

MINUTES OF U3A COMMITTEE MEETING HELD MONDAY, 27TH MARCH, 2023 AT 2PM AT HARDIE CLOSE.

PRESENT: CARMEL ALAN AUDREY JUDITH MARTIN ANITA  
GUESTS: LINDA GOODHEW CAROLINE HOSE

1. APOLOGIES FOR ABSENCE:

Apologies were received from Bernadette and Lawrence.

2. MINUTES OF LAST MEETING:

The Minutes of the meeting held at Upton Mill on 13th February, 2023 were discussed.

The Chair confirmed that she had checked with National Office and a grant was only available for events specifically aimed at recruiting new members.

IT WAS PROPOSED BY JUDITH AND SECONDED BY AUDREY:

THAT THE MINUTES OF THE MEETING HELD ON 13TH FEBRUARY, 2023 BE PASSED AND APPROVED.

3. INTRODUCTION:

(a). Committee: Two members had offered their services on the Committee, both with wide experience. A further approach had been made by two members interested in assisting with systems administration.

(b). National Training: the Chair had undertaken training with National Office on the subject of "Keeping it Legal".

i. Insurance: only members are covered by the u3a insurance, not visitors. This should be made clear to any visitors to Groups who are not members.

Record, in writing, should be kept of any accident.

Insurance details are on website.

The question of insurance for the monthly meetings was raised. The Speaker Secretary confirmed that, as the venue is hired, the monthly meeting is covered by the u3a insurance. She had provided a check list for risk assessment to the Chair for consideration. This also raised the question of provision of First Aiders. A list could be drawn up confirming those able to fulfil this role.

ii. Risk: a check list is on the website regarding risk assessment. Group Leaders should be asked to submit a risk check list which could go on the web site.

iii. Data Protection: use of Beacon is only for u3a or Group business. Group Leaders are made aware of this in the Group Leaders' handbook.

Members are removed from Beacon upon non-renewal or resignation.

Group Leaders should be careful not to infringe any copyright laws, including use of photographs.

iv. Inclusion: access should be available for all. Carers can be admitted to groups without being u3a members provided they do not personally participate in the group activity.

v. Safeguarding: this primarily ensures that, if it is thought by

anyone that a vulnerable adult is in danger, it should be reported to the appropriate authority.

#### 4. FINANCE STATEMENT:

(A). Bank: the Treasurer was continuing to pursue Lloyds Bank regarding the new bank mandate. Consideration to be given to an official complaint being lodged.

(B). Budget: the Committee felt that an understanding of cash flow was essential in setting future budget. A knowledge of projected number of members was crucial including when subscriptions can be expected. Sufficient funds must be in the bank to meet any and all anticipated expenditure, including emergency expenditure.

A further meeting was arranged with the Chair, Treasurer and Membership Secretary to look into this further.

The Treasurer confirmed that end of the year figures were in hand for the Audit.

#### 5. GROUP STATUS:

(a). Coffee Morning: The new members' coffee morning had been a great success. The Chair and Group Coordinator thanked all those involved. A photo had been supplied for the news letter.

(b). New Groups: suggestions had been made for groups for Dog Walking, Art Appreciation, Astronomy, Science. Science had proved extremely difficult in the past as it is such a diverse subject and different members had different subjects in mind.

The Leader of the Bridge Group had intended to close this group in order not to compete with the local Bridge Club but had set up

a data base of people who wanted to play informal bridge so that members could liaise with each other.

(c). Membership Cards: in order to avoid wastage of both materials and time, it was considered that membership cards could be abandoned and a motion was proposed not to provide membership cards in the future.

IT WAS PROPOSED BY MARTIN AND SECONDED BY AUDREY:

THAT MEMBERSHIP CARDS SHOULD NO LONGER BE PROVIDED.

(d). Associate Members: it was not felt appropriate to 'back-date' dual membership but that from the start of our next year, a separate form would be provided for dual membership with a proviso that the member confirmed status as a full member of another u3a. Associate membership would give a reduction in annual subscription but access to all membership benefits. Dual Members would be listed separately on Beacon

(e). Bowls Club Open Day: the Membership Secretary confirmed that he had received interest from a number of members and now had enough to field two teams.

(f). Priory Inn: it was confirmed that, from the end of this month, the Priory Inn could no longer offer use of the room upstairs as it was required for their residents. The Cotswold Room downstairs was still available on an ad hoc basis.

(g). Questionnaire: the reports following the coffee morning had all been very positive, except for one comment.

(h). Ukulele: this group was going from strength to strength.

(l). Italian: a Group Leader was in place and this group should

now be ready to set up.

#### 6. PUBLICITY STATUS:

New brochures with up-to-date lists of Speakers and Groups were at the Goods Shed and other venues. These had been distributed at the coffee morning.

#### 7. BEACON AND WEBSITE:

In adding new members to Groups, Group Leaders should be made aware of data protection rules.

#### 8. SPEAKER STATUS:

The Speaker Secretary had provisionally booked dates for 2024 at the Goods Shed and, upon approval by the Committee, would now confirm to the administrator.

It was decided to abandon the jigsaw swap at future monthly meetings as it had not proved successful.

**ACTION:** A note to this effect to be included in monthly meeting reminder.

#### 9. NEWS LETTER:

It was commented that this seemed to be featuring increasing information as Group Leaders and others provided information.

#### 10. MEMBERSHIP:

This now standing at 329.

#### 11. A.O.B.:

(1). Tea Rota: a request had been made to provide a rota for help with serving tea/coffee at the monthly meeting. The Speaker Secretary will add a note to this effect with the next monthly meeting reminder and the Chair will mention it in her opening address.

(2). Co-opting Members: two members had offered to assist in what is hoped will be the hand-over of roles within the Committee towards the end of the year.

IT WAS PROPOSED BY ANITA AND SECONDED BY AUDREY:

THAT LINDA GOODHEW BE CO-OPTED AS A MEMBER OF THE COMMITTEE.

IT WAS PROPOSED BY CARMEL AND SECONDED BY MARTIN:

THAT CAROLINE HOSE BY CO-OPTED AS A MEMBER OF THE COMMITTEE.

(3). 'Tetbury Advertiser': the Newsletter Editor mentioned that it was becoming increasingly difficult to find content to submit to the 'Tetbury Advertiser'. It was suggested that maybe a general note about the aims and facilities of the u3a could be included some time.

(4). Next Meeting: it was arranged that the next Committee Meeting be held on Monday, 5th June at 2pm at Northfield Road.

