U3a Committee meeting 6 January 2025, Upton Court

Present: Bernadette Bell, Alan Harris, Martin Doidge, David Smith, Caroline Hose, Julia Walter, Maggie Roberts

Apologies: Anne Cox, Maggie Smith

Apologies
Apologies received in advance of the meeting from Anne Cox and Maggie Smith

Minutes of last meeting
Bernadette thanked Maggie Smith and David for the Christmas lunch.

Caroline confirmed that the monthly coffee mornings are included in the newsletter and will be in the Advertiser.

Martin has handed the renewal process to Maggie Smith to action.

Martin has updated the Monthly Meeting Risk Assessment following the trial evacuation in October 2024. An updated Risk Assessment was sent to committee members ahead of the meeting. The only sections of this which have changed since the version last seen by the committee are:

- Emergency - prompt evacuation of venue, and
- Emergency - contact details

Martin has located the Member Code of Conduct which had disappeared from our website. The Code of Conduct was reinstated on the website in November. However, as currently written this document states that 'Members are expected to conduct themselves in line with the Movement’s Guiding Principles' but it does not state what those principles are. Martin sent to committee members prior to the meeting a revised version which includes the u3a principles. The committee approved the updated version.
The Treasurer has amended the incorrect date on the financial statement column.
Caroline has not been able to find a contact for the rugby club so has not yet been able to discuss usage of the rugby club as discussed last meeting.

It was agreed to date documents moving forward and update when changes were made.

The minutes from the November committee meeting were proposed, seconded and approved.

AGM-minutes, new committees, refreshment discussion
It was agreed to remove individual names from those who give apologies at meetings and simply record a number. It was agreed we should do a headcount at the AGM.

The minutes were proposed, seconded and approved

Matters arising, review and approval

Members of the committee not appointed at the AGM needed to be appointed. The following officers agreed to continue in post and were duly appointed:

Davis Smith	IT support
Maggie Smith	Membership secretary
Caroline Hose	Newsletter secretary
Bernadette Bell	Publicity secretary
Anne Cox	Speaker secretary
TBD	Business secretary

The committee discussed the need to understand the requirements of the Charity Commission so the person taking over this role from Jill has all relevant information.

There was a discussion about refreshments and it was agreed we should revert to the original system of asking for volunteers as there seemed to be such strong opposition to the idea of group leaders asking for volunteers from their groups. It was thought we should ask for volunteers at each meeting to remind them to sign up on the sheet of paper.

Action points.

Bernadette will contact Jill to find out about what is required from the Charity Commission
Bernadette to contact Judith to let her know we will revert to the former system for coffees at meetings
Bernadette to contact Anne to let her know the outcome of the discussion

Christmas lunch

It was a successful event. In addition to the thanks already given by Bernadette at the start of the meeting, David thanked Maggie. Maggie's email to the committee had shown the event broke even financially. 63 paid attendees. The bill totalled £2131 and £2132 was collected. It was felt the venue was spacious, warm and well decorated. Maggie felt more servers and a place to hang coats would be an improvement but overall the event went well as confirmed by several positive comments made by those who attended.

Treasurer and bank

Martin now has full access to the bank account. He noticed Bernadette does not have full access which she needs. He also suggested Maggie Smith needed viewing access to both the main and social accounts. The committee agreed.

In the future three people will act as signatories for both accounts- President, Vice-President and the Treasurer- this will allow more flexibility when two signatories were required to approve payments.

Martin suggested setting up a deposit account so that interest can be made on any surplus we have in the accounts. This account would also need two signatories to approve transactions and these would be the President, Vice-President and the Treasurer. Lloyds Bank was the proposed bank but Lloyds are making some changes to charge community accounts and the situation would need to be monitored. It seems Lloyds have been charging some charity accounts and not others.

Action points

Martin to contact Maggie regarding viewing access to both accounts and to arrange.
Martin to arrange full access to accounts for Bernadette.

Discussion on website
David's proposal to include committee names on the website was approved. It was felt this would present a friendlier image and was something done on other u3A websites. David is also keen for group leader names to be on the website and he will discuss this with them.

David has been liaising with Caroline re Beacon training.

The work on updating the Group Leader pages on the website is slow work in progress as David has not got all the information he needs in spite of a deadline in early December.

Most of the documentation has been downloaded.

Action points
David to contact group leaders regarding using their names on the website and to ask for information about their group for the website.

Goods Shed-volume,communications, device
It was agreed that it would be a good idea if a slide were produced and shown at the start of every meeting to remind people of what is available for those who have hearing challenges. Currently there is either a T- loop or headphones to aid hearing. The slide should be on the screen when people are coming into the hall in addition to it being mentioned at the start of each session.

It was notes that Lawrence may not be available for technical support for a period of time and we should ensure we know who will be his replacement to ensure smooth running of meetings.

Action points
Bernadette to ask Lawrence to produce a slide for those who have hearing challenges.
Bernadette to ask Kathryn/Lawrence who will substitute for technical matters in the case of Lawrence's absence.

Equality, Diversity and Inclusion
It was decided that we would wait until next meeting to discuss this so that Anne could lead the discussion

Action point
Anne's document on Equality, Diversity and Inclusion should be an agenda item for next meeting

Updates from committee members
Coffee mornings.
Bernadette reported the Friday coffee mornings at the Goods Shed were generating interest and proved worthwhile. A couple of memberships had been renewed.

Bernadette informed the committee that building work was due to start on the all weather pitch at Sir William Romney in February.

u3A leaflets would continue to be delivered by Bernadette.

Speakers and rotas.
Bernadette made reference to Anne's email informing the committee that the speaker was set for 20th January. Also, the group volunteers for January and February coffee rotas were arranged.

Membership.
The information in Maggie's email was referenced in the meeting. Four new members joined in November which means we have 369 members and two link members, 371 in total.

The committee was also informed that members can subscribe to a u3A member magazine, the annual subscription for which will increase from £3.70 to £4 from April. Tetbury u3A bills £5 so there is no need for us to take any action.

Martin shared that the Ukulele group has taken on 4 new members and three of these are not currently u3A members.

Groups.
Caroline made a suggestion to remove inactive groups after six months. A proposal was made to post groups not active in the newsletter as a last opportunity for someone to respond.

Caroline asked for newsletter items.

A new drop in IT group will start in February with three experts in Apple, Windows and Android. Agreement this would be an excellent group.

Finance.
The Financial Report had been sent out by Martin ahead of the meeting. He highlighted that there had been an overspend on speakers because travel expenses had not been taken into account. This would not happen moving forward.

The Social account has £509. £330 belongs to Historic Buildings and there is no idea where the remaining £179 originates from so it was suggested this was transferred to the main account. This was approved by the committee

The committee approved the loans to groups scheme introduced in the July meeting.

Martin needs to contact the group leaders about the section concerning them in the Finance policy.

It was agreed that a definition of Board was required on the Finance policy as this is not a term we generally use.

Martin said we needed a list of assets which met with agreement from the committee.

Action points
Caroline to put information about the Friday coffee mornings in the Advertiser.
Martin to contact group leaders regrading Finance policy.
Martin to add a definition of "Board" to the Finance policy.
Martin to create an asset list

AOB
None

Date of next meeting
Monday 10 February 10.00 Upton Mill

Dated 11 January 2025