

**Minutes of Basingstoke - Old Basing U3A Committee Meeting held on
Tuesday 12 April 2016 at 34 Middle Mead, Hook**

Apologies received from: Liz Horner (LH) and Mel McMahon (MM)

Present: Alan Robinson (AR), Ian Stimpson (IS), Jim Elverson(JE), Marie White (MW), Harvey Wallace(HW), Vee Holliday(VH), Margaret Hawes(MH), Linda Wain(LW) and Barbara Robson(BR)

1. **Minutes of last meeting 18 January 2016:** These were agreed and signed by the Chairman
2. **Actions arising:** These were transferred to the current agenda.
3. **Finance report by the treasurer (IS):**

IS presented a financial statement that included figures for the end of March, estimate for the end of May and the original budget set for the current year. Looking at the start and finish bank figures for the end of May there is a £5,000 difference, which is a loss for the year. This is approximately £2000 more than the planned deficit.

There are outstanding invoices expected from Christ Church, Chineham in the region of £4,000 which are now 6 weeks late but have been accounted for. Also at St Leonard's Hall we have been undercharged for usage for several years, which they will require us to make good in the future. This will create a 100% increase phased over the next 3 years. Christ Church Chineham increases annually the average charge by 5% giving an estimated £400 increase in that venue alone.

A decision was taken in 2013 to increase the annual subscription by £5 and maintain that for 2 years. Any losses for that period would be paid for from the current account excess monies, in line with U3A guidelines. Along with the planned continued rise in venue costs we will need to increase the fees to cover this and any unexpected expenses. Also, since the 3rd Age Trust expects us to hold 50% of our annual income as a contingency fund this further adds to pressure on the fees.

It was confirmed that group leaders agreed at the last meeting for the fees to go up but preferably not every year, but to allow us to retain a healthy bank balance. An increase of £10 should allow us to hold the fee at £35 for the next 2 years. This was agreed by all committee members present.

4. **Other savings discussed:**
 - 1) The U3A magazine at £2.25 per household totals just under £1400. Members will be invited to pay an optional £2.25 for this publication when enrolling. The saving to the branch will not be realised until normally invoiced at the end of April, hence it may end up in next year's savings. A selection of old copies will be available at the September monthly enrolment meeting and other monthly meetings for new members to decide whether or not to order.
 - 2) Newsletters will not be posted to any member with an email account. Newsletters will also be reduced from two to one issues per annum (see item later re renaming). This will give a saving of £600. It was suggested to reduce the £35.00 fee by £2.50 ie £32.50. However this was not agreed by the committee, since the savings may not fully appear until next year, so the new fee of £35.00 remained.
 - 3) There has been an increase in Gift Aid this year with a project figure of £4000.
5. **Database update (HW)**

LH had already sent out a note on progress of the database and HW reviewed this in the meeting.

It was agreed that, starting as soon as possible, new enrolments would be added to the new database and that this would become our official record.

The system allows members to have various annotations against them e.g if they have an email, whether they can print off renewal forms or not.

The editing function for letters is very basic, but will allow membership information to be displayed. However it will not allow a logo to be added. Pre-printed stationery with a logo was proposed and AR will talk to the Chineham printer regarding costs of purchasing sufficient stock for 2 years.