

Malvern Branch

Charity Reference number: 1069591

Minutes of Online meeting of Trustees: 10 a.m. Friday 28 May 2021

Trustees: Peter Corfield (PC); William [Bill] Culshaw {Chair} (BC); Tessa Hartog (TH); Roger Hunt (RH); Brenda Johnson (BJ); David Oliver (DO); Richard Phillips (RP); John Price (JP); Linda Scott (LS); David Street (DS); Jeff Thorogood (JT).

- 1: Apologies: John Elkington (JE) (Web Manager).
- 2: Minutes of the e-meeting, Friday 16/4/2021, previously circulated.
Approved unchanged: To be placed on Mu3a website of Trustee Minutes **RP**
- 3: Financial Review: (Papers pre-circulated on current financial position & 2021-22 budget)
Report on current financial year: £7.5K projected loss (>50% due to National u3a capitation fee), but some projected out-payments may not occur, reducing loss to c. £7K
£150 received from Lloyds Bank in regard to signatory issues.
Budget for 2021-22: Three estimates offered, as per April meeting, on 1300, 1500, or 1700 paid up members. Noted that projected costs incorporated existing Cube room hireage discounts.
Discussed the issues around the 1300 projection (current membership 1297, of whom 41 are new). Agreed to proceed in optimism that such a low figure unlikely, but to be prepared to raise attendance charge to £2 in January 2022 for groups in public rooms. DO to prepare some projections incorporating this. **DO**
Agreed that any call for renewal of subscriptions to go out all 2019-20 members. RH noted little response to his last call to re-register for 2020-21. **RH**
Signatories: In the absence of online procedures DO had just sent Lloyds Bank papers to RP for signature, providing for removal of historic signatories and addition of BC as signatory. **RP**
u3a diaries: to be available in July. DO to follow up **DO**
u3a merchandise: no enthusiasm for displaying/selling this at Groups Fair.
Asset register: JP aims to review equipment held at the Cube, once access to there is open. **JP**
- 4: Current Group Activities
RH reported no change in number of groups meeting electronically, but some, such as Economics, now winding down for the year.
Indoor groups: None had decided to begin after issuance of recent Mu3a guidelines.
Outdoor groups: Botany, Geology, Short mat bowling known to be preparing outside activities.
- 5: Re-emergence Plan
Groups Leaders (GLs) Meeting: (Agenda and invitation draft pre-circulated by PC)
Objective: PC sees as raising hope for successful group activity in the future.
Format: in the Cube on 24/6 at 2 pm, but with Zoom recording (Zoom slot is available). **RH**
Agenda: to include a welcome by BC and short advisory from DO on the expectation for GLs with respect to transfer of attendance fees. Main speakers to be GLs, with some attention to the needs and possible support for the 60 GLs who had not used Zoom to sustain meetings.
Risk assessment: Discussion of who had responsibility for creating a venue risk assessment in the pandemic age in 20+ venues that Mu3a hires. Agreed that after 24/6 GLs to receive guidance on the minor role they would be expected to play in fine tuning any generic risk assessments for the needs of their specific group in their preferred venue, with the Trustees collecting the principal details needed for such risk assessments from the venues. In particular information

needed on capacity of each venue, if social distancing rules still prevail after step 4 of government's roadmap.

DS/All

Agreed: PC, RH, BC to work on agenda, DO to prepare finance advice:

PC/RH/BC/DO

Directory: RH to provide TH with copy for June Bulletin, urging GL to review existing Directory entries for updating and change.

RH/TH

Groups Fair: Confirmation that Theatre is booked for Monday 6 September. The date had been announced at the May speaker's meeting. Expectation of a pre-meeting with Theatre in July. PC believes he has access to extra tables if needed. Date to go in June Bulletin

TH

Anniversary Celebrations: No response from Australia on tree-planting. Agreed to go it alone in Malvern. BC had had contact with Malvern Town Clerk, who offered possibility of NW corner of Victoria Park, which Town Council controls. Area known to several Trustees and given approval in principle. BC will continue to pursue the issue with the Town Clerk and asked whether Mu3a had current letterhead paper. RP to create.

BC/RP

Priory Park falls under the District Council, who have a biodiversity plan that they thought we might be interested in supporting. BC to establish more information on this and report back.

BC

National Day 2 June: BC had drafted a press release, which had been sent to all Trustees. He had agreed minor amendments with TH and as there were no further comments, it was agreed to send this to The Malvern Gazette and use it as the basis for an article in the next edition of 'All about Malvern.'

BC

Cube: RH had been in contact. Cube opening along government guidelines, to some extent 17/5 and with hope for 21/6. Cube knows that no internal Mu3a meetings there until September. Some table tennis, outside the scope of Mu3a, is being played. Dina Murdie is moving and would be ending her 15 years as GL for Table Tennis. This Committee expressed its appreciation for this major contribution and it was agreed that the Secretary write to her to express its thanks. Dina will be succeeded as GL by Peter Murphy.

RP

6: West Midlands Region and Cotswold Link (Document on Click & Save pre-circulated)

West Midlands: BC noted the Click & Save scheme, which should be notified to all members as a membership benefit. BC asked if any had heard Allan Walmsley on Unity FM. None had.

Cotswold Link: RP had received details of Net Fest 14-18 June, which he will circulate.

RP

7: Further matters arising from April meeting:

Charity Commission: RP had phoned on 24/5, the two-month anniversary of sending constitution changes. Told that the CC's response could be up to three months from submission.

Tuesday Gardening Group: LS noted all outstanding membership renewals have been completed.

Non-emailers: Noted that 4 GLs in this category, to whom PC delivers by hand. 130 known to be non-emailers of whom half had replied to snail mail call to re-register. While believing that the non-emailers were likely to decrease in number, RP and RH noted that there might be other reasons than tech-phobia driving their decisions. PC urged that clearer channels should be available for comments back from members to the Trustees, while noting that GLs offered the best initial conduit. GLs would know who in their groups could not be reached by email.

8: Communications: (Pre-circulated message from TH)

TH explained that her message had been drafted in response to emails from Chris Hartny-Mills.

Website: Agreed that current website was easy to navigate, but that an update of photos, particularly in active mode, was desirable. TH had several in stock from the newsletter. Also a check that all mentions of u3a are in lower case.

The current website is managed on the technical side by JE, who is training a technical understudy. Understood that JE gradually divesting himself of his role. PC & RH are now able to make simple content changes. JE had looked at the coding behind Beacon and had not been impressed. The Committee also noted the present difficulties the u3a Trust were having with the Beacon support company and agreed to stay with our present bespoke system.

Discussion of whether Mu3a needed a Content Manager to review and update the website.

PC agreed to contact JE about this suggestion, before any call for volunteers in the Bulletin.

PC

Press release: Trustees had no personal links to the Malvern Gazette to offer. JT noted past failures to gain publicity for speakers. BC and TH to liaise. **BC/TH**

Tree-planting: Trustees agreed to explore the possibility of involving Harriet Baldwin MP.

9. Meeting Closure:

Agreed that this meeting had covered the agenda fully.

Next Meeting: Friday 9 July 2021 at 10 am by Zoom (probably)

Meeting closed at 11.28 am.

Minutes accepted unchanged at the Trustee meeting on 9 July 2021.

Richard T Phillips,
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