

MINUTES OF THE GROUP LEADERS' MEETING

21 March 2019
Village Hall, Countesthorpe

Present: Allen Donkin, Janet Easey, Shirley Frost, Andy Grant, Val Grant, Maud Greasley, Pat Hillyard, Barry Hillyard, Sheila Holmes, Liz Lockwood-Jones, Isobel McDonald, Theresa Morgan, Ian Paterson, Patsy Paterson, Janine Tibbles, Ruth Westley, Pam Whitehead, Ursula Wild, David Wild, Paula Wollaston, Pauline Woodward, Sue Wyllie, Jenny Mills and June Hawkins,

1 Apologies for Absence

Apologies were received from Jill Clayton, Joan Burn, Mikki Wild

2 Minutes of the Previous Meeting

Copies were available from the website, and distributed as required. These were agreed as a true record of the October 2018 meeting.

3 Matters Arising

Item 5: David Wild explained that with new systems now in place, it will be possible to opt out of receiving the Third Age Matters magazine in future. A return is required every two months by the Third Age Trust, and anyone declining the magazine should inform the Membership Secretary to ensure their wishes are reflected on this return. This option is now notified to members on the new membership form's second page.

4 Accounting Summary Requirements

- Sue Wyllie explained the form which was distributed to all GLs. This is required in order to facilitate the aggregated accounting returns now required by the Third Age Trust and the Charities Commission. Previously, we have not had collective records of all monies held by Group Leaders. Different groups operate in very different, though perfectly acceptable, ways according to their various activities. Most pass money directly to the treasurer, but may hold a small float – for change, or to pay minor expenses. Other groups pay for the venue directly from their income. Some groups (eg the three walking groups, Luncheon and Solo Sunday Lunch) involve no money at all.
- However, Sue requires completion of the form by ALL Group Leaders. Where no money is involved, a nil return must still be completed and signed by the GL.
- Questions about completion of the form were answered. The main issue was the recording of monies transferred to the Treasurer. On the form as distributed, this should be entered under 'Other' on the expenditure side, and "*Trans to Tr*" written in the 'Details' column. A revised form with an additional column will be devised and circulated to simplify this. For those that want it, an electronic version in will be provided.
- The **critical point** is that the 'BALANCE HELD AT 31 MARCH 2019' figure must be the cash sum held personally by the GL – eg the cash float, and include anything awaiting transfer.
- **The completed forms must be with Sue no later than the 9 April meeting.**
- After discussion a standard amount to claim for copies, notices, etc produced by GLs was agreed as follows:
 - 5p per side for ordinary black print on standard paper
 - 10p per side for black print with minimal colour (eg a heading) on standard paper
 - £1 per side for full colour printing on either heavy card or photo paper
- Claim forms should reflect these standard charges, and clearly indicate that there is no receipt as the copies were produced personally by the GL.

- Receipts for external printing and any other expenses are required as usual.
- Groups operating their own bank accounts are not required to complete the form.
- Sue will undertake to inform and advise GLs not present of the new requirements (see Apologies above, plus John Thacker, Jo Buswell, Mike Thompson, Liz Stewart, Alan Rooks and Pat Quinn)

5 Subscription Renewal Procedures

- June explained the reason behind the revised membership form, and stressed that ALL members are required to complete this for this year at least. This is to ensure fully updated data is available for when we begin using the new Beacon U3A Management System. This will start with the membership facility, and then extend to finance and other facilities as soon as is feasible.
- The Gift Aid form is now part of the membership form, and it is hoped to encourage more to sign up for this. David explained that we can claim back a sum equivalent to 25 per cent of each subscription payment, thereby increasing the U3A's income and helping to keep subscriptions at the current low level.
- It was stressed that members' subscriptions will NOT be accepted without a fully completed form. Cheques payable to "*Countesthorpe U3A*" are much preferred to cash.
- Supplies of the new forms were available at the meeting for GLs to distribute to their group members as required, and are available to download from the website or collect at the Treasurer's desk in the lobby at general meetings.
- It was stressed that, whilst help from GLs with the renewal process is both invaluable and very greatly appreciated, there is no compulsion for involvement if the GL does not wish to do this.
- Completed forms and cheques can also now be deposited in our U3A box at the Parish Office/Library. The requested SAE enables the Membership Secretary to post out the card and programme details to those using the post box. Otherwise these would have to be collected from the Membership Secretary at general meetings.
- David outlined the process to be followed at the April and May meetings – the usual three tables at the front of the hall. Liz Lockwood-Jones stressed the importance of having 3 people at each table, which would be particularly necessary with the addition of the form to be taken in as well.
- GLs who kindly volunteered to staff the tables were: Janine Tibbles, Shirley Frost, Pat Hillyard and Janet Easey. Briefings will be provided by the Membership Secretary.

6 News From the Groups

- There was no time for this regular feature of the meeting, so GLs were asked to email or telephone details of news about their groups for inclusion in the June issue of the Newsletter. Please contact June by email (jhawkins45@talktalk.net) or phone (0116 277 6330) before middle of May, to ensure that we have something of interest in the Newsletter!
- GLs were also reminded to inform June of changes to their group activities for inclusion in What's On and the website (by the first Tuesday of the month)

7 AOB

There was no other business

8 Date and time of next meeting:

October 2019 – with date and venue TBA