# Hu3a Trustees Meeting 4

Date | time Thurs 17th June 2021@ 12 noon Location zoom

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| Meeting called by | Lesley Metcalfe |
| Type of meeting | Committee meeting |
| Secretary | Barbara Lavender |
| Minutes | Lesley Metcalfe |
| Zoom manager | Peter Tatam |

Link to article in the Suffolk News : | **Attendees** (Apologies received): ~~David Campos~~, ~~Caroline Choat~~, Wendy Foster, Barbara Lavender, Lesley Metcalfe, ~~Dilwyn Roberts~~, Gerry Sexton, Peter Tatam, ~~Mark Pollington~~**Documents attached**: [Please read]Minutes of last meeting, Minutes of this meeting inc doc submitted for this meeting, Finance Policy Template, Committee Roles doc for comment. |
| https://www.suffolknews.co.uk/haverhill/news/group-is-back-with-a-bang-9203234/ | Web [https:/www.haverhillu3a.com](https://www.haverhillu3a.com) |

## Minutes of this meeting: Approved as correct on 16th July 2021 Text, letter  Description automatically generatedChair

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| Decisions and notices | Action |  by …  |
| 1 | Minutes of previous meeting all present approved as correct.According to our constitution of 2020:The minimum number of trustees required on the committee is 5. We currently have 9 (or 10 if Laura is included). Quorum = 1/3 of committee or 3 trustees whichever is greater. Thus, our quorum = 3.Members present today = 5 | Sign and send to secretary for storage and load onto website. | Lesley |
| 2 | All trustees have now been set up with the Beacon access they need with Barbara as the site administrator.All trustees have agreed to share email and telephone numbers, so that we are all being copied into discussions occurring outside the meeting via email. This means we are all well informed and meetings can be kept short – mainly decisions and voting only needed. | n/a | n/a |
| 3 | We could not be sure that everyone had seen the latest version of the Committee Role doc.Mark has been successfully set up as deputy treasurer with the same access as Dilwyn.Lesley has still to complete the forms to allow her to act as a formal signatory. Documents supplied by the Treasurers have been appended to this document.The new, updated membership form is now in use and is on the website.Peter has been working on producing the Risk Assessment policy doc. and has accepted the responsibility going forward of producing assessments as required for our meetings. | Committee Role doc. to be circulated to all Trustees to approve as final. Then to be loaded onto the website.Complete forms for LloydsTreasurer needs to update the finance policy submitted to include a rational for the value of funds to be maintained as a reserve. The u3a gives the formula to be applied.Continue to liaise with Events over risk assessments of planned meetings. | LesleyLesleyDilwyn/MarkPeter |
| 4 | It was decided **not** to take a stall as part of Haverhill Day as Sunday, July 4th was too soon this year.We decided to aim to take a stall as part of the HAC Sign-up Day which is on Saturday July 17thIt was agreed that we would update and reuse the 25th Anniversary Booklets for this event, purchase two feather banners at approx. £150 and seek volunteers to man the stall on the day.Before this date, we agreed that some sort of meeting should be arranged for all interest group leaders (or those aspiring) to meet the committee/chair, ideally face to face, to gauge the mood and needs of members for restarting in the light of current restrictions. It was felt paramount that we respond to the wishes of our members. But also, any promotional event such as the HAC sign-up day should contain contributions from the groups we are promoting.Good progress is being made on the arrangements for the Open Day in September but it is proving difficult to pin-down the costs.Wendy has done really well booking speakers up to the end of the year, planning on the last Tuesday of each month at HAC. | Email all group leaders and invite them to either a garden event at the chair’s house or a zoom meeting. Decide on a time and date towards the end of June or beginning of July.Current restrictions allow up to 30 to meet outdoors. | EventsPeter/Lesley |
| 5 | Budget for Publicity. It was agreed that it would be very useful for the treasurers to help us produce a budget under the category of Publicity. There have been several minor expenses that have been approved one at a time but with the current level of enthusiasm and uncertain future we suggest a meeting to focus on our spending. It was acknowledged that Dilwyn has been instrumental in creating our current healthy financial situation and that his advice in setting a budget would be invaluable. | Care to minimize expenses until next meeting, but to try and evaluate expectations and needs.Also, prepare next time to discuss setting up an asset register as we obtain reusable items. | All |
| 6 | Gerry is continuing to train Barbara and Caroline on the use of website. We have had a slow but steady increase of membership requests and one that stated they had seen us featured in the Suffolk News. | See link at top of this page. | All |
| 7 | Peter will obtain feedback from group leaders over plans for July restart as he invites them to meet the Chair. |  | Peter |
| 8 | We have some articles from members responding to the u3a call for ‘Do you remember this?’, memories and reminiscinces.Gerry volunteered to devote a page of the website to this material and add to it with recorded interviews with willing members. | Pass all articles to Gerry.Decide how best to record interviews with members.Prepare website presentation. | BarbaraPublicity Gerry |
| 9 | Although it would be ideal to have these meetings on the same day each month, we have not yet found a time and day that would suit us all. Thursday has not suited Mark, and Barbara prefers the third week of the month. Next month we will try Tuesday 14th July. Our constitution recommends that we give ourselves at least a week’s notice of a meeting to prepare. So, it would be useful going forward if everyone could let me know asap if we/they cannot make this date. I need to assess whether we are quorate and ideally have representation from each of our sub-committees. | Next meeting Tuesday 14th July at 12 noon on zoom. | All |

