

Buckingham & District U3A

Minutes

For the 218th Committee Meeting held on Monday 21 May 2018 at 10 am in the Council Chambers at the Buckingham Community Centre

Present: Martin Paul (Chairman), Paddy Collins (Treasurer), Steve Heywood (Group Liaison Officer), Janti Mistry (Membership Secretary), Derek Morgan (Webmaster), Carolina Kenealy (Newsletter Editor), Roger Edwards (Publicity), Linda Beazley (Speaker Secretary) and Cliff Dammers (Secretary)

Apologies

Lorna Joy
Mike Weston

The Chairman opened the meeting and welcomed the Committee members.

The minutes of the previous meeting were approved

Matters Arising

Paddy Collins reported on the conversion of the Association to a CIO. CAF Bank has agreed to keep the existing account and just change the name of the Association, with the same account number. There will be no change on direct debits.

Lloyds Bank requires a new account and will issue a cheque book. The Association will use three accounts: subscriptions and the social account will use the Lloyds Bank accounts and day to day business will be conducted with the CAF account.

The use of debit cards provides the Association with risk limitations. Only one debit card will be needed: for Di Proctor's theatre visits. The Committee approved the issuance of a debit card to Di Proctor.

Beryl Carr will continue as she has been doing. The Committee approved this.

The Winslow Bus has not yet been dealt with.

Paddy has asked HMRC if the Association can continue to use the same ID and has not yet had a reply.

John White had asked if the Association has a computer/projector for the speakers to use. The Association does not and it was decided not to acquire one. Speakers should be informed that the Association does not provide a computer/projector. This may be a problem for substitute speakers who are asked to step in on short notice.

Ann Abrahams attended as an observer and agreed to be a shadow for the Webmaster

Treasurer's Report

Following Mike Weston's resignation from the Committee it will be necessary to remove him from both charities.

Paddy has submitted the U3A annual return and sent a cheque for the capitation; the cheque has been cashed but he has not received the form. The Association still owes the Third Age Trust for the magazine.

Paddy will close off the old charity as soon as the changes are made to the Association's bank account.

The annual accounts will be prepared as agreed at the previous meeting.

The Third Age Trust view is that member associations should not support charities. The association has a charity for the current year and one lined up for the following year. The Committee discussed ceasing to support charities thereafter; a decision was deferred.

It was pointed out that individual groups sometimes raise money. It was agreed that clarification of the policy is needed. The Committee cannot promote a charity but it cannot prevent groups from supporting charities.

Chairman's Report

The Chairman reported that the coffee morning for new members was a success and the Group Coordinators' meeting was also. The next new members coffee morning will probably be in September. The goal is two or three such meetings per year.

Progress with shadows.

Shadows have been found for Carolina Kenealy and Linda Beazley. Cliff Dammers will find a shadow to take the minutes at the next meeting of the Committee.

A replacement for Mike Weston must be found.

20th Anniversary

Roger Edwards is leading on the celebration of the Association's twentieth anniversary. A commemorative tree will be planted with a plaque. The cost of the plaque is £43.45 plus VAT, £3.50 for the stake and £42.42 including VAT for the tree. The tree will be planted on University of Buckingham grounds, near the river. The Committee approved the tree and plaque.

The tree planting ceremony will be at 11 am on 24 July 2018. The Vice Chancellor of the University, Sir Anthony Seldon, will attend and Committee members are invited.

Summer Social

A small working group comprised of Martin Paul, Steve Heywood and Roger Edwards, is preparing the summer social and celebration of the 20th Anniversary. They will meet with Paul Radcliff, one of the founding members.

The catering is sorted. Roger Edwards is dealing with publicity.

The Committee discussed whether to have a sing along. The Singing Group has offered to sing. No decision was taken.

Keeping it Legal

The Third Age Trust held a workshop on legal aspects of U3A. Insurance is important and paying expenses of groups or the Association through the Association's bank account makes it clear that an activity is a U3A activity and covered by the global insurance policy.

Generally group activities are covered by the global insurance policy. Children should not go on walks organised by a group but dogs are OK. **Non-members are not covered on trips and outings and should not go on them.**

The new General Data Protection Regulation was included in the Workshop. The Association treats its relationship with its members as a contract. Members have a contract to be provided with the U3A newsletter and access to groups and group activities. Therefore, they have to give the Association their personal data and the Association must respect their data. There is no need to obtain the consent of members because the Association needs the data to fulfill the contract.

The Association has set up a system, using Roundcube, that complies with the GDPR and it cannot be held responsible if members do not use it.

The Workshop discussed risk assessments and safeguarding members. The Association's guidelines for group co-ordinators guidance should cover this and should be checked that it does. There is a February 2016 draft but it was never finalised. Steve Heywood will review and update it with Paddy Collins.

The Committee discussed membership cards. Renewal notices are sent to 800 members by e-mail and to 98 by post. The Committee agreed to continue to send renewal notices by post, in July when the new bank account is open.

The Committee decided to send one reminder with a deadline to pay. If the deadline is not met, the membership will lapse.

Speaker Secretary's Report

Linda Beazley presented a list of speakers for the year.

The speaker at the May meeting will be Mike Haynes on the struggle for the vote and was it worth it. The teas are organized.

Linda will encourage speakers to use power point as that helps members who have difficulty hearing.

The meeting hall has an induction loop system. The past problem with its use has been solved.

The microphone is working but must be used properly. It is not very old. Speakers should be informed as to how it works and should check that it is turned on before the caretaker leaves.

Membership Secretary's Report

The Membership Secretary reported that the Association has 879 current members. He has carried out an annual clear out of non-payers and removed 58 past members who have not paid for four years.

Next meeting to be held on Monday 25 June 2018 at 10 am in the Council Chambers at the Buckingham Community Centre.

Charity No. 1071631

Charity No. 1177534 (CIO)