

## Malvern Branch

Charity Reference number: 1069591

### Minutes of meeting of Trustees at Malvern Rugby Club: 12.30 pm. Tuesday 19 October 2021

Trustees: Peter Corfield (PC); William [Bill] Culshaw {Chair} (BC); Roger Hunt (RH); Brenda Johnson (BJ); David Oliver (DO); Richard Phillips (RP); John Price (JP); Linda Scott (LS); David Street (DS);  
In attendance: Helen Davies, by invitation.

- 1: Welcome & Apologies:  
BC welcomed Helen Davies as an observer and thanked all for attendance at the tree planting.  
Apologies: Tessa Hartog (TH); Jeff Thorogood (JT).
- 2: Minutes of the in-person meeting, Friday 24/09/2021, previously circulated.  
Approved unchanged and signed by Chair: To be placed on Mu3a website of Trustee Minutes **RP**
- 3: Financial Review: (Papers pre-circulated on 2021-22 budget and the Management Accounts for year-to-date)  
DO reported that Chris Boyd, the Examiner of Accounts, had approved the SORP-format accounts, circulated at the last meeting, but had requested for an index to be added.  
Budget for 2021-22: One draft budget presented on the basis of 1350 membership (Membership to date 1323, of whom 152 are new). DO seeking to track costs against income for hired venues, but not all September returns in from GLs. The impact of COVID wariness on the demand for larger rooms for social distancing is also inconclusive at this point. DO's budget assumes room hire costs will be 10% above the last pre-COVID year, although DS noted that no price increases yet notified to him (Cube Theatre @£25 per hour, other venues @ ≤ £15 per hour). DO noted that if venue fee remained at £1.50, the annual excess of expenditure over income would be £8K, wiping out more than half of reserves, while an increase to £2 in January 2022 would lead to an annual deficit of only £1.7K, with the last 8 months of the financial year in slight surplus.  
BC proposed an increase of venue fee at hired venues to £2 from 1/1/2022. Agreed nem. con.  
This change to be publicized to GLs, in the Bulletin and at the AGM. **PC/TH**  
Subscriptions. Noted that capitation due to increase in April 2022 to £4 per member. Discussion of the importance of keeping the right to claim Gift Aid (related to what precise benefits members obtain from the sub), the need for balance between what members receive and pay depending upon the types of meetings they attend, and the past preference for a low sub with venue fees as an income stream. Noted that any increase in sub does not feed into new income until a year after the AGM proposing the increase.  
RP authorized to draft a motion for the AGM seeking authorization for a £1 increase in sub for 2022-23, if a review of finances in summer 2022 shows such an increase is necessary. **RP**  
Attendance: Social History reported reduced numbers in person, while Geology reported lower numbers in person, but still a good uptake on Zoom, although there had been problems at the Cube with hybrid presentation on 15/10/2021.
- 4: AGM  
Papers: RH will have all the necessary papers for snail mail preparation on 21/10, once nomination details (from RP) and the Motion for sub increase authorization (under 3) are with him. **RP**  
Snail mail to be posted out on 28/10/2021.  
E-papers: all members on email will receive an email on or before 2 November, with a link to the AGM papers on the website. It is not possible to attach the papers to the email.

Hybrid meeting: RH will seek a one month Zoom licence for more than 100 enrollers. Problems had occurred with the Cube with hybrid meetings, noted above.

Agreed to hold the AGM at the Rugby Club, with its reliable AV equipment and to advertise the change repeatedly. DS confirmed immediately with the Club that the room will be available.

Agreed that in terms of a quorum (of 75) the Zoom meeting must have priority if the in-person-zoom link falters.

Noted that date for nominations and proposed motions is Tuesday 16 November.

Proxy Votes: Agreed that these should normally be with the Secretary one week before the meeting, but could also be handed in at 1.55 pm before the AGM by the person holding the proxy. Noted that no proxy votes used at recent AGMs.

Trustees: Agreed that RP will cover for BJ for a few months, but not into the high intensity membership period in summer 2022.

New Members Day: agreed to hold two possible morning sessions soon, with coffee/tea. BJ & LS to canvass dates, with the hope of attendance by most Trustees. Invitation to go to all those joining since March 2020, when face-to-face meetings halted. **BJ/LS**

#### 5: Internal Systems;

Noted that Aidan Lawrence (AL) had been looking into card payments. PC to confirm progress.

Agreed that PC, RH, DO, JE and AL should actively pursue issues in a working group, looking into the possibilities of card payments and of direct linking of banking with membership records (possibly through Xero). Cheques still a preferred method for many members, but RH urged a push into the digital age, with support for the small number not using online banking/cards, especially as banks are keen to reduce cheque use. Need to be sure that there is no requirement to manually transfer membership payment information from bank in-payment statements into our membership records.

#### 6: Anniversary Tree-Planting

This had occurred at 11.30 am on Tuesday 19 October 2021 at Victoria Park in the presence of the Mayor Cllr. Nick Houghton and the Malvern Link Cllr., Sharon Taylor. Thanks expressed to all concerned in organizing the planting. The event deemed a success, especially with the presence of Social History members. RP to send photos to TH. **RP**

#### 7: Communications

Photographic Competition: Fully publicized, with closing date of 10 December 2021. For the judging panel, Laurence Wale, Worcester u3a Chair, to be invited by BC as a non-local Trustee and Geoffrey Carver to be approached by BC as the panel chair with expert knowledge. **BC**

Newsletter: Thanks and praise noted for Richard Owen for October 2021.

November Bulletin: to highlight AGM change of venue and to notify of £2 venue fee from January 2022. Also to foreshadow motion about possible £1 increase in sub. **TH**

#### 8: Matters arising from last meeting:

Charity Commission: RP confirmed that he had replied to the CC, offering thanks for the consent expressed in the 21/9/2021 message from Dave Moon, reiterating the approval of the 2018 Constitution at the November 2018 AGM and asking that the entry for Malvern u3a be updated accordingly. RP also supplied hard copies of all the correspondence to Linda Hodson, Advice and u3a Support Officer at National Office, seeking clarification of who should now act to file the change of Mu3a Constitution dated February 2021 (which authorized a virtual AGM). No replies received from either.

Asset register: items still being found and labelled, e.g. Geology microscope. Noted that cupboards in the Theatre at the Cube are the principal housing space for much of Mu3a equipment.

Paid-up members as the only active ones in groups: JE will be running his annual trawl to ensure that group lists contain only current members. PC/JE to liaise. **PC (JE)**

9: Meeting Closure:

Agreed that the meeting had covered the agenda fully.

Next Meeting: Friday 3 December 2021 at 10 am. Venue to be confirmed.  
(DS to book a suitable room)

**DS**

Meeting closed at 1.46 pm.

Richard T Phillips,  
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Approved by the Chair, Bill Culshaw

At 3 December 2021 meeting