



(JJ)

**Apologies:** - Roger Hunt

1. **Minutes** approved & signed } Trustee meeting 8/12/2017;  
  } Extra-ordinary meeting 19/1/2018;  
(Circulated to all Trustees)     } Finance meeting 15/1/2018
2. **Matters Arising**
  - 2.1 JJ had contacted National re claim for broken projector /bulb & received claim form which Peter will complete. Peter had advised that an equivalent replacement would cost £252. Whilst the cover “covers for loss or damage to property owned by a U3A, excluding wear & tear depreciation & gradual deterioration” we are responsible for the payment of £100 excess.
  - 2.2 The new system for booking equipment seems to be working
  - 2.3 A request for a new Technical Officer & Treasurer will go into the May Newsletter. Sue suggested ‘buying-in’ help re assistance with our website & will approach someone she knows. Peter said that we might look at another system but our current DHP system had been tailor made for us.
  - 2.4 Jeff said that no response had been received from MSF re the cost of producing the Newsletter & said he would go back to Soho Press. (We currently use EW). Also, the cost of producing the Group Directory, currently 44 pages, needed to be taken into account. Peter said that its size needs to be reduced as sending it to members (over 1500), it went over 100grammes last time in terms of postage costs. Annette suggested that we limit word length submitted by the groups.
  - 2.5 Brian is now working on April to August 2018. He makes the bookings but has to wait for the Cube manager to confirm.
  - 2.6 JJ confirmed that she had responded to anonymous member re private enterprise & nothing further heard
  - 2.7 JJ confirmed that she had replied to Mr Carver re Grievance Procedure & nothing further heard
  - 2.8 Peter reminded the meeting that all branches had been asked by National office to amend their Constitution to include new wording re the **Object Clause**. They had suggested this be done at an AGM or by holding an EGM. National are holding an EGM in March & branches need to

- (a) Let National know whether they are adopting the new clause in their own Constitution, or not
- (b) Vote to accept, or not, the amendment that National will make to the U3A constitution. The meeting decided to accept the amendment to the National Constitution & JJ will cast the vote on behalf of the Trustees.

Malvern is prevented from making this amendment by our own Constitution BUT we have been given a dispensation by the Charity Commission sought for us by National. As Peter stated in his email – “the word from National Charity Commission is that we can ignore the restriction of Clause 10 and amend our Objects Clause as per the newly promulgated version and submit to our AGM”. It was decided that -

- (i) Malvern Trustees would hold a separate meeting to consider the new National Constitution & report back to the other Trustees & National. This felt important as National intend to offer the final version to all Branches to adopt so that there was consistency throughout the U3A movement. The meeting will be 28/2/2018 – Sue, Peter, Jenny, John K, Brian.
- (ii) This meeting would respond to National re the Constitution revisions & to the rest of the Malvern Trustees.

### 3. **Cube Draft Agreement**

Peter had given Trustees a copy of the agreement. Brian makes room bookings in advance (eg. see 2.5 above), whereas other groups using the Cube facility do not and difficulties may arise because bookings are not confirmed by Cube Management immediately/very quickly. If we book a room and cancel well in advance a refund is given but John wondered what happened if Cube management cancelled with regard to refunds? Based on Peter's notes & following the discussion, Peter & John will take our concerns to another meeting with Cube Management.

### ***Calender items:-***

### 4. **Finance/Funding Bids**

- (a) Refund to Anne Peach for music storage box is done
- (b) JJ had received an enquiry from Anne Peach re insurance cover for a Cotswold Link singing day at St James's church Welland. National had confirmed that all U3A members attending would be covered by U3A Public Liability insurance. (The church does not have Public Liability insurance according to Anne).
- (c) John advised that 50% refunds had been made to two members who had been unable to attend the Branch Christmas lunch because of illness.

### 5. **Speakers Report** - Jeff said that the bookings were going well.

6. **Groups & Venue use** – Annette said there were no particular issues.

7. **Newsletter**

- (a) The meeting felt that Host UK could be put in touch with specific groups. They are a charity looking for accommodation for “adult international students” studying at UK universities. National had suggested when consulted that a disclaimer is added that “any arrangement entered into is the responsibility of the individual & not the U3A”.
- (b) Tessa contacted members with regard to information on their books being included in the Newsletter & further discussion is not required.
- (c) The article written by a Welsh group member has been omitted from the Newsletter.

8. **AOB**

- (a) JJ said that she was still awaiting details of further meetings being held by National re DPA change. John Elkington said that appropriate changes had been made to our branch website and membership forms. There is also a ‘privacy’ document available.
- (b) John had given Sue a list of duties as Treasurer and we will appeal to members for a new Treasurer when John stands down at the November 2018 AGM
- (c) Brian is going to the Cotswold Link meeting 22/3/2018
- (d) JJ said that given the dispensation from the Charity Commission re the Objects Clause, it might be timely to review our Constitution as we were going to make amendments anyway eg. the maximum number of Trustees at 12 given the size of the branch currently. This was agreed & a meeting will be set up idc
- (e) Sue will co-ordinate the first aid course for members.
- (f) Brenda & Linda explained that they had been invited to the Severn Heights nursing home by its owner as he wondered whether residents could benefit from U3A membership. He had offered the free use of rooms for group meetings. A group directory was left but it was felt that more information was required about the interests of the residents and whether they had transport to get to monthly meetings.

- (g) JJ advised the meeting that on behalf of the Branch she made two reports to Charity Commission to include branch accounts & upto date information eg names, on Trustees. This was about to be done.

NEXT MEETING FRIDAY 23/3/2018: 10am