

Malvern Branch

Charity Reference number: 1069591

Minutes of meeting of Trustees: Vaughan Room, Manor Park, 10 a.m. Friday 24 September 2021

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

1: Welcome & Apologies:

BC welcomed all and highlighted the agenda areas requiring the most scrutiny.

Apologies: Tessa Hartog (TH); Roger Hunt (RH); Jeff Thorogood (JT)

2: Minutes of the Tuesday 24/08/2021, previously circulated.

Approved, with the change of PT Exchange to TT Exchange in item 9.

Minutes to be placed on Mu3a website of Trustee Minutes

RP

3: Financial Review: (Papers pre-circulated: Profit & Loss account 2020-21, SORP-style accounts for September 2020 to August 2021, and Management accounts at 22/9/21, with 2 potential budget scenarios, with 1303 and 1500 members)

Report on past financial year: £6,672 as the operating deficit (>60% due to National u3a capitation fee, with speaker fees and Trustee admin as the next biggest). Net cash assets stood at £15,234.

SORP format of accounts: BC thanked DO for preparing these. RP reported that he had checked the Charity Commission website which has SORP format as only one of the options for £25K - £250K turnover charities. DO argued and all accepted that Mu3a should use the SORP format. Noted that the Principal Address for Mu3a (p.2) should be the Secretary's. Noted that Tangible Fixed Assets are mentioned (p.11) as a new feature in the accounts, with capitalisation and depreciation for items over £500. Confirmed that Matched Giving (p.11) related to Advanced Driving Lessons, with no activity in 2020-21.

Also noted that the links between Geology and the Malvern Hills has been largely in abeyance.

Agreed nem. con. to present the SORP format accounts to the Examiner.

DO

Agreed that a shorter version of the accounts be presented to members at the AGM, with the Examiner-approved SORP version to be available to view online.

DO

Potential Budgets and Membership for 2021-22: DO noted that it was too early to create definitive budgets, but ultimate membership likely to be between the 1303 and 1500 models. Paid up membership stood at 1221, of whom 129 are new, with LS and BJ attending meetings soon with the VIP group and Breathe Easy. Past precedent had 87% of members paid up by September's end.

Agreed that there would be no Christmas dinner this year, so this budget line would be labelled Welsh dinner only.

DO

PC will urge GLs to check that all their participants have a current membership.

PC

Attendance fee: Noted that some groups were intending to charge a £2 fee for attendance in hired spaces. PC to clarify this to GLs. Current charge is £1.50 for hire costs, while some groups may seek an additional 50p for refreshments. Agreed to issue a definitive statement on the need for a £2 charge at the AGM in November, if the Trustees recommend this change. Agreed that the suggestion from a member to have one higher annual fee and no attendance fees be rejected, principally on Gift Aid grounds, but also in terms of equity for members.

PC/DO

Membership payments online and at Groups Fair: Noted that some members had had concerns over PayPal's role in online payments. BJ had drafted advice for inclusion in next year's Directory and which has been sent by email to some members in difficulty. PC/JP/DO and Aidan

Lawrence to review the web process and DO to check PayPal costs.

PC/JP/DO

At Groups Fair day, many had sought to pay by card. PC to investigate whether this could be achieved and how far it would require bank acceptance of credit card payments. **PC/DO**

Asset register: JP noted that extra items continue to be found, where these have been held by groups, e.g. a microscope in Geology. Noted that some items had been funded on a proportional basis with groups also contributing, e.g. table tennis tables. Noted that National u3a advice is to discourage such proportional purchases, with assets to be held by Malvern u3a, rather than its groups. The inclusion of items over £500 on the SORP accounts should help keep track of future large purchases. Noted that some items are reaching the end of their viable lives and funding for their replacement will be necessary.

4: Review of Groups Fair Day

Thanks: All expressed their thanks to PC for his oversight of the day and PC thanked those trustees who had assisted on the day. Noted that name tags should be worn by trustees next year. Some 70 groups had been represented in person. Noted that Jan Storey's singing group had recruited 24 who could be socially distanced at the Rugby Club. Noted that a beginners group for recorders had been created, while the more experienced group is not meeting yet.