# Documents from Treasurer:

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| **Monthly report** | **May** |  | **Projections** |  |  |  |  |  |  |  |  |
| Current Account |   |  |  |  |  |  |  |  |  |  |  |
| **Opening balance** | 689.96 |  | **Income** | June | July | August | September | October | November | December | Totals |
| **Income** | 0 |  | Subscriptions | 25 | 0 | 2000 | 2166 | 200 | 30 | 30 | 4451 |
| **Expenditure** | 28.78 |  |   |   |   |   |   |   |   |   |   |
| **Closing Balance** | 661.18 |  |   |   |   |   |   |   |   |   |   |
|  |   |  | **Total** | 25 | 0 | 2000 | 2166 | 200 | 30 | 30 | 4451 |
| **Reserve Account** | 8502.23 |  |  |  |  |  |  |  |  |  |  |
|  |   |  | **Expenditure** | June | July | August | September | October | November | December | Totals |
| **Total at bank** | 9163.41 |  | Zoom Fee | 14.99 | 14.99 | 14.99 | 14.99 | 14.99 | 14.99 | 14.99 | 104.93 |
|   |   |  | Web costs | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 70 |
| **Income** |   |  | Speakers Fee | 50 | 50 | 50 | 80 | 80 | 80 | 80 | 470 |
|   |   |  | Hall hire |   |   | 100 | 150 | 150 | 150 | 200 | 750 |
|   |   |  | Printing & Stationery | 50 | 150 | 230 | 50 | 50 | 100 | 100 | 730 |
|   |   |  | Open Day |   |   |   | 250 |   |   |   | 250 |
|   |   |  | Sundries | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 70 |
|   |   |  | SADN |   |   |   |   |   |   |   | 0 |
| Total income | 0 |  | U3A membership | 1400 |   |   |   |   |   |   | 1400 |
| **Expenditure** |   |  | Beacon Subscription |   |   |   |   |   |   |   | 0 |
| Zoom Fee \* 2 | 28.78 |  | TAM subscription |   |   |   |   |   |   |   | 0 |
|   |   |  | **Total** | 1535 | 234.99 | 414.99 | 564.99 | 314.99 | 364.99 | 414.99 | 3844.93 |
|   |   |  |  |  |  |  |  |  |  |  |  |
|   |   |  | **Projected Balance** | **7653.4** | **8928.4** | **10748.42** | **10764.42** | **9048.42** | **8828.42** | **8778.42** |  |
| Total Expenditure | 28.78 |  |  |  |  |  |  |  |  |  |  |

**Asset Register.**

We do not keep an asset register. If we keep an asset register, we are required to report the value in the account and the depreciation year on year.

The only items we own are some bridge tables, which are way past their best and of no value.

25th anniversary banner – This was made for a one-off event and therefore of no commercial value.

The first aid kits are consumables and are coming up for replacement in the next year or so.

