Coffee Mornings continued to be successful, especially since the involvement of all members; a Christmas event was planned for the morning of 30 November.
8. **Groups Update** – Jenny Thwaites and Louise Fox were continuing to encourage the development of new groups and support the reorganisation of others. The social event for Conveners was confirmed for the afternoon of 30 November. It was still difficult to keep track of group capacity and vacancies, and it was hoped that the forthcoming annual Audit would give a more comprehensive picture in order to manage new member expectation.
9. **AGM Review** – It was agreed that the AGM had been conducted successfully, with good attendance. The electronic voting process, though not used by many, had worked effectively, and John Donlan was thanked for his assistance. The Secretary stated that work would now recommence on the compilation of Byelaws complementary to the Constitution.
10. The Secretary advised MC members of follow-up Governance actions required, internally and externally by the Charity Commission. She recommended specific video and documentary guidance for new Trustees, and for the refreshment of existing Trustees. She would also consult the IT Adviser regarding dedicated u3a email addresses for new Committee members and Beacon access permissions.

ACTION: RW

11. **National AGM of the Third Age Trust 6 October – Feedback** – The Secretary reported on the important National AGM, at which the Board's proposal to increase the annual capitation fee in line with the increase to the State Pension Age, annually and for an indefinite period, had been rejected. The National Chair, Liz Thackray, had issued a statement that the Board was preparing revised financial forecasts and an action plan, but that at present for 2023/24 and 2024/25, the Trust will remain underfunded. The Committee agreed to maintain contact with the SE Region's communications network and monitor future developments.
Post Meeting Note: The SE Regional Network Autumn Gathering on 17 November will be addressed by the Chair and Vice Chair of the Trust.
12. **Petersfield Community Centre AGM – Feedback** – The Secretary had attended the recent AGM of the Community Centre and was pleased to hear about the return of most user groups and levels of activity. The financial position of the Centre was sound and fees remained unchanged for the current year. The widespread uncertainty of the present national economic situation was a widespread concern and the PCC Board were keeping the position under review.

13. **December Open Meeting** – It was agreed that this should be a celebratory social occasion, offering members the opportunity to meet the new President, Chair and members of the Management Committee, with a Quiz, entertainment and refreshments. A budget of £700 had been allocated. Jenny Thwaites, Louise Fox, Linda Hutton and Robina Whitehorn agreed to form an organising sub-Committee.

ACTION: RW / LH / JT / LF

14. **Management Committee Meeting Schedule** – It was agreed to consider a regular timetable of Meetings in the New Year.

ACTION: RW

15. **Review of Objectives and Management Structure** – The Committee considered the paper drawn up by Charles Price, proposing the formation of several working groups or sub committees in specific subject areas to draw up proposals and action plans for the MC to consider. Depending on the nature of the individual objectives, the Committee would be kept abreast of progress on an agreed schedule. These groups would consist of ad hoc working groups where a particular one-off task is required, or sub committees where there was a likely medium- or long-term requirement for continuous active management. Proposed groups were presently Bye Laws / Budget 2023/4 and Implications / Membership activities (subcommittee) / Volunteers – identification, recording of details and interest areas and recruitment. It was also suggested that the IT Adviser should be given more support.

16. MC members agreed to proceed on this basis, adding that succession planning should be integral to such discussion. There was also agreement on more active participation in the u3a SE Regional Network, in order to be updated on and give input to national u3a matters and to share and learn from the experiences of neighbouring u3as. It was felt that external relations might be a dedicated responsibility of a future Vice Chair. The Chair proposed that individual MC members should draw up strategic objectives / action plans for each group for discussion at the next meeting.

(Marjorie Day left the meeting)

17. Jenny Thwaites agreed to lead the Membership Activities sub committee, to include reviewing coordination of the monthly General Interest Open Meeting, and the Groups Open Meetings. Peter Lake would examine Volunteer Information – identification of potential volunteers, collection and distribution of details and areas of interest and activity undertaken – with a view to co-ordination of the three elements and enlisting other individuals to manage in detail. He and Charles Price agreed to discuss this further. Robina Whitehorn would lead on production of Byelaws, incorporating all existing policies and procedures, and Gordon Watts would lead on Budgetary matters. Each of the above undertook to draw up an outline of the way ahead, priorities and timescale for discussion at the next meeting; the Chair would meet separately with the new President to engage his support.

18. **Any Other Business** – Gordon Watts confirmed his intention to stand down formally at the next AGM and stated that a potential replacement Treasurer had volunteered his services. They had met and discussed the matter, and the way seemed clear for a gradual handover of responsibilities during the coming months. It was agreed to extend an invitation to the next meeting of the MC.

19. **Date and Time of the Next Meeting:** 2pm, Friday 18 November. Venue: 2 Home Way

RW 17/10/22

Signed.....Chairman

Date.....