Minutes of the Tetbury and District U3A Committee meeting held on 9th October 2024

Present:

Bernadette Bell (Chair and Publicity), Martin Doidge (Vice Chair and Membership Secretary), David Smith (Webmaster and IT Support), Alan Harris (Treasurer), Anne Cox (Speaker Secretary), Jill James (Business Secretary), Maggie Smith, John Tams, Maggie Roberts, and Julia Walters

1. Apologies:

Apologies were received from Caroline Hose (Newsletter Secretary and Groups Co-ordinator)

2. Review and approval of the 2nd September draft meeting minutes:

- The Webmaster has ensured that the Groups Co-ordinator had access to the google drive where the group risk assessments are stored.
- The Webmaster has restored the Charity Registration Number to the website.
- The Business Secretary has provided the Webmaster with the approved Health and Safety Policy and this is now displayed on the website.
- The U3A coffee morning proposals will go ahead. The Chair will attend on Friday mornings at the Goods Shed between 10am and 11.30am. This has been mentioned to the Goods Shed team.
- The emergency evacuation trial will take place at the end of the October meeting if weather permits.
- The Goods Shed team have confirmed that the seating capacity is 200. This means that for an average monthly meeting, approximately half the seats are occupied.

The minutes of the 2nd September were approved by the Speaker Secretary and seconded by the Webmaster,

3. Preparation for the Annual General Meeting

There committee discussed where the documents connected with the 2024 Annual General Meeting should be displayed on the website. It was decided that they should be placed at the top of the Policies page. The Webmaster was asked to insert a link to these documents on the home page **(Action DS).**

The Chair will email all members to invite them to the AGM **(Action BB).** This email will inform the members that the AGM documentation is available on the website. Therefore, it should not be sent until the Webmaster has confirmed to the Chair that the information is available **(Action DS).**

The AGM information on the website will include a link to the Committee Roles Information page **(Action DS).**

The Vice Chair will provide the Webmaster with a copy of the latest audited financial statements **(Action MD).**

The Vice Chair will make sure that the Committee Nomination Forms are editable so that they can be submitted electronically **(Action MD).**

4. Feedback from the September Expo:

There has been positive feedback from the September Expo and there were plenty of helpers at the U3A stand. However, the number of visitors to the stand was disappointing. The Dolphins Hall is outside the main town centre and it was felt that more advertising would have helped to make potential visitors aware of the event.

5. The Christmas Meal:

The Christmas Meal has been booked for 5th December, 12pm to 4pm. Following earlier suggestions there are now four choices for each course. The committee discussed whether there should be a three-course or a two-course menu option. It was decided that guests would be able to choose two courses followed by tea or coffee.

Anita Stride will be asked to help with the organisation as she has experience from past years. Maggie Smith will help with the organisation and menus. Caroline Hose has also offered to help. Maggie and Caroline will check with the Holford Arms when they need the menu choices **(Action MS and CH).** Attendees will pay in advance and the Treasurer will deal with receipts and payments **(Action AH).**

The committee discussed whether arrangements should be made to provide transport, using Community Connexions. It was decided that this would add considerable complexity to the arrangements, and that there is insufficient time to organise this before the invitations are sent out. It was decided that the invitations to the Christmas Meal would ask members with spare seats in their cars to let the organisers know.

6. New Committee Members:

The visitors to the committee meeting introduced themselves. Committee members gave brief descriptions of their roles.

The committee needs to fill the following vacancies: Vice Chair; Business Secretary; Minutes Secretary; Membership Secretary; Groups Co-ordinator and Publicity. Maggie Smith is happy to take on the role of Membership Secretary. Visitors were asked to consider whether they would be interested in filling any of these roles.

7. Cotswold Link Update:

Carmel Burton had offered to represent Tetbury and District at the Cotswold Link meetings. The committee had asked her to find out how other U3As dealt with the questions of making loans for equipment to new groups. Cheltenham U3A makes loans to new groups or a non-repayable grant of up to £100.

The committee agreed that new groups would be allowed to request a loan of up to £100 for equipment costs. This would be repayable within one year by group members. If a new group required a loan in excess of £100 the group leader would be required to attend a committee meeting to discuss this further.

