

EMS VALLEY U3A - COMMITTEE MEETING

TUESDAY 16th July 2024 – MOUNTFORD 3 E.C.C.

Those present:

Tim Mathews (Chairman & Webmaster), Rod Lipscombe (Vice-chairman),
Dbee Robinson (Business Secretary), Ann Sims (Groups Coordinator), Hilary Street (Treasurer),
Sue Kent (Membership Secretary), Liz Rosoman (Minutes Secretary), Ronnie Tyler

- 1 **Apologies:** Karen Rodger and Margaret Melhuish
- 2 **Minutes and Matters arising:** The minutes had been read and were agreed.
- 3 **Business Secretary's Report:**
 - 3.1 Tim proposed a vote of thanks for the huge amount of admin and organisational work that Dbee has completed.
 - 3.2 **Constitution** – Names only on Website (signatures removed)
 - 3.3 **Post AGM + Requirements** (YET TO DO)
 - 3.4 Complete Charity Commission Return with Treasurer within 10 months of the end of our financial year (= January & only possible after Treasurer accounts are audited)
www.gov.uk/government/organisations/charity-commission
 - 3.5 Document list - Updated with date accepted and if public. (2 sent for review)
ev_u3a_com_19_rev_6 Equality_Diversity_and_Inclusion_Policy - > update and approve
ev_u3a_com_22_rev_4 - Ems Valley u3a Safeguarding Policy and Procedure - > update and approve
ev_u3a_com_32 Financial Policy -> awaiting final draft from Hilary AND APPROVE
 - 3.6 **Contingency Planning** - updated
 - 3.7 **Policies** on the Charity Commission website updated (2 to do)
 - a Bullying and harassment policy and procedures = **No** on Charity Commission
 - b Our *ev_u3a_com_19_rev_6 Equality_Diversity_and_Inclusion_Policy* has had bullying added. Dbee to update commission to **Yes**
 - c Engaging external speakers at charity events policy and procedures - await **Rod to create simple guidelines for this task.**
 - 3.8 **Risk form.** Use each form generically. 'Add additional risks' for changeable situations such as changing situations in groups. or groups that meet in different locations. Add "I have identified the following additional risks with this activity"
 - 3.9 **Dbee to update Risk Assessment Policy and procedure** for all
 - 3.10 Dbee has created a Document management procedure to ensure all documents are consistent and include numbering, retention times and disposal information, etc. Sent to committee
- 4 **Treasurer's Report**
 - 4.1 BUDGET MONITOR TO 30 JUNE 2024 – A budget monitoring report to the end of June 2024 is attached. There are no significant variances to report, which is to be expected at this early stage in the financial year.
 - a The budget has been compiled with a fairly cautious approach and the surplus for the year could be higher than currently indicated.

4.2 FINANCE POLICY – A revised draft finance policy, emailed to committee members earlier this month, is attached. This version incorporates the policies on reserves and investments, already approved by the committee.

- a Changes to the original u3a proforma policy are shown in colour and bold, with the latest additions in orange, to show where changes have been made. Any comments are welcome.

4.3 BANK SIGNATORIES

- a Rod Lipscombe and Dbee Robinson have been added as signatories to the bank mandate. We now have four signatories, which gives us more resilience in terms of managing our finances.
- b Tim suggested a floor limit of £500 for the treasurer to pay out and anything above this needs a procedure. **Hilary to look into how this would be done.**

5 Membership Report

5.1 There are currently 511 members.

5.2 The June meeting was attended by 94 members.

5.3 Direct debit payment was discussed again. PayPal and Go Cardless were mentioned. Dbee suggested listing the pros and cons for each. **Tim to revisit and produce a revised report for discussion at September meeting. Hilary to look into setting up PayPal.**

6 Groups Report:

6.1 Nothing new to report

7 Website

7.1 Tim was very pleased to announce that Ronnie is now on board as backup. Tim will produce a help sheet for group leaders to aid them in updating their group web pages. Rod suggested that a link and information about the website be included in Alan's monthly newsletter.

7.2 **Tim to start the Christmas Lunch Group** from September.

8 BEACON: Nothing new to report.

9 Monthly Meeting

9.1 June speaker – Peter Smith – The Plight of the Bumblebee went down very well. After tea, Abi from Home Instead was also well received.

9.2 Next meeting – Wayne Newton has confirmed.

9.3 Rod reported that speakers for all 2025 dates are now booked.

9.4 **Rod to speak to Alan about including a report about the previous month's speaker in the monthly newsletter** and promoting the website.

10 AOB

10.1 Tim proposed Ronnie as a new committee member, Dbee seconded, and all the committee voted in favour.

10.2 Dbee mentioned risk forms. Use each form generically with 'Add additional risks' for changeable situations e.g. for walkers and cycling groups or groups that meet in different locations add 'I have identified the following additional risks with this activity'. **Dbee to send to Ann for finalising.**

11 Meeting closed at 10.45 am.

