

**MINUTES OF BURTON U3A COMMITTEE MEETING – TUESDAY 6<sup>TH</sup> DECEMBER**  
**PRIORY CENTRE STRETTON AT 10AM**

(precised reports for minutes where appropriate)

**PRESENT** Mike Payne (Chairman) Neil Davenport (Vice Chair) Basil Armett (Treasurer)  
Rosemary Marsden (secretary) Bimal Jangra (Publicity & Newsletter) Janet Heckle (Interest Groups)  
Mary Corbett (Membership & Events) Chrys Smedley (Beacon) Christine Davenport (Communications)

**APOLOGIES** No apologies received but as the assistant secretary (Rose Hunt) has not attended the last 3 meetings albeit apologies have been noted (but nothing received today) in line with the constitution of Burton u3a as follows *A member of the Executive Committee shall cease to hold office if he/she is absent without the permission of the Executive Committee from three consecutive meetings and the Executive Committee resolve that his/her office be vacated* – a letter to this effect will be sent asking for return of all Burton u3a documentation currently in her possession.

**ACTION Secretary**

**MINUTES OF PREVIOUS MEETING** amendment to Folk Group equipment storage made. Subject to this minutes were approved

**MATTERS ARISING** Singing group re photocopying music / amateur choir license. The chairman reported he had written/ spoken to both the conductor and coordinator advising them of current changes. The conductor is looking at options. It was also requested that the web page be adapted to reflect these changes - done by webmaster 6/12/22

**CHAIR REPORT**

coffee mornings attended and met several new members. With the secretary attended the Staffordshire Link meeting in Oulton, all u3a numbers on increase after Covid. Leek left the Staffordshire link.

Met prospective volunteers for committee at Burton library, three people attended. One person withdrew interest as unavailable any Tuesday morning due previous commitments, two unavailable for the meeting that day and others did not respond. Participated in a zoom meeting to learn what has gone wrong with all u3a site builder web sites. Met with Ashby u3a to discuss matters of mutual interest.

A proposal was made by Bimal Jangra and seconded by Janet Heckle to invite all five to next committee meeting as observers, passed 6 for 3 against. Secretary to invite them

**ACTION Secretary**

**SECRETARY REPORT**

Nothing to report not covered elsewhere

**TREASURERS REPORT** Financial Reports to these minutes

- Treasurer reported that we had received approx. £300 from Riviera travel as member/s had booked a holiday and the company gift 10% to u3a. This is a useful but not well-known source of revenue. Suggestion made to add into the newsletter but in a manner that is not seen as advertising Riviera.
- The Painting and Singing groups are failing to notify their booked venues when they cancel a meeting – this is resulting in u3a being charged and their groups NOT covering costs. Basil will contact both group coordinators to discuss/advise
- Future Finance – the chair treasurer & secretary have worked on the rejected membership fee proposal at June 2022 AGM. Subject to all committee members having the information for Dec 6<sup>th</sup> meeting at membership renewal in March 2023 the basic £7.50 fee will remain the same with increases in line with cost of living for printed newsletter (£7.00) and TAM (£4.00). At June 2023 AGM a proposal will be made at for an increase in membership to £10 plus TAM & printed newsletter as appropriate at the time.

*Proposed by M Payne seconded J Heckle*

This was unanimously accepted, it was also pointed out average u3a membership is around £15,

- We currently hold about £13000.00 – there are no guidelines as to how much should be held. It was proposed that £8000.00 be invested and £5000.00 minimum be kept as a working Balance.

Treasurer to investigate OPTIONS

*Proposed B Jangra Seconded C Davenport* **ACTION Treasurer**

## **MEMBERSHIP REPORT**

14 new members since August most of which have come from the coffee mornings. Total membership is now 702 which is getting back to pre-Covid numbers

## **EVENTS REPORT**

Christmas party very successful attended by 140 people, the remaining 10 were too unwell to come, very positive comments. Complaints about quantity of food, which was good, was rectified fairly quickly. Pirelli advised about this and have responded favourably. Band was really good, and most people joined in singing and dancing after the break. Thank you to Pat for organising the raffle and to Gill for organising the quiz. The event ended up being subsidised by £2.50p person.

Thank you to Mary (events secretary) for all the organisation

Proposal that Pirelli Stadium is booked for 1<sup>st</sup> Thursday 2023, with increase in numbers – all in agreement

**ACTION Events Sec**

- Talk and Tea in March – we have a u3a member – John Morris – bringing his Victorian street organ to entertain us and give us a talk.
- 27<sup>th</sup> July 2023 Priory Centre Stretton Showcase Event 2023  
an opportunity for ALL groups to show other members (and the public) what u3a do. Rosemary to formulate a plan/ proposal and take to Feb meeting

**ACTION R Marsden**

## **INTEREST GROUPS**

Cake decorating Finishing in early Dec. Discussion & Drama are no longer running

Spanish Paul Allard acting as coordinator till end of Dec. Numbers dropping await further information,

Science last meeting in Dec. Looking for new coordinator for 2023

Folk & Singing Groups are both giving concerts to members before Christmas.

