Minutes of Executive Committee Meeting  
1st September 2016 at 10.30 am at the Friends Meeting House, Marlborough

Present:  
Peter Noble  Chairman & Groups Co-ordinator  
Graham Barnes  Vice-Chairman & e-Bulletin Editor  
Cate Mitchell  Honorary Treasurer  
Jane Nicholson  Social Co-ordinator  
Sarah Foxall  Membership Secretary  
David Hammond  Magazine Editor  
John Martin  Honorary Secretary  
Jenny Oakshott  Publicity / Speaker Sec.  
Rob Mitchenall  Contact for Charity Commissioners  
Nick Swan  
Sue Pearce  Publicity / Speaker Sec  
Jan Lillywhite  Guest

Apologies: None

1. Minutes / Actions of Executive Committee Meeting held in the September 2015
   The minutes for the June meeting were agreed. There were no points arising.
   A welcome was given to Jan Lillywhite as a guest at the meeting.

2. Reports and Correspondence - see reports attached.
   Points arising from the reports included:
   - Speakers are arranged for all T&T events except June, which just need to be finalised
   - There are 43 outstanding membership renewals as of the date of the meeting
   - There are now 64 groups in U3A in Kennet.
   - Membership sub-committee meeting is to be arranged, in part to help facilitate hand over by Sarah to Nick, arrange Beacon adoption and consider scope for “retired” members. – see below
   - A future speaker suggested by Jane. His name is Len Street who was involved in setting up the U3A in the UK at its outset. She will pass contact details to Jenny.
   - Rob advised that the Trustees report will be finalised immediately after the September Committee meeting.
   - It was confirmed that any items purchased through shared funding will, where appropriate, be included in the Asset Register. This is to protect the U3A in case a group folds and is a condition of the original application.
   - Diana Holdsworth, the South West Region Organiser / Trustee has been invited by Graham to our 2016 AGM. She will also be invited to lunch beforehand.
   - Graham has been invited by the Wiltshire Carers Association to attend another Roadshow in order to publicise U3A activities.
   - John to give short presentation at Hungerford U3A launch.
   - Peter advised he wished to stand down as Group Coordinator during 2016/17, as soon as a replacement is identified.
   - Roles on the committee need to be agreed following AGM. Significant changes in the members are expected following AGM as several are standing down.
   - John to send the Nomination form for the 2016 AGM elections to all committee members.
   - An issue was raised as to purpose of the Group Registers and when can they be deleted. Peter to confirm with U3A centre. One reason to keep them was to keep a record of those groups who pay into U3A accounts.
   - Jenny identified that going forward she only wanted to be the Speaker Secretary. Consequently, we
will likely require a new Publicity Secretary to be identified after the AGM.

**AGM Planning**

- Cate confirmed the 2015/16 Accounts have been signed off by our Auditor ahead of the November AGM.
- The revised Constitution will be published in the autumn magazine and placed on the web site to allow members to read before the AGM.
- 15% of membership is required to attend for a quorum.

**Constitution**

- It was agreed that approval of the revised and updated 2016 Constitution would be sought at the AGM, given that adoption would then be subject to approval by the Charity Commission.
- Rob to prepare a short article for magazine on the need for changes to our Constitution and the approach we are taking. It will explain why the changes are needed. He is also to review if an additional QA type document is required for the AGM as he will not be present.
- We will be described as “Marlborough and surrounding locality” in Section 3 of the Constitution. It was agreed we do not need to change our name from “U3A in Kennet”.
- The changes needed to the Constitution that require approval by the Charities Commissionaires are Section 3 Charitable Purposes, Section 17.i Alterations to the Constitution and Section 18.i Dissolution (clause numbers refer to the new constitution). These changes were proposed and seconded by Cate and Sarah and approved by the Committee Trustees. Rob to submit them to the Charity Commissionaires on-line.


- Feedback is sought from U3As as to future of the national U3A. Are any changes required from Kennet viewpoint? Any suggestions to John who will then send on to the U3A head office.
- John commented that networks in practice were more beneficial to the U3A in Kennet than the regions, there being much more dialogue with the likes of Pewsey.