**Haverhill and District U3A Finance Policy**

**Introduction**

**Purpose**

All charities are required to determine their “internal Controls” for running the charity, one of these being the Financial Controls, or Finance Policy. A Finance Policy may simply be a documentation of the current unwritten procedures of a U3A, from which a more detailed policy may evolve.

**Trustee’s financial responsibilities**

The trustees of the Haverhill and district U3A are responsible for:

* Safeguarding the assets of the charity
* Identifying and managing the risk of loss, waste, theft or fraud
* Ensuring the financial reporting is robust and of sufficient quality
* Keeping financial records in accordance with the governing document and relevant legislation (e.g. Charities Acts, Companies Acts etc.).
* Preparing Annual Accounts in accordance with the governing document and relevant legislation.
* The accounts should show a true and fair view of the state of affairs of the U3A. Trustees are jointly responsible for keeping full financial records. These include those of the U3A and the interest groups, sub-groups etc., where appropriate. To enable the trustees to carry out these responsibilities, the financial procedures detailed below will be followed.
* A copy of this policy should be given to all trustees on their election/appointment to the committee and made available to members on the web site.
* The policy will be kept under review and revised as necessary.

**Banking & Bank accounts**

* All bank accounts are to be in the name of Haverhill & District U3A and operated by the trustees.
* New account may only be opened by a decision of the trustees, which must be minuted.
* Changes to the bank mandate may only be made by a decision of the trustees, which must be minuted.
* The authorised signatories are the Chair person, Secretary, Treasurer & Vice Treasurer.
* All cheques/ electronic transfers must be signed by two signatories.
* The signatories are responsible for examining the payment documentation (purchase invoices etc.) prior to signing the cheque or authorising a bank transfer.
* All bank statements must be sent to the Treasurer directly.
* Blank cheques will never be issued.
* Blank cheques never be signed by one signatory for a second to complete later.
* Wherever possible two people should be involved in counting cash receipts. Cash receipts should be accompanied by a receipt system with the collector keeping one copy and the treasurer the second.

**Online banking**

Where online operation of the bank accounts is in place only trustees approved by the committee will have access to this facility. The security of the online system is in line with the arrangements offered by Lloyds Bank and in accordance with the mandated approval limits

**Payment Authorisation**

Only the committee can authorise spend. No payments can be made without the committee’s approval.

**Membership of multiple U3A branches**

There is no limit to the number of branches a member may join. The Haverhill & District branch does not operate a multi membership discount.

# Documents from Events Committee:

**Notes from HAC meeting 14th June 2021**

with Barbara Lavender and Wendy Foster with Nick, who was absolutely brilliant with helpful suggestions. Mary and Ben were not there.

**Open Day 28th September.**

The HAC is going to close for the morning so the u3a will be the sole user.

A one-way system will be in operation and the enrolment will be in the cafe.

We can use the landing upstairs to put a plan of the group tables BUT we must ensure that we do not cause a blockage on the stairs. A suggestion is to stagger entry.

Upstairs the HAC will set out the tables to our requirements and the coffee and tea will be at the front of the hall. This leaves space in the bar for a few tables, maybe the party booking and the Christmas lunch booking.

Times are 9am in, although if we are a bit early that will not be a problem, and 12.30 out.

If we have the plan and the labels for the tables ready in advance HAC will set them all out for us.

U3a needs to do a risk assessment for the hall, fire exits, assisting less-mobile people etc.

HAC happy for Mayor to use the stage to do a short intro speech, Caroline is expecting the Haverhill Echo to be there too so we should get good publicity for the u3a.

Barbara and I hope to have another meeting with HAC nearer the Open Day with Caroline attending also.

**Christmas Party**

HAC would like to quote for the meal.

If an outside caterer is used HAC will charge for use of the kitchen.

Plated meals will be served as this worked better than a “take tables in rotation”

Plates, glasses, cutlery etc will all be supplied by HAC (Mel Bassett)

Again, a risk assessment will have to be done for the hall. Nick will advise.

The stage may be used a few days before the party for rehearsals. (Liaise with Nick)

The hall will be available from 8.30am if we require it and we can leave up to 1.30pm.

There is no panto that early in December so not problem.

As far as I was concerned we had a very positive meeting.

Again, another meeting required before the party.