

EMS VALLEY U3A - COMMITTEE MEETING

TUESDAY 21st January 2025 – MOUNTFORD 3 E.C.C.

Those present:

Tim Matthews (Chairman), Rod Lipscombe (Vice Chairman), Ann Sims (Groups Co-ordinator), Dbee Robinson (Business Secretary), Hilary Street (Treasurer), Karen Rodger (Beacon Administrator), Liz Rosoman (Minutes Secretary), Margaret Melhuish

1 Apologies: Sue Kent

2 Minutes and Matters arising: the minutes had been read and were agreed.

2.1 Karen had contacted St James's Church Hall and Westbourne village hall only regarding PPL and PRS; this is work in progress.

3 Business Secretary's Report:

3.1 Documents for discussion

a *ev_u3a_com_17_Contingency_Plan_for_Ems_Valley_u3a*

Review required after Ronnie exit and Ann leaving

b **Action Dbee:** Collate information emailed from other committee members as to *Benefits from being on the committee*. This to then be sent to Alan Borrow for the newsletter.

c *T_u3a_com_32_Financial_Policy rev 3.3 (GoCardless)*

Action Dbee: - Update document list and save to works drive

d *T_u3a_com_024_data_protection rev 6.4* (update from Ann and Karen)

Action Dbee: Check email from Tim and update accordingly

e All other documents to be reviewed by Feb Committee meeting

Action Dbee:- Continue to review documentation

(All reviewed apart from risk assessments - Aim to complete by Feb)

3.2 How and where to view Christmas lunch emails: Christmas@emsvalleyu3a.org (Beacon or personal email address)

Action Dbee: Test email address as to which email account it is saved to

3.3 3. AOB

a Charity Commission Annual Return - Submitted 20th Dec 2024

b Christmas lunch 2024 - Received well - Excellent service and value for money>
(Report sent to Alan Borrow for Jan Newsletter)

c Christmas lunch 4th Dec 2025 at 11:45 - Confirmed Booked for 90 people

d Phone SIM card scam

Action Dbee: Write a report and email to Alan Borrow for newsletter

4 Treasurer's Report:

4.1 GoCardless.com

At the time of writing, 311 members, (59%), have signed up to pay by direct debit. A link to enable remaining members to sign up will be included in the membership renewal email to be sent out by the Membership Secretary before the end of the financial year.

4.2 FINAL ACCOUNTS FOR 2023-24

The 2023-24 accounts have been signed off by Richard Galloway.

4.3 BUDGET MONITORING REPORT FOR 2024-25

Report to end of December 2024

a INCOME

Income from subscriptions, at £13,190, has exceeded the forecast budget for the year.

The gift aid claim has been submitted, but not yet reimbursed. National Office have reported that HMRC have previously refused to pay some claims, on the basis that membership payments provide direct benefits to members, but I have not received any communication from HMRC regarding our claim, so it could still be paid. The budget monitoring report (attached) shows the impact on this year's finances if the claim is refused.

Interest received 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.

Donations include underfunded overpayments, where members have not responded to requests for account details to make a repayment and a commission payment of £584.82 from Riviera travel, generated by a member mentioning us when making a holiday booking.

b EXPENDITURE

Expenditure on hall rents at the end of September was broadly in line with the profiled budget, but projected expenditure to the end of the year is higher than the initial budget, due to the establishment of new groups since the start of the year.

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.

Expenditure on speakers was less than the budget for the nine months to September. However, charges made by speakers can vary widely, so the forecast for the year has not been changed.

The Christmas lunch account was in balance by the end of December.

c FORECAST FOR THE YEAR

The revised forecast for this financial year is a surplus of £990 or a deficit of £1,510, depending on whether the gift aid claim is approved.

5 Membership Report:

5.1 There are currently 525 members.

5.2 The November meeting was attended by 104 members.

6 Groups Report:

6.1 We have 53 Groups

6.2 There is a second Beginners Bridge Group, started in December, Leader Nigel Miller.

- 6.3** Roman History Group has closed; Richard Galloway stepped down as Leader due to ill-health, and no-one else came forward to take over.
- 6.4** Two Groups have changed Leaders:
- a Tricia Davies stepped down from Bridge and Anne Milne has taken over.
 - b Nigel Miller has stepped back - hopefully temporarily - from Board Games, and Gail Wynne-Jones has taken over until summer at least.

