

Malvern Branch

Charity Reference number: 1069591

Minutes of Online meeting of Trustees: 10 a.m. Friday 9 July 2021

Trustees: Peter Corfield (PC); William [Bill] Culshaw {Chair} (BC); John Elkington (JE) (as Web Manager); 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: Welcome & Apologies:

BC reported an email from JT detailing JT's decision to retire as a Trustee on health grounds. BC thanked him for all he has done for u3a and especially for keeping our monthly meetings going throughout the pandemic with a variety of speakers. All expressed their thanks to JT, who has offered to continue to run the programme of monthly speakers until a replacement organizer is found. BJ had also re-affirmed her wish to retire as a Trustee at the next AGM. The Chair thanked her very much for her continuing major contribution to the u3a and also for producing marvellous cakes for the recent Group Leaders meeting.

Apologies: None.

2: Minutes of the e-meeting, Friday 28/05/2021, previously circulated.

Approved unchanged: To be placed on Mu3a website of Trustee Minutes

RP

3: Financial Review: (Papers pre-circulated on current financial position & 3 potential 2021-22 budgets)
Report on current financial year: £7.3 K projected loss (>50% due to National u3a capitation fee), with some £1.5K still budgeted for out-payments, but likely that part of this expenditure will not occur, reducing the loss to somewhere over £6K, leaving £14K as the cash headroom for the new financial year.

Budget for 2021-22: Three renewed estimates offered, on parallel principles to May meeting, but with extra room cost contingency funds, for 1300, 1500, or 1700 paid up members. Current membership is 1303 (up from 1297), including a couple of new members. Agreed to focus on the 1300 and 1500 estimates, with awareness that some larger groups may wish to split into two venues to avoid overcrowding.

DO proposed that a possible rise to £2 per meeting in hired spaces be foreshadowed for January, after membership numbers and venue usage become clearer. Agreed.

Noted that financial calculations in the autumn could also result in a recommendation on the level of the 2022-23 membership fee at the 2021 AGM in November.

Signatories: Removal of historic signatories and addition of BC as signatory now achieved.

u3a diaries: Available from u3a brand website, with separate registration required. DO concerned at lead-time for any delivery, but will continue to inquire with respect to sales at Groups Fair. **DO**

Asset register: (Document pre-circulated with some 40 equipment items)

JP had visited the Cube and completed a list. Some confusion remains in linking the asset numbers with the details on the Mu3a website. Nothing appears to be missing, but some equipment is not on the list, e.g. Indoor Bowls Mat, a purchase approved by DO previously.

There is still loaning possible via the Mu3a website. Agreed that JP be the guardian to update the website listing, which is password protected. JE to provide password to JP. **JP/JE**

4: Group Leaders (GLs) Meeting (24/06/2021)

Attendance c.50, 25 in the Cube, 25 on Zoom. PC had been in touch with other u3a's about the technicalities of such hybrid meetings.

TH/LS/RP reported trouble in access, including an apparent requirement to possess a gmail address. RH/PC to investigate. **RH/PC**

Action Points: PC to circulate a summary to GLs on basis of RP's rough notes. **PC**

Attendance fees: still considerable confusion among GLs about when these were required.

Hesitation still about the way forward with a rising COVID-19 rate. BC noted a survey using GoogleForms conducted by Worcester u3a, which had a 70% response from members.

PC had mocked up a survey for circulation after the meeting report had been sent to GLs. RH urged that feedback on the 24/6 meeting be sought. **PC**

BC wondered whether we might consider other formats for future Group Leaders meetings to include more of a thank you and recognition of the unstinting work many of them do. PC felt that the present format suited the need.

Directory:

New deadline of 19 July, with the aim of 27 July to printer, 10 August to post. JE reported some 50 responses. Past practice has been to assume no response means assent to re-publication.