Straw poll: New members joining were invited to indicate the source of their knowledge of Mu3a. Of 35 responses, 22 word of mouth, 5 All about Malvern, 3 internet, 5 other, including the banner outside the Malvern Theatres.

5: Groups update

Venues and Formats: DS confirmed he had managed to find larger venues where these had been requested. Most groups are now operating, but not yet Gardening and Theatre Studies. Play-reading 2 is operating a hybrid group (mixed face-to-face and zoom), using new equipment purchased recently. Play-reading 1, Spirituality and Literature are considering hybrid meetings: these could share use of the new equipment, because of their current timings. Geology is to test new equipment, whose camera and sound-box will cost no more than £300. A 3rd Petanque group has been formed.

6. Tree Planting

After much searching by BC and DS, BC has bought a substantial tree from Frank Matthew (Tenbury) for £50, but stakes, guards and delivery will push the cost to over £100. A plaque has been discussed by BC and RP. BC has a definitive text and models for its installation from his golf course. BC and DS met the Operations Manager for Malvern Town Council and the planting location in the 'Orchard Area' of Victoria Park has been confirmed. Formal events at 11.30 on 19th October, but BC/RP agreed to arrive earlier for any necessary ground preparation. Social History have agreed to come across from their meeting to be in attendance. Malvern Gazette to be informed through the Town Council. All Malvern u3a members to be invited to attend. **BC/RP/AH**

7: Preparations for AGM, 2 pm Tuesday 30th November 2021

Notice and Venue: Notification to members with relevant documents 4 weeks ahead (2nd November). Most members to receive these by email. Non-emailers to receive hard copies, ideally along with the autumn newsletter. Final form of documents (AGM agenda, etc.) to be agreed at 19 October Trustee meeting. **RP/RH**

Agreed that a short version of the accounts to go with AGM documentation. **DO**

Cube is booked. DS to check the COVID-linked limits on numbers. Quorum is 75 members.

Noted that the Speaker for November will appear via Zoom, so arrangements needed to project this talk at the AGM venue. **RH**

The possibility of a hybrid AGM was discussed. This should be technically possible, but may raise constitutional issues. If a hybrid meeting is agreed, then Zoom limit will need to be raised for November to allow members to e-attend in whatever numbers. **RH**

Final decision on format to be taken after DS reports.

New trustees: None offered formally. Simon Tearle had agreed to be Speakers Organiser, but not a Trustee. His appointment was agreed by the trustees.

LS had another possible candidate, who would like to observe the next trustee meeting. **LS**
PC agreed to consider which GL leaders might be willing to be trustees. **PC**
Retiring Trustees: Noted that BJ held the principal access to the data base for GDPR purposes.
Agreed that this would be transferred to the Secretary in the short-term, with a new password to be created after the AGM. **BJ/RP/JE**

8. Communications

Photographic Competition: This has been announced. BC had discussed it with Richard Owen (Camera Group) at the Group Fair.

Agreed that the judging panel to have an independent chair and that Lawrence Wale be invited from Worcester u3a. Likely Trustees on the panel to be TH and RP, but no formal decision yet.

October Bulletin: to be edited by TH, with information from this meeting included. **TH/BC/RP**

Autumn Newsletter: being prepared by Richard Owen, with some materials from TH

9: West Midlands and Cotswold Link

Nothing to report.

10: Charity Commission (CC):

RP tabled a document just received from Dave Moon at the CC. This confirmed consent for amendments in its para. 2. RP to write to thanks for the consent and to confirm the adoption of the amendments in November 2018. RP thereafter to notify the Commission either directly or through National Office of the amendment at the 2020 AGM, allowing for a virtual AGM. **RP**

11: Meeting Closure:

Agreed that the meeting had covered the agenda fully.

Next Meeting: Tuesday 19 October 2021 at 12.15 pm, venue to be Victoria Park Bowls Club, if possible
(DS to book a room in Victoria Park Bowls Club) **DS**

Meeting closed at 11.56 am.

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

Chair's signature of approval: 19 October 2021