The National Office produce a number of on-line workshops and videos that address such topics as "Keeping it Legal" and "Dealing with Complaints." These are free to attend.

There is a seminar on the legal requirements for diversity, equality, and inclusion shortly. This will give information on the latest legal requirements on this topic as the law has recently. The Business Secretary reminded the committee that the current policy on the website is not comprehensive and does not meet legal requirements. Addressing this should be a matter of priority after the AGM.

8. Updates from Committee Members

WEBMASTER & IT SUPPORT:

- Existing website:
    a. The corruption issues on the website have now been resolved.
    b. The Webmaster has restored the Registered Charity Number to all pages
    c. The Webmaster is undertaking on-going updates particularly to the Groups pages. The new website may offer the opportunity for group leaders to do this for themselves. This will need further discussion and training nearer the time.
- New website – Siteworks:
  The Webmaster has started the training workbook, this is going well.
- Beacon
    a. There are on-going tweaks and permissions
    b. Regarding the email forwarding to btinternet.com addresses. The Webmaster identified 50 members potentially affected. He sent them an email asking for an acknowledgement of receipt. 40 successful replies have been received. The 10 outstanding will be contacted next week. One member thought this was a phishing attempt but has been reassured.

VICE-CHAIR AND MEMBERSHIP:

The Vice Chair had distributed a membership report for September showing a total membership at the end of September of 360. 16 new members had joined during the month.

7 members have not yet replied to his renewal request or follow-up emails. These individuals will be emailed to inform them that their membership will be terminated

CHAIR AND PUBLICITY:

- The Chair has now asked Steve Hammond to produce an insert sheet with details of the 2025 speakers. The Speaker Secretary was asked to send the Webmaster a list of the 2025 speakers for the website **(Action AC**).

- The Chair had received some responses from Group Leaders regarding the tea and coffee rotas. This was discussed further in the Speaker Secretary update below.

- The Chair will mention the Equality, Diversity, and Inclusion National Office webinar at the next monthly meeting **(Action BB).**

GROUP LEADER CO-ORDINATOR AND NEWSLETTER SECTRETARY

The Group Leader Co-ordinator had distributed a report prior to the meeting.

- Beacon training and other guidance have been provided to the joint leaders of the board games group.

- The potential short tennis group will not take be able to start until improved facilities are available.

- Judith Walker will resign as group leader of the gardening group at the end of the year. Caroline is happy to take on this role as a joint leader if another joint leader can be found. She will send an email to the group members to say that unless another joint leader can be found, the group will have to close **(Action: CH).**

- The leader of the history group is resigning. There are two potential leaders for this group.

SPEAKER SECRETARY:

- The Speaker Secretary will address queries from group leaders about the tea and coffee rota. She will send an email explaining that there will be an alphabetically arranged roster of groups. With the current number of groups, the commitment will only be once every three to four years. The Speaker Secretary will also send a reminder email to each group before their appointed date. Judith is happy to continue with provisioning the tea and coffee.

- The October speaker has been organised

- The Speaker Secretary will liaise with the Goods Shed team about monthly meeting bookings for 2025.

- There has been another meeting of the South West region where the speaker database was discussed. There have been GDPR concerns expressed and Malcol Tulip has also reservations about the increasing workload in maintaining a database. It has therefore been decided that this will be an annual meeting of local to U3A Speaker Secretaries to share information informally.

TREASURER

The Treasurer had provided financial statements for the main account and the social account prior to the meeting.

BUSINESS SECRETARY

The Business Secretary reminded the committee that this is her last committee meeting as she has now moved.

The Business Secretary also reminded the committee that the annual report for the Charity Commission will be due next year. The named contact will receive a reminder with the form, but this can also be found be internet search.

The new Business Secretary will need to amend our details on the Charity Commission website and provide information about which trustees have resigned from and joined the committee at the AGM. They should also change the main contact details.

9. Any Other Business:

Maggie Smith has registered for an online Beacon training course

The Webmaster asked the Business Secretary to provide him with the log in details for the U3A main contact page **(Action JJ).**

10. Date of next meeting:

The next meeting will be on Thursday 7th November at 10am, at Upton Mill Care Home. Chair to confirm with Upton Mill **(Action BB).**