

Malvern Branch

Charity Reference number: 1069591

Minutes of meeting of Trustees: The Cube: 10 a.m. Tuesday 24 August 2021

Trustees: Peter Corfield (PC); William [Bill] Culshaw {Chair} (BC); Brenda Johnson (BJ); David Oliver (DO); Richard Phillips (RP); Linda Scott (LS); David Street (DS); Jeff Thorogood (JT).

In attendance: John Elkington (JE) (as Web Manager); Simon Tearle, by invitation.

1: Welcome & Apologies:

BC welcomed Simon Tearle as an observer.

Apologies: Tessa Hartog (TH); Roger Hunt (RH); John Price (JP); BC reported, with sadness, the passing of Tessa's son and all Trustees present offered their condolences. Agreed that BC to send a card and flowers. **BC**

2: Minutes of the e-meeting, Friday 09/07/2021, 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 and draft of SORP-style accounts for the Charity Commission)

Report on current financial year: £6.5 – 6.8K projected loss (>60% due to National u3a capitation fee), leaving £14.5K as the cash headroom for the new financial year. Noted that subscriptions for 2021-22, which were already being collected on PayPal, do not appear in this statement, nor do costs relating to the 2021-22 Directory (c. £2K). BJ due to pay in recent membership cheques.

Budget for 2021-22: Three refreshed estimates offered, on parallel principles to May & July meetings, for 1303, 1500, or 1700 paid up members. Agreed that the 1700 membership unlikely to be reached. Agreed again to foreshadow an increase of public room attendance fees to £2 in January in the Bulletin. Charge not to apply to the monthly speakers meeting in 2022 (September – November 2021 talks to be on Zoom). DO/DS/RH had met with Cube representatives on 18/08 and agreement had been reached to extend the current hire agreement for a further 12 months. Hireage at the Cube would be paid monthly until January 2022. DS noted that other room hire rates have also not increased. DO argued that there were still many imponderables about room use, principally related to the unknown percentage of members who will be willing to appear in person for rooms booked and hence any possible need to find larger rooms to retain social distancing. DO urged that Group Leaders (GLs) be encouraged to send their funds to him monthly until the end of 2021.

SORP: Noted that its complexity required greater accountancy skill from treasurers. Agreed that RP seek clarification from Charity Commission on whether SORP format reporting was in fact a legal requirement for our size of charity, or just advisory. RP noted that once the accounts had been prepared in a particular format, further years become less onerous. **RP**

Membership: 589 paid to date through PayPal, including 18 new members: 28 renewers offered no email address. Noted that BJ compiles data of those paying £11 p.a. to ensure that these are not included in the Mu3a capitation fee calculations, being full members elsewhere.

u3a diaries (£3): 30 in hand for possible sales at Groups Fair day (when DO will be absent).

Asset register: JP still gaining further insight into the status and location of u3a assets and invited to report at next meeting. **JP**

DO proposed that in future more valuable capital items (>£500) be listed as assets on the accounts, with depreciation calculated. Agreed.

4: Survey of Members (pie charts circulated pre-meeting, as well as written comments)

490 e-responses from c. 1400 e-requests. PC/JE hope to analyse results cross-linking qn.1 (current participation in activities) with other responses. Agreed that members seemed pleased to be asked. Overall response indicates keenness to return to activities, but with caution, with concerns over indoor venues [ventilation], vaccination rates and social distancing. DS noted that many venues are being more cautious than official guidelines require. GLs will need advice specific to their venues and PC expects to provide this. A paragraph about this to appear in the Bulletin. **PC**

Report: JE/PC agreed to report back to members about the survey results in the Bulletin. **JE/PC**

Online: Noted that some groups may continue online, e.g. One of the Scrabble groups.

Hybrid meetings: PC had received one request to allow hybrid (face-to-face + online) meetings, where a disabled member struggles to attend. Agreed to authorize PC to investigate and buy relevant equipment (wide-angle camera c. £100, suitable microphone c. £20) **PC/DO**

5: Re-emergence Plan

Directory: Many thanks expressed to RH. Noted that not all venues remain correct as of now. It becomes the relevant GLs' responsibility to inform group members.

