



Malvern Branch

Charity Reference number: 1069591

Minutes of meeting of Trustees at St Josephs Parish Hall: 10.00 am. Tuesday 26 April 2022

Peter Corfield (PC); William [Bill] Culshaw {Chair} (BC); Roger Hunt (RH); Helen O'Donnell (HO); David Oliver (DO); Richard Phillips (RP); Linda Scott (LS); David Street (DS);

In attendance: by invitation, Aidan Lawrence (AL):

1: Apologies and Welcome:

Tessa Hartog (TH); John Price (JP); Wendy Mondy (WM);
Welcome to AL

2: Minutes of the Meeting 8 March 2022 (previously circulated)

Agreed as a true record. Hard copy signed off by the Chair. Minutes to be placed on the Mu3a website. **RP**

3A: Financial Review (Management accounts to date previously circulated):

DO spoke to the accounts, noting that invoices for some March/April venues not yet received. Payment to National u3a on basis of 1444 members at 31/3/2022. Current membership 1457, of which 233 new. First Gift Aid application had been made (£3462), with postcodes needed to complete a further application. Current year-end surplus estimated at c. £6.5K, so no need to change the annual sub, as potentially foreshadowed at the 2021 AGM.

Agreed: to leave the sub in place for 2022-3 at £15 and to notify this in the Bulletin. **TH**

Noted that PayPal fees would be largely replaced by Stripe fees, when subs collected through bank transfers.

Noted that 500 members from the pre-Covid list had not rejoined. Agreed that there should be some effort to chase them up for possible rejoining or to understand why they did not rejoin (See 4B) **RH**

3B: Equipment: (Pre-circulated proposal on capitalisation by DO)

JP absent. Noted that SORT accounts require capitalisation/depreciation for ≥ £500 items.

Agreed that depreciation rate be 33% for electronic items, 20% for others.

Agreed that Treasurer should keep a supplementary list of items bought for between £250 and £500, with an indication of the primary carer and location, but without capitalisation/depreciation. Purchase of items over £250 to be vetted and approved by the Trustees.

Current smaller items: PC & JP had checked the cupboards: some older items had been disposed of, but otherwise all in place. PC urged that one Trustee should be in charge of equipment, noting that some items had never been held centrally and there remained the issue of split-funded items (table-tennis tables, etc.)

Agreed that u3a equipment be divided as (1) newly purchased items above £250 in the treasurer's list or annual accounts (2) equipment used by a range of groups (list to be managed by the Equipment Officer): JP & AL to meet on how to record such equipment, particularly where there is a dominant user, who should be willing to release to others (especially projectors) (3) group specific equipment (to be noted: bowling mats, etc.).

U3a Laptops: RH has one for Zoom, RP for secretarial, LS has, but v. slow, so uses limitedly. TH who finishes at 2022 AGM has u3a laptop, which is quite old.

Agreed (AL abstaining) that cost effective for Newsletter Editor to be issued with a laptop, as a capital expenditure item. TH's laptop has a one-off licence for specific software, organized earlier by Richard Owen. AL to advise and discuss with TH. **AL/TH**
Noted that Mu3a has 5 Microsoft 365 licences (RH).

4: Review of Internal System: (Pre-circulated email from AL and Plan by RH)

4A: AL noted that reports are now under new scheme. LS expressed strong approval of the new scheme.

Noted that members cannot now update online, with the login box removed for general members. Changes of member details to go by email to web manager.

Next phase to identify audit lines, with login to specific lists given to specific names, rather than by a general password access.

General administrators for the system: AI, JE, PC, RH (with LS to be removed).

4B: RH plan received approval in principle, noting the use of the Directory mail-out as major opportunity to engage members with the changed procedure.

Chasing up non-renewals a problem, of two kinds: (a) genuine non-renewers (death, moving away, no further wish for involvement, etc.): these need to be removed from all lists. (b) casual non-renewers who continue to participate in use u3a groups.

RH to draft a message for group (a) to be reviewed by the Trustees.

For group (b) past practice has been for GLs' group attendance lists to go to webmaster, who reported unpaid back to GLs to chase up. GLs have no specific format for reporting and use individual methods to record participation. Agreed to raise at the GL meeting but few GLs had answered the invitation.

Agreed that for future years the end of December should be the point to filter out non-renewers. Ideally notices of failure to renew by active participants in groups should reach non-renewers by end of October, with a possibility of a second reminder for December discussed.

Noted that current lists of new members do not distinguish between New Members, who are indeed new, and Returning Members who have not paid subs for a year or more.

Membership fee: Agreed that for the 2022-23 year, a single regular annual fee of £15, with no reduction for joining in the middle of the year, and £11 for members paying National u3a capitation through another u3a.

Clinics for those who struggle with online payments:

Agreed that these must occur, but decision on how to run deferred.

Agreed that DO & RP investigate the costs involved with card readers. **DO/RP**

Groups Fair: Agreed that this was not a place for a registration clinic.

5: Groups review:

GL meeting, Manor Park, Tuesday 10 May at 10. As many trustees as possible to attend, ideally with cake. Noted that Manor Park projector not working. **ALL**

New Woodcarving group is now up and running

A request for a Computer Skills Group: To be investigated **PC**

6: u3a links:

RH attended the Cotswold Link meeting by Zoom. RP agrees to review its minutes and report back. **RP**

7: Monthly Meetings:

BC queried why these happened monthly. Noted that all u3a's have an open gathering for members each month. Equipment now OK, but a request to control entry into the hall until 15 minutes before start, to allow testing. LS agrees to act as crowd-controller. **LS**

Agreed to continue with monthly meetings, with less involvement of Zoom.

Agreed that speakers be asked whether they would allow their presentations to be recorded, if no zoom, and held for a short time for viewing by members.

8: The Year Ahead: (Paper by BC)

Agreed that a Picnic in the Park in the week of September 17-24 would be promoted at the Groups Fair and in *All about Malvern*. Priory Park as the best venue. BC/DO to investigate any funding available to assist.

No other ventures favoured by the Trustees.

9: Communications:

BC/TH to confirm items from the meeting for the Bulletin.

DS urged the giving of some Directories to Estate Agents in Malvern who are seeking to promote Malvern as a desirable venue for living. Agreed.

10: Other Matters Arising:

BT Phone changes: noted that BT has slowed scheme to phase out landlines, so less urgency on a speaker in this field.

Concessionary membership: Agreed that members should approach Membership Secretary.

Charities Commission: Mu3a listed as operating under the rules from the 2021 AGM.

Thanks to JE: The trustees were not enthusiastic about a humorous plaque and agreed that some good quality wine would be appropriate. DS to investigate. **DS**

11: Other business:

The u3a Black Pear in Victoria Park is in leaf.

DO agreed to keep an eye on rising interest rates and to transfer funds to interest-earning accounts, if this was easily managed. **DO**

Noted that all u3a documentation should say £3.35 for TAM subscription. **WM/LS/RH**

Cube fundraising event - noted for Sunday 1 May.

Coach House rates for possible drama use: £100 for 4 hours.

All about Malvern – advert and article booked for August-September edition. **BC/RP**

Noted that Exhibition Walk booked for September 2023 (2 month display).

12: Next meeting Friday 17 June at 10.00 am in Elmslie House (tbc). **DS**

Meeting closed as 12.20 pm

Confirmatory Signature by Bill Culshaw (Chair)



17/6/2022