



Petersfield
Charity No. 1060354

1.

**MINUTES OF A MANAGEMENT COMMITTEE MEETING
held on Monday 20 March 2023 at 2.00pm via Zoom**

Present: Charles Price (Chair)
Jenny Thwaites (Vice Chair)
Greg Cumming (Treasurer)
Linda Hutton (Membership Secretary)
Peter Lake (Lea on Communications)
Marjorie Day (Welcome Team Leader)

Apologies: Robina Whitehorn (Secretary)
Louise Fox (Groups Co-ordinator)

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2. No interests were declared.

3. **Minutes of the Previous Meeting** – The Minutes of the previous meeting of 6th January were agreed as a true record.

The acceptance of Gordon Watts' resignation from the Committee was noted and Greg Cumming was formally accepted onto the Committee as his replacement as Treasurer. Gordon wished to record his thanks for the most acceptable gift he received on his retirement, having spent six years in the position. The Committee formally approved the purchase of the gift.

4. **Matters Arising** – Greg Cumming, Treasurer, suggested that in addition to himself, the Chairman and Secretary, it would be useful to have another bank signatory on the bank mandate. GC to arrange.

4 **Finance Report** – Greg Cumming, Treasurer, reported that he is making some changes to the way in which finances are reported. A copy of his graph, showing current expenditure in relation to budgeted expenditure will be circulated. In his view, more money than is necessary is held and

suggested that the current payments of venue costs should continue for another year. Further discussion was deferred to the next meeting when projections of future costs and financial implications would be available.

ACTION: GC

Jenny Thwaites (Vice Chair) reported that she is proposing to organise some language workshops with a light meal and requested that these should be paid for out of branch funds. Marjorie Day (Welcome Team Leader) was concerned that this would create a precedent. It was pointed out that Groups who met in their own homes had not benefitted from the payment of venue fees. The Chairman suggested a contributory payment of £X per head for groups wishing to organise additional events as long as they were appropriate to that Group's subject and had an educational basis.

The Treasurer reported that he is holding cash deposits from various groups and would prefer not to do so in future. He will liaise with the Group Co-ordinator to contact all Group Leaders and attempt to establish the exact situation. GC to formalise proposals and ensure tie up with bye laws and Convenors Handbook.

ACTION: GC/LF

The Treasurer requested that the Gift Aid form available from the website be made clearer.

ACTION: LH

5. **Membership Report** – Linda Hutton, Membership Secretary reported 41 new members since the last MC Meeting, with a current total of 713. It was noted that there is a need to make sure that the ratio between total membership and number of groups remains within recommended limits. It was noted that we are now passing our previous pre-covid membership numbers.

The Chairman advised that at least two more members of the MC were needed. The Welcome Team Leader requested clarification of how new members with the relevant skills should be dealt with. It was agreed that these should be forward to the Chairman and Vice Chair who would contact them.

6. **Welcome Team Update** – The Welcome Team Leader reported that there is to be a New Members Coffee Morning on Wednesday 29th March.

7. **Groups Update** – In the Group Co-ordinator’s absence, her report has been submitted on line. Peter Lake reported that the Group Handbook is nearing completion.
8. Discussion of Third Party advertisements in Connect was postponed to a later date.
9. **Draft Proposal re Volunteering** – An interim report had been circulated. The Chairman stressed the importance of communication between the Sub-Committee and the MC. The Vice Chair noted that there are still a number of important roles to be filled and issues with AV and other equipment at the Community Centre to be resolved. The Welcome Group Leader requested that u3a coffee mugs be purchased for use at the New Members’ Coffee Mornings. The Treasurer agreed to arrange for this, but it was also necessary to establish exactly how many were needed and where they would be stored.

ACTION: GC/MD

10. **Any Other Business** – It has been reported the HM The King would like to establish a national database of volunteers and the Vice Chair suggested that the MC might follow this initiative with a suitable event for Petersfield u3a, possibly a u3a volunteering afternoon. She agreed to produce an up-to-date list of volunteering roles which need to be filled. It was suggested that once potential volunteers have been identified, members of the MC who are willing could each contact some of them to follow up their interest. CP, JT, LH expressed an interest.
11. **Date of Next Meeting** – 4th May 2023 at 2.00pm. Venue to be confirmed.

LH 22/03/23

Signed Chair

Date