

EMS VALLEY U3A - COMMITTEE MEETING

TUESDAY 15th October 2024 – MOUNTFORD 3 E.C.C.

Those present:

Tim Mathews (Chairman & Webmaster), Dbee Robinson (Business Secretary),
Ann Sims (Groups Coordinator), Hilary Street (Treasurer), Sue Kent (Membership Secretary),
Liz Rosoman (Minutes Secretary), Ronnie Tyler, Margaret Melhuish

- 1 **Apologies:** Rodd Lipscombe, Karen Rodger
- 2 **Minutes and Matters arising:** the minutes had been read and were agreed. It was decided that the draft minutes will be saved on Google Drive by Liz for the committee to proofread and send corrections/amendments before the following meeting.
- 3 **Business Secretary's Report:**
 - 3.1 Post AGM + Requirements (YET TO DO)
 - 3.2 Complete Charity Commission Return with Treasurer within 10 months of the end of our financial year (= January) and only possible after the Treasurer's accounts have been audited. WWW.Gov.UK/Organisations/Charity-Commission
Action when possible - Dbee to update, when possible, with help from Treasurer.
 - 3.3 Documents awaiting approval, change or reject. When completed, set folder to read only.
 - 3.4 **Action Dbee: Ensure risk forms updated to include emergency number for venues.**
 - 3.5 **Action Dbee and Tim: Change document folder to read only when all documents approved.**
 - 3.6 **Action ALL Committee - Reminder and enquire how all are getting on with reviewing all documents.**
 - a Once a committee member has completed review of all documents, Dbee to update list with any changes, rejection or approval of each document.
 - b Action completed by - Sue, Ann, Karen
 - 3.7 **Action dbee to update changes as described by committee so far**
 - 3.8 Copyright and licensing
 - a MPLC umbrella licence = legal use of DVD/Blueray media or downloads within all u3a groups. This is included in our membership and allows u3a group members to show all MPLC films for educational and entertainment purposes.
NOTE - The cost of the MPLC Umbrella Licence is included in Third Age Trust membership. It is automatically renewed by the Trust on an annual basis.
 - b CLA Licence allows the copying and re-use of extracts from digital and print books, magazines, journals and websites for educational and teaching purposes.
 - c CLA stipulates that copies must not exceed one chapter of a book, one article from a publication, one short story or poem from an anthology, or one case report from a published report of judicial proceedings, or 5% of the total, whichever is greater. For digital material, copying must be limited to extracts that are equivalent to these limits.

- d Action complete Dbee and Hilary - Purchased and certificate requested and received. Renewal not automatic therefore added to business secretary's report date template.

3.9 NOT COVERED by the above licensing are:

- a maps and charts – consult the Ordnance Survey or Google maps or other source for the necessary permissions.
- b newspapers – consult the Newspaper Licensing Agency for the necessary licence.
- c printed sheet music including lyrics – see choir licence below

3.10 Amateur choir licence – allows members of the choir to make photocopies of a certain number of works. **Action Committee question - DO WE NEED THIS? – NO.**

3.11 PPL PRS – to legally play music through the radio, TV, other digital devices and during live performances. **Action Committee question - DO WE NEED THIS? – NO.**

3.12 REMINDER - Committee members need to approve documents emailed previously for next meeting.

4 Treasurer's Report:

**4.1 Budget monitoring report for 2024-25
Report to end of September 2024**

4.2 INCOME

- a Income from subscriptions, at £13,000, has exceeded the forecast budget for the year. A further £75 has been received in October.
- b The gift aid claim has been submitted, but not yet received.
- c Interest on balances is higher than the cautious estimate for the year and should increase further over the next six months. However, interest rates are more likely to go down than up over the remainder of the year.

4.3 EXPENDITURE

- a Expenditure on hall rents at the end of September was less than half the annual budget, but this is mainly due to late invoicing by hall providers. The projected cost to the end of the year is slightly higher than the initial budget, due to new groups starting up.
- b The budget for sundries has been increased to take account of the CLA licence fee. There is a saving from the unused budget for u3a Day activities.
- c Expenditure on speakers was less than the budget for the six months to September. However, charges made by speakers can vary widely, so the forecast for the year has not been changed.

4.4 FORECAST FOR THE YEAR

- a A surplus of £570 is currently forecast for this year, £470 more than in the original budget. This is mainly due to new memberships. However, these could bring with them additional costs that haven't been budgeted for.
- b Deposits for the Christmas lunch have not been included in this monitor, as this income is ring-fenced, and the event should be self-financing. Any balance will be reported in the December monitoring report

4.5 Hilary has started GoCardless set up process. Tim to mention at monthly meeting.

5 Membership Report:

5.1 There are currently 522 members.

5.2 The September meeting had average attendance.

6 Groups Report:

6.1 A Bridge group has been suggested with 40 members showing an interest and 5 members willing to provide instruction. A meeting to discuss the way forward has been arranged for Wednesday 6th November at 10.45 am.

6.2 As Ann is retiring at the next AGM recruitment of a new Groups Co-ordinator needs to begin. Tim to mention at monthly meeting and to be included in newsletter.

7 Website: Nothing new to report.

8 BEACON:

8.1 No report due to Karen's absence.

9 Monthly Meeting:

9.1 Emergency contact number needed for EBC – Tim to obtain.

9.2 September speaker – was okay.

9.3 Next meeting – English Inn Signs.

9.4 Tea – Ancient Roman History group, Richard Galloway – Tim to check.

9.5 After tea – Tim to check with Jacky that she is available to speak about the Twinning Association.

10 AOB

10.1 Christmas Lunch – 84 members signed up and all paid, bar one. All menu choices done, cut-off date for submission to college is 21/10. Cheque for £1260 has been signed ready to send off.

10.2 Risk assessment training – **Action – Ann to ask group leaders if they would like this.**

10.3 St John's Ambulance First Aid Awareness session booked for 09/01/25 from 12.30 to set up running from 1 pm to 3 pm. Advance notice of numbers to be requested by Tim.

10.4 Tim advised that Groups Coordinator paperwork should be kept from 2020 onwards in readiness for handover when Ann steps down.

10.5 REMINDER: New Members Coffee Morning – Wednesday 23rd October starting at 11.00 am to 12.00 noon in Mountford 3. We can gain access from 10.45 am.

11 Meeting closed at 10.55 am.

12 Next Meeting: Tuesday 19th November 2024 (every 3rd Tuesday)

Apologies: Tim Mathews – Rod to chair meeting

