



Malvern Branch

Charity Reference number: 1069591

Minutes of meeting of Trustees at Shaw Room, Elmslie House: 10.00 am. Friday 15 July 2022

Peter Corfield (PC); William [Bill] Culshaw {Chair} (BC); Roger Hunt (RH); Wendy Mondy (WM)
David Oliver (DO); Linda Scott (LS); Tessa Hartog (TH); Aidan Lawrence (AL); Helen O'Donnell
(HO) David Street (DS).

1: Welcome & Apologies:

Richard Phillips (RP); John Price (JP);

BC said that there has been interest from 2 possible new trustees as a result of the last bulletin. They were Anthony Swindell and Suzanne Simms. They agreed to attend the next monthly meeting.

BC produced a draft document outlining the duties of a trustee. It was explained that RP will have copies of trustee roles updated about 2 years ago. These should be circulated along with the existing document for comment.

RP

It was agreed that once agreed, Trustee TORs should be posted on the website.

RP

2: Minutes of the Meeting 17 June 2022 (previously circulated)

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

RP

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

DO said there was no real change regarding financial forecast. The end of year surplus was expected to be approximately £10K, with £20K in reserve. DO reminded the meeting that the charity commission does not like large reserves to be held.

An analysis of Meeting room receipts and costs showed a small surplus since January when the venue fee was increased to £2

DO has investigated opening a savings account and recommends a Virgin 120 Day Notice account. He proposed we deposit £10K. This proposal was accepted unanimously.

DO

Currently there are 1544 members of which 250 new members. Some of these are joined very recently.

Copyright - DO confirmed we continue to fund copyright insurance as recommended by National u3a.

PC said that musical copyright was more complicated. It included both composition copyright and publication copyright. The latter meaning that you can't photocopy sheet music. Peter will investigate the situation, including checking with National u3a, and recommend a way forward.

PC

It was agreed that he would send details of a copyright cover to Group Leaders in due course.

PC

3B: Zettle; DO has purchased three Zettle card readers and registered them with the Zettle system. He explained that they were straightforward to use but people needed to practise with them first. It was possible to send receipts via the system but this required an email address to be input. It was felt that this would be too lengthy during GFD, but we could try it out on the day.

DO also said that the system did not seem to be able to identify individual payments in a unique way, i.e. by using the last four digits of the payment card. He will investigate further as this will be a significant disadvantage. (After Note; this is possible)

3C; Sub Groups; It was agreed that the control of sub group funds was operating in accordance with charity commission requirements. Only trustees may authorise payments from those accounts. As a result of future changes to trustees, a new set of signatories is required for these groups, particularly Geology and Military History. The treasurers of these groups have been made aware and will implement the changes required.

3D; Diaries; DO explained that u3a diaries will not be available until after the start of the new u3a year. They will not be available at GFD, members should apply directly to the National u3a. TH to put a note in the bulletin to this effect. TH

4: Update of changes made to website

No significant changes reported by AL. BC asked that the Covid advice link be amended and the content reviewed. AL

AL asked whether the admin meetings webpages were required. It was agreed that they were not and they should be deleted. AL

5: Groups Directory; RH explained that the preparation program was on track, The Directory was with the printers and he expected it to be posted around the end of next week. Members should receive them at about the beginning of August. There will be one directory per member. There will be about 500 spare directories for subsequent use. (After Note; Directories posted on 21st July)

6: Renewals; RH stated that there was no change to the process for renewals discussed at the last meeting; joining clinics at monthly meetings, the offer of joining clinics at groups meetings if required followed up by a single reminder around the end of November, depending on renewals progress.

AL mentioned the problem of a few double payers. It was agreed that they would be refunded before the start of the renewal process. AL/DO

To prevent the possibility of more double payers it was agreed to suspend the membership pages until the beginning of August when the new year's system will begin. It was agreed that the definition of the u3a year should be made more prominent.

7: Groups Review; nothing specific to report

7B; GFD; it was agreed that the renewals/new members process would follow the format outlined by the technical working group (see PC's report circulated previously).

AL will organise ushers from the theatre group and coordinate their use on the day. AL

It was stressed that we will need all trustee helpers on the day.

ALL

There will be a need for a number of additional tables as usual which will need to be in the theatre by Sunday evening. DS will investigate tables from Littleton Well, PC will investigate the hiring of tables. It was agreed that reducing the work required in moving tables was important. PC will MailerLite all group leaders to find out who will be coming. DS/PC

If the Covid situation has worsened by then, we will implement last year's precautions. PC

New Members/Renewers; a minimum of 4 trustees will be required to operate the system. Offers to help from LS, WM, DO, DS, HO and RH (part time).

A Trustees meeting/rehearsal will be carried out on Friday, 2nd September at 10 o'clock. If possible this will take place in a theatre meeting room. David Street to advise on location.

DS/ALL

8: Picnic in the Park; BC's written suggestion (pre circulated) for this event was discussed. Event to be called "Last of the Summer Wine".

BC suggested there were two options:

Basic picnic with nothing else

Picnic with some prepared activities, music etc. There is a charge for using the bandstand; less than 100 attendees, £225 including £150 returnable deposit, more than 100 attendees £450 including returnable deposit.

It was agreed we should aim for the larger numbers

PC has obtained agreement from a number of musicians to play for free at the event. This includes provision of a suitable PA system. u3a singing groups cannot provide anything, the recorder group will produce a program of music.

PC will coordinate a program for the afternoon with those concerned. He suggested an MC would be required on the day, BC (reluctantly) offered to do this. PC/BC

An application form has to be submitted it was agreed estimate attendance should be 150.

BC/RH

We should advertise this event widely including August and September bulletins, special emails if necessary and Gazette if they are interested. BC/TH

BC will contact the mayor to ask if he would attend.

BC

We will produce a flyer for the event which will be available at GFD.

BC/TH

It was agreed that we would not include any fundraising activities. Some group directories will be made available for those enquiring about joining.

9: u3a Links; BC noted circulation of National u3a AGM motions about increased subs. Suggested we needed a line for our vote. Will circulate details. BC

10: Monthly Meetings; the next monthly meeting will be hybrid but without involvement directly from zoomers. This should simplify the technical aspects. RH/PC

The lecture will be recorded and placed on the website. AL will put a counter on that page so that we can see whether it is worth doing it in future. AL

11: Communications:

BC to confirm items from the meeting for the Bulletin.

BC/TH

12: Other Matters arising:

Concessions: the set of concessionary membership fees produced by Wendy was discussed. It was agreed that the three main categories should be used when deciding on a concession. The membership secretary will be the primary decision maker but should refer to the trustees committee if necessary. WM

BC has a contact who may be able to provide more information.

BC

Old Documents; It was agreed that all documents should be removed from the website after six years. They will be put into our archive system. AL

Commercial Adverts; after discussion on endorsing commercial ventures it was agreed that we would continue not to do that. ALL

13: Next meeting Friday 16th September at 10.00 am in Elmslie House (tbc).

DS

GFD Trustees meeting Friday 2nd September at 10.00 am (in theatre tbc)

DS/ALL

Meeting closed as 12.25 pm



Confirmed by Chair 16/9 2022