7 Website:

- 7.1** Tim has been updating and will continue to do so with the Calendar and New Groups needing updates.

8 BEACON:

- 8.1** Nothing to report.

9 Monthly Meeting:

- 9.1** November speaker was well received.
- 9.2** Next meeting – Steve Tonkin – 10 ways The Universe Will Kill You.
- 9.3** Tea – Mahjong
- 9.4** After tea – Yvonne Watkins
- 9.5** Rod mentioned that the tea rota was short of volunteers so Tim will ask TRUGs to do February, Karen's Family History group will do March and Dbee's Art group will do April. Margaret to ask the Craft Group to do May.

10 AOB

- 10.1** It is a requirement to find a suitable person to inspect the accounts for next year, a request to be made at the AGM. Don Kent may be approached.
- 10.2** Christmas lunch was well received. This year's has been booked on 4th December.
- 10.3** Dbee reported that she had nearly been taken in by a phone scam and it was suggested that this be mentioned in the monthly newsletter. Also suggested was to have a redo of the Scam busters talk in an after-tea slot. Ann said that Havant were having a talk about scams by the local Constabulary and offered to find out a contact to pass on to Rod.
- 10.4** Date for new members coffee morning will be Friday 4th April 11.00 am to 12 noon, confirmed by Ann to be held in the Lumley Room. Tim requested to contact TRUGs to serve refreshments.
- 10.5** Group Leaders Social Friday 21st March 6.30 pm to 8.00 pm, booking confirmed by Ann.
- 10.6** Rod will be away 6-17th Feb but will confirm arrangements for February speaker. He gave his apologies for the Christmas lunch.
- 10.7** Tim proposed that pens be ordered with our u3a details; it was decided that this be put on hold for now.
- 10.8** Margaret informed the Committee that she will need to give up in the coming months due to pressure of other commitments. It was decided that a drive to recruit new committee members was needed and the suggestion was made that committee members write a line or two for inclusion in the monthly newsletter saying what we have got out of being on the committee, hopefully to encourage new members joining.

11 Meeting closed at 10.47 am.

12 Next Meeting: Tuesday 18 March 2025 (every 3rd Tuesday)

Budget Monitoring Report

	Budget	Budget to end 3rd qtr	Actual to 31.12.24	Difference between budget and actual for 3rd quarter	Revised forecast for year	Difference between forecast and original budget	Notes
	£	£	£	£	£	£	
Income							
Subscriptions	12,800	9,600	13,190	3,590	13,200	400	
Gift Aid	2,500	2,500	0	-2,500	0	-2,500	Claim submitted, but no information rec'd from HMRC yet
Interest	100	75	258	183	320	220	Cautious estimate
Donations			648	648	650	650	Unclaimed overpayments & Riviera Travel commission
Total	15,400	12,175	14,096	1,921	14,170	-1,230	
Expenses							
Hall Rents	10,000	7,500	7,335	-165	10,500	500	New groups started this year, plus some rent increases
Speakers	1,000	750	639	-111	1,000	0	
Office Expenses	50	38	15	-22	50	0	
Member Subscription	2,100	2,100	2,040	-60	2,100	0	Charge based on estimated numbers, could change
Magazine	1,100	1,100	1,075	-25	1,100	0	As above
Refreshments	300	225	78	-147	300	0	Largest expenditure (social) is later in year
Sundries	50	38	66	29	80	30	CLA licence missed from budget
Beacon	550	550	535	-15	550	0	Charge based on estimated numbers, could change
U3A Day	150	150	0	-150	0	-150	This has passed with no activities
Total	15,300	12,450	11,784	-666	15,680	380	
Net surplus / -deficit	100	-275	2,312	2,587	-1,510	-1,610	<i>Includes pessimistic assumption re Gift Aid claim</i>
Surplus / -deficit if Git Aid approved					990		