6. **Beacon and U3AWeb**

- Nick gave a positive feedback update on Beacon.
- Cost of adoption likely to be 50p per member. It was agreed this was acceptable.
- Larger U3As already adopting Beacon (3000 plus members).
- Good feedback on Beacon was obtained by Cate at U3A August 2016 National Conference.
- A concern was expressed as to how any problems / risks associated with Beacon would be dealt with e.g. e-mails sent to Hotmail accounts were sometimes rejected. Nick indicated these would hopefully be resolved case by case through the users forum. *Should it be checked if there is a risk / mitigation register?*
- Nick indicated that Group details are not held on Beacon but could be added if required.
- Meeting of Membership Sub Committee to be arranged in September to plan the way ahead for adoption of the Beacon software.

**Criteria for Retired Members**

- It was proposed by Sarah that some retired members might continue to receive the magazine, attend T&T and Coffee Mornings for no annual membership fee. There were concerns though as to what criteria they should meet to be classed as a “retired” member.
- Consensus at the meeting was that we should not take this on, though a reduced rate might be appropriate. Nick has confirmed this would not be a problem for Beacon which can handle many different membership classes.
- Issue to be discussed further at the planned Membership sub Committee meeting.
- A suggested possibility is that Group Leaders are best placed to make recommendations should a member be considered for “retired” member status.

8. **Supported Funding Applications**

- It was agreed that the application by the French Group for £30 be approved.
- A concern was raised by Sarah regarding the uptake of the scheme. It has been low over the last
year. It was agreed that a message be placed in the magazine that the scheme is extended to October 2017 but then, if no significant increase in take up is demonstrated, it will likely be dropped from November 2017 onwards.

- It was suggested that a minimum amount for the funding be set, given there are concerns that certain items should really be the concern of the Group itself. *Agenda item included for November meeting*

**Funding Application to Wiltshire Council**

- John advised that he had made an application to Wiltshire Council on his own initiative for funding support for the Art History Group projector
- Concern was expressed by David that the U3A was not an appropriate organisation to apply for funding
- It was agreed that John would circulate the criteria and should an award be offered, the committee would review it merits and appropriateness for the U3A in Kennet to accept.

**Photographs for Publicity use**

- It was agreed that we should start to build up a collection of photographs on Dropbox that could be used to help publicize the U3A in Kennet. Where appropriate, permissions will be required to use photographs that clearly show individuals.

11. **Any Other Business**

- Thanks were expressed to all retiring Committee members for their inputs on the Committee. Peter will also mention in his Chairman’s address at the AGM.
- Committee meetings in future will start at 10am and finish at 12 noon.

**Date of Next Meeting**

*10.00 am Thursday 3rd November 2016 at the Friends’ Meeting House, Marlborough. Please note early starting time*

*Meeting to be followed by lunch for retiring Committee members (location TBC)*

*Refreshments Jenny*
<table>
<thead>
<tr>
<th>ID No</th>
<th>Main Actions <em>(by next meeting unless stated)</em></th>
<th>Action by</th>
</tr>
</thead>
<tbody>
<tr>
<td>210</td>
<td>List of publicity “flier” locations to be created. Committee members to advise Jenny where these are</td>
<td>Jenny / All</td>
</tr>
<tr>
<td>218</td>
<td>Organiser for “How 2” (2017) to be identified. Suggestions required</td>
<td>All</td>
</tr>
<tr>
<td>219</td>
<td>Committee roles to be reviewed at November meeting following AGM</td>
<td>All</td>
</tr>
<tr>
<td>220</td>
<td>Membership sub-committee meeting to be arranged before AGM, to help hand over from Sarah to Nick, to confirm plan for adopting Beacon and for considering further the concept of “retired members”</td>
<td>Sarah</td>
</tr>
<tr>
<td>221</td>
<td>If committee members have ideas for the future of the U3A at a National level send to John who will collate and send to U3A</td>
<td>All, John</td>
</tr>
<tr>
<td>222</td>
<td>Circulate criteria for applying for funding support from Wiltshire Council for a projector for Art History Group. Advise if application is successful so that committee can consider if it should be accepted.</td>
<td>John</td>
</tr>
<tr>
<td>223</td>
<td>Set up Dropbox file to store U3A photographs to be used for publicity.</td>
<td>John</td>
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Members Reports

