

MINUTES OF A MANAGEMENT COMMITTEE MEETING

Friday 21 January 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)

1. There were no apologies.
2. No interests were declared.
3. **Minutes of the Previous Meeting** – The Minutes of the previous meeting of 26 November 2021 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 presented the Finance Report which reflected a current total balance of £41,845. Specifically, he reported that over £9k had been received in subscriptions, being £580 over budget. The Gift Aid return of £1,384 was similarly over budget. He noted that the Arts and Heritage Group account remained in credit after a well-supported trip to Brighton. Unfortunately, due to the changing Covid situation and official guidance which limited attendance, the Christmas event had recorded a loss of £563 – the budgeted loss being £400. The Committee nonetheless agreed that it had been right to continue with the event and that it had been enjoyed by those who were able to attend. The Chairman agreed to write a letter of thanks to Martin Muncaster.

ACTION: SW

GW further advised that costs for venue hire and speaker fees for Groups were likely to be over budget in this financial year, this being a positive sign that Groups were resuming their activities and welcomed this support. It was agreed that the policy for financial support of Groups should be reviewed well in advance of the financial year end to assist future planning; this would be done in April.

ACTION: RW /

GW

The Groups Co-ordinator commented that there was a local shortage of suitable and cost-effective meeting venues, and that she was currently researching new sites.

The Committee discussed the ongoing issue of new Bank charges for charitable organisations; the Treasurer stated that cheque transactions now incurred a charge of 50p. The membership Secretary agreed to make members aware during the application and renewal process and to request payment by BACs or Direct Debit.

ACTION: LH

6. **Membership Update** – LH reported that three new members had joined since Christmas.
7. **Groups Update** – JT stated that since the Open Day, three new Wine Appreciation Groups had been formed, as well as Spanish and a revival of Scrabble. Café du Coin had been deferred until 17 March. She had reminded Conveners of the £50 allowance for study material and equipment.

The Committee discussed how best to keep in touch with Conveners and Groups; and it was agreed that MC members should visit Group activities from time to time to maintain communication with members and hear their views. A further Zoom meeting with Conveners would also be arranged.

ACTION:

JT

8. **Christmas Event** – Further to the discussion at para 5, it was agreed that planning for the Christmas Event 2022 should begin in June. **ACTION:**
RW
9. **Covid Situation** – the forthcoming relaxation to Plan B restrictions was noted, and a follow-up message from the Community Centre was anticipated (**Post Meeting Note – received 24 January**). The MC looked forward to a resumption of all u3a activity but agreed to remain sensitive to members who were less confident about full relaxation at this stage.
10. **Speaker Fee – Tom Way** – In response to a query from the Speaker Secretary about the fee of £120 plus travel, the MC decided that as he had given at least two talks to Petersfield u3a in the past, the last one quite recently, he should not be engaged again at this stage.
11. **Open Meeting Rota** – Peter Lake requested clarification of roles and responsibilities at the Monday Open Meetings. It was understood that the Speaker Secretary, if available, would introduce and thank the Speaker and oversee Q&A, whilst a member of the Management Committee acted as overall co-ordinator of the event. MC members wished to understand more fully the scope of this latter role. The Chairman undertook

to circulate the aide-mémoire, and to confirm the attendance of members of the Welcome Team to greet new arrivals. The MC agreed to arrive at the Community Centre at 1.30pm on 14 February to remind themselves of the procedure; RW would confirm the attendance of Lynn Battersby-Vogt.

ACTION: SW /

RW

12. **2022 Diary and Events Programme** – Following the success of the Open Day 2021, and the present healthy level of membership, it was agreed not to hold an Open Day in 2022. Given The Platinum Jubilee Celebration of Her Majesty The Queen in June, and the u3a's own forthcoming 40th Anniversary Celebration, it was agreed to hold a Picnic on the Heath to acknowledge both events.

13. **Trustee Recruitment** – Further to the discussion at para 12, it was agreed that the primary focus of the MC in 2022 should be the recruitment of volunteers and members of the Management Committee. The latter was now time critical; the Chairman being constitutionally required to stand down in October 2022, at which point the MC would reach the minimum Constitutional level of five members. Following SW 's direct message at the AGM, the most recent appeal to the membership had received no response. It was agreed to make a further direct appeal to members through the Group Conveners, to whom the Chairman would write personally, requesting their support in recruiting new MC members and Trustees.

ACTION:

SW

14. **Outstanding Governance Projects** – The Secretary stated that in addition to the upgrade to the Constitution, which was of the highest priority, several policy and procedural documents required immediate completion, annual review and revision. Specifically:-

- Members' Code of Conduct
- Accessibility Policy
- Equality and Diversity Policy
- MC Role Descriptions
- Guest Attendance at Open Meetings and Group Activities
- Beacon Access Policy
- Data Protection and Privacy Policy

She would be enlisting the support of MC Members in the coming weeks to complete these reviews.

15. **Letter from Pat Ashworth** – The MC discussed recent correspondence from Pat Ashworth relating to Constitutional and Membership issues, many of which had already been touched on during the meeting. It was confirmed, as previously agreed, that the MC would request approval to upgrade Petersfield u3a's Constitution of 2007 to the nationally approved and recommended model of February 2021. Such amendments as it was proposed to make to the model would be submitted to the Third Age Trust in

accordance with the national guidance. RW confirmed that she had contacted the Regional Trustee for assistance in the process.

SW stated that he would write back to Pat Ashworth thanking her for her interest and concern. He would confirm the Management Committee's intention to make Constitutional review a matter of priority in 2022, in conjunction with the encouragement of active member engagement in the future development and sustainability of Petersfield u3a.

16. Any Other Business

- Whilst mindful of Data Protection obligations, the Committee agreed that it would be helpful to have a better understanding of the age profile of members to inform future planning. LH agreed to consider how this might be done appropriately and confidentially during the annual renewal process when members are requested to check and update their personal details
- RW reported that she now had the u3a public contact phone
- RW added that the Insurance Certificate for 2022 was displayed on the Petersfield u3a website; she had also renewed the Copyright Licence – a copy was not yet available for public display, but she had received confirmation that it was in force.

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

Next meeting: Thursday 24 February 2022 at 2pm. Venue: 2 Home Way, Petersfield.

RW 24/01/22

Signed.....Chairman

Date.....