



Malvern Branch

Charity Reference number: 1069591

Minutes of meeting of Trustees at St Josephs Parish Hall: 10.00 am. Tuesday 25 January 2022

Trustees: Peter Corfield (PC); William [Bill] Culshaw {Chair} (BC); Roger Hunt (RH); Richard Phillips (RP); Linda Scott (LS); David Street (DS).

In attendance: by invitation, Wendy Mondy (WM).

1: Welcome and Apologies.

BC welcomed WM as an observer.

Apologies: Helen Davies, Tessa Hartog, David Oliver

2: Minutes of the in-person meeting, Tuesday 03/12/2021, previously circulated.

Approved with amendment of 4. 'DS is preparing' to 'DS is answering'. Duly signed, with amendment by Chair: To be placed on Mu3a website of Trustee Minutes

RP

3: Financial Review (Management accounts for year-to-date and commentary pre-circulated)

In the absence of DO, the accounts were briefly scrutinized, noting the likely small surplus at year's end due to the £2 venue fee. Noted that hall revenue and hall hire costs were marginally out of kilter, because of payment delays. Agreed that a subscription increase unlikely to be recommended in June, but to keep the issue under review.

Noted that online authorization of payments had been working satisfactorily.

Membership stands at 1400, of whom 191 are new this year.

Equipment.

JP not present to report. Currently JP is principal user of the booking system. Most GLs are unlikely to use, since they are not using u3a equipment.

Agreed to ask JP to provide list of equipment and for him to let the Trustees know if help was needed with this. Noted that there is an earlier list of equipment with unique ID numbers on the u3a website. Noted that DO, as treasurer, needs access to the assets register.

JP

Noted that all u3a technical items stored at the Cube are in the locked single door cupboard. The locked double door cupboard holds other u3a-owned items, such as bridge tables, urns, geology library, etc. The small cabinet at floor level contains the projector and associated equipment and, although movable on casters, is locked to the stage structure when not in use. The only other u3a pieces of equipment stored at the Cube are the table tennis tables stored in the locked cupboard at the other end of the hall.

4: Groups Review

Covid precaution procedures:

25 groups had given details of their processes: 31/1 as the deadline, after which PC will contact non-reporting groups. Noted that government restrictions will be largely lifted within a week.

PC

Which groups are active?

Information available about venues booked and the small number of groups still using Zoom through the Mu3a license. A lack of info on groups meeting in homes. Important to confirm which groups foreshadowed in the Directory are still not meeting. PC to research.

PC

Bridge :- Request received from Lawrence Wale (Worcester u3a Chair) for possible help with

Beginners Bridge. PC noted that Andrew Haigh in Mu3a keen to retire from his role with Mu3a Bridge Groups, but he might have some suggestions. PC to contact.

PC

Keep Fit: Potential group under Angela Lane has 38 on its list. Angela needs a communication buddy to assist with e-aspects. LS agreed to help with this. This Group is potentially too big in the current venue in the present circumstances. There would be further discussion outside the meeting about possible larger venues or splitting into two groups. **LS/PC/DS**

New Groups: None had been formalised since the December meeting discussion.

Public Liability Insurance through National u3a. (Document pre-circulated)

There is an outline of insurance cover in the GL section of the website. RP/PC to review whether this is up to date and an adequate communication. **RP/PC**

Noted that there is a £250 excess for almost all claims.

5: Review of Internal Systems (Paper by RH pre-circulated)

RH spoke to his paper, with its focus on paying subs digitally, with a commitment to help those not using email or e-banking. RH sought a decision allowing its further development.

The aim of the TWG (Technology Working Group) is to enable e-payments with any bank card or using BACS procedures, and for the removal of any automatic Paypal platform. TWG hopes to have the scheme ready for March. It is proposed to use the Stripe Payment Processing System **. The TWG is working on how to link payments at the bank with the Mu3a existing systems of recording membership activities. RP noted that any scheme must ensure that each individual's permission to claim Gift Aid is robustly recorded to meet HMRC's 6 year record-keeping requirement.

The meeting agreed to the proposed direction of travel and offered its support in principle for moving away from cash and cheque payments. RH was asked to draft for Trustee circulation an initial communication to members (aimed for email and snail mail distribution), outlining the plan and the means to be put in place to support those who, for whatever reason, were unable to operate e-banking processes. It was seen to be essential to monitor the response of longstanding members who had enjoyed many years of pre-digital interaction with Mu3a. This draft to be tabled for discussion and agreement at the next Trustee meeting. **RH/ALL**

Agreed that, if ready, the new system for e-payments would be placed on the Mu3a website on 1 March 2022 for the collection of any half-year subs for new members joining at that time (March-August). It was accepted that the main communication about the overall changes would not go out to members generally until after it was approved at the next Trustee meeting.

Agreed that TWG should report on progress at the next Trustee meeting. John Elkington and Aidan Lawrence to be invited to attend the meeting. **RP**

Agreed by the Trustees present to be willing to be guinea pigs to test the new system before 28/2.

Also agreed to review all the administration reports currently online on the Mu3a website to see whether all were still relevant and which needed links to the Stripe process. **RP/DO/JE**

PC pointed out that documentation linked to TWG is being shared through Next Cloud. This might be something Trustees would want to look into for the future.

For WM's information the National u3a's Beacon system was briefly explained, and also why the Trustees had decided to stay at the present time with our bespoke system.

6: The Year ahead

Agreed the following dates: (DS to check venues) **DS**

Tuesday 10 May at 2 pm Annual Group Leaders Meeting

Monday 5 September, Morning: Groups Fair at Malvern Theatre

Tuesday 29 November afternoon: AGM

Noted : Tuesday 22 March: Inspiring Lives on Zoom from Regional u3a. To be in Bulletin **TH**

U3a National Celebration set for a yet-to-be-confirmed September date** Doubt expressed that Malvern Gazette will be helpful in promoting. Will consider use of *All about Malvern*, probably with an advert. Possibility of a Picnic in the (Priory) Park, perhaps timed to fit an existing band booking. RP to check whether permission needed from MHDC. RP to investigate again the Exhibition/Church Walk display area, with DS pursuing his contacts too. **DS/RP**

7: Communications.

Photographic Competition: Members already notified that cancelled for now. It is hoped to reinstate at a later date, at a better time of year and when we are freer from COVID-19 concerns.

February Bulletin in preparation. Suggest that above Diary Dates placed in it prominently.

TH

8: Matters arising

Group Unique Identifiers: Aidan Lawrence has devised a scheme for these. PC to liaise.

PC

Charity Commission (CC)

RP reported that the CC now has Mu3a as operating under the 2018 Constitution. RP has written to inform CC of the further amendment at the 2020 AGM for validity of a virtual AGM. Reply awaited.

Brecon Beacons: Noted that the 5000 trees sponsored by u3a seem to have been achieved.

9: Closure of the Meeting

Agreed that the meeting had covered the agenda fully.

WM accepted co-optation to the Trustees, with the hope of formal election at the 2022 AGM. The

Trustees expressed a warm welcome and thanks to WM.

Next Meeting: Tuesday 8 March 2022 at 10.15 at St Josephs (tbc)

(DS to seek to book)

DS

Major agenda items to be

Local response to National u3a Day, if its date known by then**, and

Review of e-banking, IT and website changes

Meeting closed at 11.45 am

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Minutes Secretary, Malvern u3a
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** Post-meeting note: Stripe is a cloud-based solution that enables businesses to manage and accept payments online.

*** Information after the meeting: National u3a has chosen 21 September 2022, with some leeway on either side.

Approved at the Trustee Meeting on 8 March 2022

Bill Culshaw , Chair