

Tetbury u3a Committee Meeting 21 May 2025 Upton Mill, Tetbury

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

Apologies: None

1 Apologies

None

Bernadette informed the committee of the passing of Jeremy Iles-North, founding member of the u3a Tetbury. She will send out an email to members informing them of Jeremy's passing and invite them to share their memories of him. These may be sent either to Caroline for the Newsletter or to David to place on the Notices section of the website. The committee also discussed how the u3a may like to honour the memory of Jeremy. Suggestions included planting a tree in Helena Court on June 10 in memory of Jeremy on what would have been his 92nd birthday and a Book of Remembrance to be available on the Open Day in July.

Bernadette welcomed Julia back to the Committee.

Action points: Bernadette to send a paragraph about Jeremy to David
Bernadette to check whether a tree planting ceremony would be appropriate

2 Minutes of meeting held 24 March 2025- matters arising, review and approval

Two corrections from the minutes were highlighted. Judith Randall's name should replace Judith Walker as the person to replace Lawrence for technical support. It was also noted that Martin does not hold the office of the u3a Vice Chair.

Martin informed us that the Gift Aid claim has been submitted and we are waiting to receive it. Maggie Smith has level 2 access to the main account but it is proving more challenging getting that level of access to the social account.

The minutes were presented, approved and seconded as a true reflection of March's meeting.

Action point: Maggie R to update Minutes and send to David for the website

3 Open Day Event

The subcommittee shared the progress made for the Open Day and matters were discussed. Timings are 10.30-14.30 July 8 but we hope to have access to the hall from 09.30-15.30.

The Goods Shed have said there is a limit of 200 people at any one time for Health and Safety reasons. We also need to sweep the floor at the end of the event as the hall is in use after our event.

Clarification was sought about which guests to invite to our Open Day.

The committee decided that a pull up banner was not necessary rather a banner to go on the Town Hall would be a good idea.

A discussion was had regarding a technician as there had been technical problems with the RNLI speaker. This needs to be checked for the photo presentation on the Open Day.

The Committee discussed the options of display boards and decided that the cardboard display boards were not necessarily the most environmentally friendly option. David offered to make these.

The Group Leaders have been creative in thinking about how to showcase their groups and there seem to be a varied and engaging number of ways the u3a will be presented on Open Day. The Ukulele group will be playing in the morning, for instance and the Quiz group may produce a quiz.

The budget was discussed and this included the provision of refreshments to Group Leaders.

Action points: The subcommittee met after the Committee meeting to share out tasks for the Open Day
David will make the display boards
Bernadette to confirm cost of hall hire and that access time is 09.30-15.30

4 Updates from Committee members

Chair - Bernadette Bell

Bernadette raised a question about the insurance cover for accidents which occur in people's homes. It was agreed we have good insurance cover.

Bernadette has ordered the folded leaflets with the new website on it. It was agreed that it was not worth reprinting the Speakers' List because of the website name change and that will be replaced by hand.

Treasurer - Martin Doidge

Martin reported a strong financial report and mentioned that he was waiting for the Gift Aid to be paid into the account.

Martin has rewritten the Privacy Policy and this was approved by the Committee.

Martin proposed the following timetable for the review of policies so we have a rolling programme. We currently do not have the policies with an asterisk. It was suggested the member responsible for the policy look at u3a National to see whether this is a policy we need.

Policy	Person responsible	Next review date
Privacy Policy	MD	May-25
Health & Safety Policy	MD	Jul-25
Data Protection Policy	DS	Sept 25
Complaints Policy	BB	Jan 26
Equality & Diversity Policy	AC	May 26
Safeguarding Policy	JW	Sept 26
Member Code of Conduct	MS	Oct 27
Finance Policy	MD	Jan 28
Constitution	BB	N/A
Risk Policy *	MD	TBD
External Speakers Policy*	AC	TBD
Social Media Policy *	CH	TBD
Environmental Policy *	AC	TBD
Trustee Code of Conduct *	BB	TBD
Accessibility Policy *	CH	TBD
Disciplinary Policy *	BB	TBD

Groups and Newsletter - Caroline Hose

Caroline updated us on the groups. Unfortunately, the Italian group has folded. The Quiz group will trial a new venue at the United Services Club

Members Secretary - Maggie Smith

5 new members have joined since our last meeting in March. Our membership currently stands at 386 members including 2 link members.

Attendance at the last talk was 47 members which was lower than we would have liked.

Speaker Secretary - Anne Cox

The RNLI speaker was well received and the technical issues did not detract from the quality of his presentation. The u3a donated £50 and he received £163 in donations. Anne has already been in contact with the next speaker who will talk on Horatio Nelson.

IT Support -David Smith

David highlighted Beacon training and spoke about the launch of the website. Since his email to members about the new website's launch he reported a significant increase in numbers visiting it. Moving forward David will produce stats at meetings showing website activity.

David will need current information for the Notices section of the website and the committee discussed various ideas, including Caroline sharing headlines from Newsletter stories.

Tony Hadfield who helped David with the website has offered to launch a Facebook page to increase our social media presence. The committee discussed whether we would reach a wider and more consistent audience by being on Experience Tetbury rather than our own site.

- 5 Any other business
 None
- 6 Date of next meeting
 Monday 23 June 2025 14.00 Upton Mill

Dated 25 May 2025