Venues: Noted that Mu3a aims to be inclusive in its approach and prefers to hire rooms from organisations where such inclusivity is respected. If questions arise, Venues Coordinator and Groups Coordinator to liaise about possible alternative venues.

Groups Fair: (draft maps of lay-out circulated: groups placed by type, not simply alphabetic)

Theatre booked for Monday 6 September. RH/DS/PC had attended a meeting with Theatre staff. Nick at Theatre seemed to be adopting a hands-off approach. DS estimates that 12 additional tables needed: hopes to gain from Lyttleton, or possibly the Cube (unlikely since Cube has its own celebrations on 5/09). **DS**

Expectation that up to 12 marshals will be needed, principally in the foyer, to control movement (largely one-way but not entirely). PC agreed to contact the Table Tennis group. **PC**

Matt from the Theatre has agreed to lend a walkie-talkie to control access to the theatre space (40-50 max. in the area).

PC hopes to set up on Friday 3/09 at 2 p.m. BC/RP offer to help. **PC/RP/BC**

Banners to be collected from Sue Lamberton. **PC**

PC to have a table in the Theatre where membership numbers recorded for those seeking entry to groups not represented by GLs.

Noted that the facility for expression of interest (in a particular group) ready to go on website.

Mass mail to members to remind them of the date. PC to organize. **PC**

Anniversary Celebrations: Tuesday, October 19th at 11.30, attended by the Mayor. Agreed no refreshments. Possibility of Social History group shortening its meeting nearby to join in. Black Worcester Pears in short supply. Possibility of Ledbury Garden Centre, or Matthews (national supplier of fruit trees). **BC/DS**

Plaque style/pricing to be investigated, at Elite in Barnards Green **RP**

Cube Shuffle: to occur 5/09. Agreed that in view of the proximity of the Groups Fair Day participation in this event could not be supported.

6: West Midlands Region and Cotswold Link

WM Philosophy week: PC to inform John O'Loghlen (Philosophical discussion) **PC**

7: Trustee Posts + Temporary Newsletter Cover

No interest shown in Website Content Manager nor Membership Secretary roles to date.

Imminent Bulletin: BC agreed to complete this with the help of draft information from TH and input from this meeting. To include an item in the Bulletin. **BC**

Leaflet to be prepared for distribution at the Groups Fair, noting that we have the flexibility to elect some trustees who do not have a designated role. **JT**

Vice-Chair: BC intends to seek a member to fulfil this role.

Newsletter: BC to approach Richard Owen, former Newsletter Editor, about temporary editing for the Autumn 2021 Newsletter. **BC**

8: Communications

All about Malvern: No contacts to BC as a result.

New Members: LS to investigate a possible tick box on 'How did you hear of Mu3a?' **LS**

Photographic Competition: RP/BC to pull together the drafts and prepare information for the Bulletin. **RP/BC**

9: IT Matters

Website rejuvenation. Warmly approved, with thanks to JE.

Aidan Lawrence: BC/JE/RH/PC met with Aidan Lawrence on how to support the website in the longer term. Aidan an IT professional, with coding ability (back website is in PHP) and keen to assist. JE and Aidan met again very usefully. Aidan does not wish to be a trustee currently. He, JE and PC have now looked at Beacon, the National u3a system, and are not supportive of Mu3a moving to it, both because of its cost (£1 per head) and its coding, as not open source.

TT Exchange: PC urged the possible use of this tool for our email, where our current tools have problems. RP to forward any details that reach the Secretarial contact. PC to investigate further. **PC/RP**

10: Charity Commission (CC):

RP reported on a phone call with Phil at CC at 9am 24/08. Most queries submitted in March 2021 have now been answered, but apparently not all, so still more delay is expected.

11. AOB

National u3a Elections: noted that three new executive members elected.

12: Meeting Closure:

Agreed that the meeting had covered the agenda fully.

Next Meeting: Friday 24 September 2021 at 10 am at the Cube:
(DS to book a room in the Cube)

DS

Meeting closed at 11.40 am.

Richard T Phillips,
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Minutes approved at the Trustees meeting on 24 September 2021.