BC to provide an introduction and DS to check the accuracy of the venue list, but not yet any risk assessment of the venues. **BC/DS**

5: Re-emergence Plan

Groups Fair: Theatre booked for Monday 6 September. Expect to meet Theatre staff after 19/7. DS has been dealing with a Rachel, others previously with a Lucy. RH/DS/PC to attend. **RH/DS/PC**

Anniversary Celebrations: Malvern Town Council's Operation and Planning Committee at its 8 July meeting had a paper recommending that a black pear be planted at Victoria Park (last black pear there died in 2005), resulting from BC's request to the Town Clerk. Cost of the tree and its 'guarding' would fall to Mu3a. Likely to be an October planting. RP to follow up on Committee's decision. (# See post-meeting note) **RP**

Groups re-starting and the use of space:

RH reported that the Cube is still working on a plan. For all venues it still unclear whether COVID risk assessments will be required after 19/7, but regardless DS will carry out the regular risk assessments for venues (i.e. non-COVID specific ones: fire, access, etc.). **DS**

6: West Midlands Region and Cotswold Link

West Midlands: its newsletter now as a link on Mu3a website

Cotswold Link: RP queried whether TH had received Cheltenham newsletter. RP to send. **RP**

7: Click and Save Scheme

Its potential availability had been advertised in the Mu3a Bulletin. The Scheme requires our own register of interested members. DO and other members of the committee expressed concerns about its complexity and the negative impact it had on Gift Aid funding.

Agreed that the next Bulletin should say the Committee had decided not to progress this further at this stage whilst further clarification and evidence of successful implementation was sought.

BC to liaise with Worcester u3a Chair on the Worcester experience.

8: Communications

Chris Hartny-Mills, the West Midlands PR adviser, is retiring.

National u3a day: no specific action, but press release to, and phone contact with, Malvern Gazette unsuccessful. Agreed to consider in early 2022 how to mark the 40th anniversary locally.

All about Malvern: Proof of advert and article circulated.

RH reported that no individuals had expressed interest in the Website Manager role. Other routes to fill this requirement and the possibility of approaching individuals would be considered. Any suggestions to be forwarded to RH.

Photographic Competition: The Mu3a Camera Group work on a monthly theme and Trustees wonder whether u3a activity could be such a theme (for website and publicity photos). Noted that Worcester u3a makes use of its Camera Club's photos in this way. TH agrees to approach Richard Owen, with BC to follow up afterwards. **TH/BC**

TH/PC urged contact with John Hows: PC to approach him **PC**

DO wonders about a tableau from the Camera Club for the 40th Anniversary.

PC inquired about the Waitrose passage. Noted that the display area is booked far in advance.

Posters: Agreed that the content used in the All About Malvern advert was not copyrighted by them, but only its specific format. Agreed to seek pricing on poster printing, RP to check Red Penguin, suggested by DS, and RH to check EW printing. Specific wording/format of any poster to be decided by PC&RH. **RP/RH/PC**

DO noted that Mu3a pays an annual copyright licence (each 31/8 *) to allow use of copyright material. (* dated amended to 31/7 after meeting by DO, after checking documentation)

9: Further matters arising from May meeting:

Charity Commission: RP had phoned on 6/7, speaking to an Amanda. The Commission staff are just reaching March 2021 requests, so a response probable in the coming weeks.

Table Tennis: Letter sent to Dina Murdie. Reschedule of possible room bookings postponed until September 2021 at the earliest.

Non-emailers: Agreed that Mu3a must keep in touch with non-emailers. Unclear on numbers remaining in this category. DO and BJ to cross-check lists. The issue is not seen as just one of IT support, which is where National u3a has a mentor scheme to help, but (a) those who have no computer (b) those who do not wish their email address in a potentially public register. Agreed that next communication with non-emailers will be the Directory in mid-August, along with other membership materials in the envelope. Non-emailers could expect two printed newsletters per year, but not the monthly bulletins. DO offered the suggestion of a £3 surcharge to non-emailers, but RP noted that this would require AGM approval as a subscription change. **DO/BJ**

10: Meeting Closure:

Agreed that the meeting had covered the agenda fully.

Next Meeting: Tuesday 24 August 2021 at 10 am:
(in person, if possible. DS to book a room in the Cube)

Meeting closed at 11.35 am.

Richard T Phillips,
Minutes Secretary, Malvern u3a
secretary@malvernu3a.org.uk :
Phone 01684-310019

Post meeting note: Malvern Town Council at its Operations Committee meeting on 8th July agreed to our proposal for a tree-planting ceremony in Victoria Park in the early Autumn with the Town Mayor to be present. The Tree to be a Worcester Black Pear.

Minutes approved unchanged at the Trustees Meeting 24/08/2021.