

MINUTES OF U3A COMMITTEE MEETING HELD ON MONDAY,  
10TH JULY, 2023 AT SHEPHERD'S MEAD AT 2PM

PRESENT: Carmel. Alan. Audrey. Bernadette. Caroline. Jill.  
Lawrence. Martin. Anita.

1. APOLOGIES:

Apologies were received from Linda Goodhew and Judith Walker.

2. MINUTES OF PREVIOUS MEETING:

The Minutes of the Meeting held on 5th June were discussed.

An email regarding risk assessment had been sent to all Group Leaders and there had been one or two comments, both verbal and via email. Reassurances had been given in each case that public venues would already have their own risk assessment in place and, as far as meetings held at private houses were concerned, this was an occasion simply for common sense. Group Leaders should always consider whether the Group activity itself carries any additional risk and have a list of attendees.

IT WAS PROPOSED BY MARTIN AND SECONDED BY  
BERNADETTE:

THAT THE MINUTES OF THE MEETING HELD ON 5TH JUNE,  
2023 BE PASSED AND APPROVED.

3. INTRODUCTION:

(A). Communications received from National Office included a reminder that photographs downloaded from the internet could be subject to copyright infringements.

An allowance was being made available to enable Member(s) to attend any particular large conference which included a majority of the u3a age demographic.

Three training courses were available; details were given by the Chair.

(B). The Chair had received an email from the South-West Trustee regarding a Post-Graduate student interested in researching the physical and mental benefits to older people taking part in art-based activities.

Since the meeting, the Chair had spoken to a member of the Art Group who is prepared to contact the Trustee and follow this up.

(C). New Committee Members:

The Committee had been fortunate in finding Members to fill the posts of Business Secretary, News Letter Editor and the current Web Master was working with two Members, one of whom was prepared to take over the administration of the Web Site and the other of Beacon.

One possible new Committee Member had had to decline the position and another was willing to serve on the Committee but not in a particular role.

The position of Vice Chair was discussed. This can be carried out in tandem with another role provided that that person is a Member of the Committee and a Trustee.

A suggestion was made regarding another Member who might possibly be interested in a role and an approach was approved.

4. FINANCE:

The Treasurer had little to report as the Summer months are traditionally quiet ones.

The request for gift aid had been made in October, but was still outstanding.

**ACTION:** The Treasurer will follow up on Gift Aid to try and hasten recovery.

The change in bank mandate was still on-going with the Bank once again informing us that the papers had been lost. This means that the forms have to be resubmitted but, although the Bank had requested that this be done, it could not actually be completed until after a number of weeks. An official complaint had been made and a further complaint would be made.

The current Membership Secretary would liaise with the retired Membership Secretary to ascertain whether there was an appropriate way in which matters could be moved forward.

## 5. GROUPS:

The Art Appreciation Group had had its first meeting and a good report had been received about this. The Web Master was cooperating with the Group Leader to ensure that the Leader was completely confident with regard to use of Beacon.

The Blues Jamming Group had unfortunately not had any response, but it was felt that later in the year it would be worth while promoting this Group again.

The second Play Reading Group was in the process of being set up with all necessary Beacon training.

The Bridge Group had been disbanded but Members were able to contact each other if they wished to play socially.

The Groups Coordinator was asked to update the 'Notes for Group Leaders'.

## 6. MEMBERSHIP:

Membership stands at 335 with two new Members this month.

## 7. PUBLICITY:

A list of Speakers booked for 2024 was in draft.

**ACTION:** The Publicity Secretary to send draft to the Speaker Secretary.

Tetbury Carnival: all arrangements have been made. The Publicity Secretary will confirm timings to those concerned once these are to hand.

It was hoped that the Singing Group and the Ukulele Group would both be able to provide a little entertainment.

## 8. BEACON AND WEBSITE:

The Web Master explained that currently he maintains five web sites for local communities and that the total cost is divided equally between the five. In November, he intends to step back from some of these responsibilities at the same time as he resigns from the u3a Committee.

Regarding maintaining the web site, the Web Master informed the Committee that there are often special offers available for hosting sites which could work out at the same cost as we are currently paying, but this would only be for the first few months. Current cost to us is £3 per month.

The Web Master emphasised the necessity for maintaining security and had two recommendations, one of which was our current company and the other a new one. Our current costs are covered until November 2024.

Additionally, the domain registration costs £17 per annum and the licence for builder's software is £4 per month.

These costs are all currently covered and budgeted for in future accounts.

The Web Master's recommendation, taking all the above into consideration, would be to stay with our current provider as this would be the least disruptive and would stay within the budget.

The Committee thanked the Web Master for his clear explanation of the situation and for his recommendation which the Committee unanimously accepted.

## 9. SPEAKERS:

The Speaker Secretary had little to report as Speakers were now booked for 2024, including July where there had been some consideration of the possibility of a social event instead of a monthly meeting.

The Goods Shed is opened up each month by a Goods Shed volunteer who is prepared to continue to help in this way. Someone from the Goods Shed crew does need to be responsible for the building and a First Aider should be available.

The Speaker Secretary undertook to explain the situation to whoever is confirmed as the new Speaker Secretary from November.

## 10. NEWS LETTER:

The new News Letter Editor had liaised with the current Editor and all information had been handed over. Three articles are in hand and the new Editor will email Group Leaders.

**ACTION:** The new News Editor will email all Group Leaders to introduce herself and encourage provision of articles for the News Letter and for “The Tetbury Advertiser”.

11. A.O.B.

There was no other business.

The date of the next meeting was set for Monday, 18th September at Hardie Close. The Groups Coordinator apologised in advance that she would not be able to attend on that date.