Finance Report 2nd September 2016

The position at the bank is:
Statement as at 18th August 2016

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<td>Main account Lloyds</td>
<td>1,008.64</td>
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<tr>
<td>Main account CAF</td>
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<tr>
<td>Deposit Account CAF</td>
<td>10,244.64</td>
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<tr>
<td>Deposit Account Lloyds</td>
<td>4,100.74</td>
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<table>
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<th>No. 2 account</th>
<th>Being made up of:</th>
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<tr>
<td>Theatre Group</td>
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<tr>
<td>Wine Appreciation</td>
<td>649.67</td>
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<tr>
<td>Walking Group</td>
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<td>Card Group</td>
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<td>Painting Group</td>
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<td>Table Tennis 2</td>
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<tr>
<td>Human Science</td>
<td>151.00</td>
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<tr>
<td>Art History</td>
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<tr>
<td>Science &amp; Technology</td>
<td>160.00</td>
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<table>
<thead>
<tr>
<th>No. 3 account</th>
<th>Travel Group</th>
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</thead>
<tbody>
<tr>
<td>Bank Interest</td>
<td>1.66</td>
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Total subscription to date for this year is £5,076.50. Five people have paid into the CAF account this year.

We have received one application for grant from French 04. This is a repeat of the magazine subscription that we paid for before. Instinct says pay it. But as it a repeat it will be setting a precedent so a policy decision will be required.

My annual report and the accounts have been prepared and will be submitted separately to the Committee for approval.

Contact for Charity Commissioners

1. New Constitution: New Constitution developed based upon the Model Constitution for U3As in England and Wales, issued in 2012. Approved by the Executive Committee and to be proposed for adoption at the 2016 AGM, provided that the Objects have been approved by the Charity Commissioners. This approval of the Objects has been requested by The 3rd Age Trust on behalf of the individual U3As. Lin Jonas of the 3rd Age Trust is to advise on the progress of this approval.

2. Trustees Report: Completed in draft form and issued for comment by the Executive Committee. To be approved by this Executive Committee Meeting, possibly subject to completion of the financial figures for the full U3A (i.e. including groups accounts)

3. Asset Register: Complete with effect 31 July 2016 and copy attached. No specific issues but please do advise any changes.

4. Other: Review all the emails from the Charity Commissioners and pass on anything I consider of interest - but not those advising of yet another so called charity being investigated for "dodgy dealings"
Communications Report

1. Communications Sub Committee
The Communications Sub Committee met on 26th August. Minutes of meeting distributed.

2. Magazine
The Autumn 2016 magazine is due at the printers this week. Still sorting out changes to AGM paperwork. Draft material available to all committee members on Dropbox (Communications / Articles for magazine). Decision needed on whether to include new Constitution in full in magazine.

3. Website
Improvements continue to be made to website content and work is continuing to find a better way of presenting and maintaining the group information on the website. AGM material will be posted on website when approved. Generic emails now operational – no issues reported.

4. Communications Plan
Communications Plan will be updated for next meeting.

5. Responsibilities
Communications responsibilities to be decided by new Committee:

Graham Barnes will give up Magazine Composing when he becomes Chairman but will retain e-bulletin. David prepared to take this over and combine role with Magazine Editor. Sue Pearce is standing down from Magazine Editor. Publicity Role could be redefined (to include organising talks to outside organisations) and could be a role for a new committee member.

David Hammond 31 August 2016

U3A 2016 Annual Conference

The U3A Annual Conference was held at the campus of the University of Nottingham this August, an excellent venue that they have used before, conveniently located in the centre of the country. To represent the U3A in Kennet Graham Barnes, Cate Mitchell and John Martin attended over the three days of the event. It was an excellent opportunity to meet representatives from other U3As and to learn something about their differing approaches. There are now 1000 U3As in the UK and all do things slightly differently it seems.
A key focus this year was to investigate how the U3A is “Going Forward”, looking for ideas from its members about any future changes that members believe are needed. One of the major concerns seems to be about how National Office relates to individual U3As via the various regional organisations and whether this remains a suitable arrangement as the number of U3As progressively increases. It may be, of course, that member’s feel it is perfectly alright as it is? If you have any suggestions, please let us know and we will feed them back to the centre.

There were a number of useful and interesting sessions about different topics. Of particular note was one that helped members better understand how they could become involved in research, in particular, helping universities. A report entitled “Getting Involved in Research” is being developed for issue later this year. It will be published on the U3A website once it is finalised.

It was not all noses to the grindstone and on the first night we had entertainment from a U3A 12-piece guitar group singing many hits from yesteryear. In a subsequent talk, given by an invited speaker, we learnt a little about how music impacts on our wellbeing and this first night’s entertainment seemed to provide the perfect example. Perhaps Kennet might send its Ukulele Group next year?

John Martin