

MINUTES OF A MANAGEMENT COMMITTEE MEETING

Friday 1 October 2021 @ 10am at The Old Pump House, Liss

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

1. Apologies were received from Andy Borthwick.
2. No interests were declared.
3. **Minutes of the Previous Meeting** – The Minutes of the previous meeting of 10 September 2021 were agreed as a true record.
4. **Matters Arising** – The Secretary reported that the Community Centre had confirmed the bookings for the General Meetings in 2022, and that keys were now held by Lynn Battersby-Vogt, Andy Borthwick and Keith Hopper.
5. **Review of the General Meeting held on 13 September**

Further to the discussion about a potential name change for the monthly General Meetings, and subsequent comments by MC members it was agreed that they would in future be called Open Meetings.

Peter Lake confirmed that a permanent bar-coded membership card of a durable material and with the facility to be updated to reflect membership renewals and payments could be introduced. He would work with John Donlan over the coming months to prepare for its introduction in 2022, and potentially for use by individual Groups. He wondered whether the Groups Audit, currently conducted in November, might be brought forward to coincide with membership renewals. (Linda Hutton commented that to date 39 individuals had not renewed their membership and she would be hastening them shortly.)

It was agreed that materials other than plastics should be considered.

PL also presented a draft rota for MC hosting of Open Meetings which was accepted with some amendments; Steven Watts had compiled an aide-memoire for reference by those hosting. There remained however, the need for a volunteer to coordinate these monthly events.

The MC discussed the practicalities of bar code registration and the supporting technology. It was agreed that John Donlan needed backup and that the necessary equipment should be retained securely at the Community Centre and be accessible to meeting organisers. MC members should also be aware of the access code to the storage facility, and the location of necessary keys. It was agreed that MC members would meet at the PCC 1.30pm prior to the AGM on 11 October in order to familiarise themselves with the various facilities.

It was also recognised that the IT support team needed more volunteers, and this was being actively pursued. The reservations of the refreshment team about serving drinks after the meetings in present circumstances was acknowledged and it was agreed that the arrangement of the Main Hall presented space issues at the rear of the room; RW would ask the Centre Manager about the availability of the Exhibition Room on Monday afternoons.

ACTION:

RW

- 6. Open Day 6 October** – SW stated that 20 groups would be represented, and that the St Peter's Church caretaker would prepare the display area for access at 9.30am. Visitors would be encouraged to give their contact details and state subjects of particular interest, with a view to creating new activity Groups. Thanks to the IT team, there would be a rolling show of information for viewing in the refreshment area, which would be led by Sonia Ratsey. Gordon Watts reported that the u3a had granted £200 towards the cost of the event; AB would compile the follow-up report. Pat Ashworth had offered to take photographs and local press had been alerted. In his capacity as President, Les Jarman would meet the Mayor and EHDC representative.

Overall, it was hoped that the Open Day would attract new members and lead to the formation of new interest Groups.

- 7. AGM 11 October** – RW confirmed that the administrative process was underway. The Agenda and all relevant Papers would be emailed to members via Beacon on completion of MC approval at this meeting. A limited number (2 dozen) would be available at the Meeting.

The Chairman of the MC's report was approved subject to clarification of support for speaker and venue costs at para 2. The Finance Report was approved following the Financial Examiner's adjustment to the allocation of costs – the final totals remaining unchanged.

The MC approved the Agenda for the AGM; RW would advise the President.

ACTION:

RW

8. **Budget 2022** – The Treasurer presented the Budget for 2022, reflecting a reduction of £4.5k in the overall balance, in line with predicted post-Covid activity and increased national u3a capitation costs. It was agreed that the Opportunity Reserve should remain unchanged. The Budget was approved.
9. **Future Lead / Advisor on Health, Equality and Access** – Following Andy Borthwick’s decision to stand down from the MC at the AGM, the Secretary agreed to assume responsibility for Health, Equality and Access Policies within the overall governance remit.
10. **Any Other Business** – LH questioned the status of the bequest to the Scrabble Group, which was now held in a Restricted Fund. GW confirmed that it was for the Group to decide how the money should be spent.
- It was agreed that Lynn Battersby-Vogt should be invited to attend the next meeting of the MC at which the programme for the December meeting would be discussed.
 - PL brought to the attention of the Committee the engagement of a Speaker by the family history group. The Speaker was a member of a neighbouring u3a and had requested a donation to the Red Cross in lieu of a Speaker fee. The MC noted the guidance of the Charity Commission regarding donations by one charity to another. They concluded that in this instance there was no conflict of interest, and that the payment was appropriate in support of the charitable objectives of the u3a.
 - The Groups Co-ordinator stated that there was a significant level of interest in forming a second Yoga group, led by a qualified teacher. Payment of the teacher would be made directly by members of the Group, and there would be no financial commitment by the u3a. This was agreed.

There being no further business, the meeting concluded at 12.30 pm

Next meeting: Monday 25 October at 1000. Subject to continuing relaxation of Government restrictions, venue The Old Pump House, Liss.

RW 05/10/21

Signed.....Chairman

Date.....