Possible new group “painting for beginners” - for discussion Feb 2023

Arranged for parking to be allowed at Rolleston Club for our activity outings

- March 1<sup>st</sup> coordinators meal at Burton College - Menu available mid-January
- Coordinators meeting was held November 29<sup>th</sup> 24 attended and went well. Good discussion and most questions were satisfactorily answered by other coordinators or a member of the committee present.
- Q &A for committee

**What money should be held by coordinators?** (not referring to tea/coffee money) None or fixed limit? Treasurer response was that insurance covers monies held by coordinators up to £1000.00. No specific sum was agreed but the treasurer said that monies should normally be sent to him quarterly but if large amounts could be sent more often if the coordinator wished but not small weekly amounts, ALL monies (except to tea/coffee) go to treasurer and are held for the individual group see Jan 2022 minutes. Suggest coordinators discuss with treasurer if they have a problem

**Would committee support removal of members from their register who** have not attended or corresponded in any way for a “fixed “period of time/ how long would be acceptable? Committee felt 3 months was acceptable/ reasonable but as always coordinators could make their own decisions.

Janet has had a contact from Leighton Allsop MPFT (Midlands Partnership NHS Foundation Trust) requesting a contact for referring patients / clients. This sounds very similar to social prescribing and The Joy App(see previous minutes). We are happy to have ANYONE who meets the u3a criteria and can safely join our groups but we should not be an alternative care support system for the NHS – people should contact u3a via normal channels. The chairman will respond

**ACTION Chairman**

## **BEACON REPORT**

Usual unblocking of emails for members. Attended Beacon training via Zoom, which was very interesting. The demonstration Beacon database was requested to enable the new beacon admin to be trained without full access to the main system, now been received. Emails have been sent to users to confirm their computers/laptops/tablets are password protected and have up to date virus software installed.

Annual Numbers for Beacon payment taken 11.30pm on the 31<sup>st</sup> March our renewal period commences 1<sup>st</sup> April, but membership numbers reflected will probably be on a 'win some/lose some' basis

## **GDPR**

Need - an officer on the committee this again mentioned in the training.

To assist with any potential issues group leaders *can only add* to Beacon using a **membership number** this discussed at recent co-ordinators meeting and overall has been accepted by many of the group leaders

Apparently site builder will be looked at and consideration is being given to using the wordpress system. Potentially, this project could take up to 12-18 months to implement, they are using the experience of the Beacon team to assist. (This was written prior to the issues with site builder) Neil & Bimal will liaise and try to retrieve all previous Burton u3a information.

There will be more courses in the New Year for Beacon, membership, group co-ordinator, treasurer and group secretary, these have been very well received with overwhelming response.

## **COMMUNICATIONS REPORT**

Simple queries easily dealt with. Attended the u3a Zoom seminar keeping it legal and itemise below pointers from that which are relevant to communications:

1. Information on the data base should be held by 'the least number of people knowing the least amount.' This applies to committee and coordinators.
2. Personal information must be held securely.
3. All communications should be blind carbon copied.
4. Deceased or lapsed members details should be removed after a time agreed by the committee. The only information that should be kept for those people concerns gift aid information which need to be stored for 7 years.
5. Paperwork including minutes can be scanned and stored in the cloud.
6. Webmasters should ensure permission has been obtained before phone numbers, photographs etc. are published. Immediate steps must be taken to remove any offending material as soon as a problem is highlighted.
7. Be careful with copyright.
8. All committee members and coordinators should be aware of their data protection responsibilities.
- 9 **ALL COMMITTEE MEMBERS SHOULD USE A GENERIC EMAIL ADDRESS (*from Zoom meeting*)**

Neil, Vice Chair, has looked at the system discussed at the Zoom seminar attended by Comms sec. and reported the system used is absoluteemail.net which costs £89.00 annually for 20 addresses. They are secure and easy to pass on to new committee members when jobs change instead of using personal emails / different emails which are not as secure as might be wished. Everyone to look at this site prior to Feb meeting and then to take a vote on changing. Bimal Jangra and Neil Davenport proposed this

Discussion followed on the "least number of people knowing the least amount". The chairman said as far as he was concerned he accepted responsibility for database control as Burton u3a had it at present.

## **PUBLICITY / NEWSLETTER**

General feedback has been that the recent newsletter is very good.

## ANY OTHER BUSINESS

- Response to Bethan Waite - BACS payments.  
Treasurer pointed out BACS is for business, for the purposes of u3a it is internet banking. This prompted discussion on moving forward with online payments. Treasurer happy to receive payments at any time. The general feeling was that we should be offering an online facility for 2023 membership fee (from March) and looking to move to Beacon payments for outings / subs etc at a date later in the year. Chairman to respond along those lines to Bethan. **ACTION CHAIRMAN**
- Amendment to the constitution to increase the number of committee members to 15 to reflect our current membership numbers. Proposed C Davenport seconded B Jangra.  
This will be presented to members at 2023 AGM **ACTION Secretary**
- Constitution and the committee it was agreed that Burton u3a constitution should be reviewed in light of 2021 u3a model at the Feb com meeting **ACTION Secretary**
- Disposal of old u3a banners everyone agreed they could be disposed off.
- Leek u3a have withdrawn from the Staffs Link so the reciprocal arrangements are no longer valid agreed not to renew.
- Additional items needed for the Folk Group PA system by B Jangra. While overall it was unanimously agreed, there were concerns that this was only a month after a previous request for £300 was agreed. It was felt to be a lot of money for a small group. It was granted on the same proviso that Bimal will maintain and keep the equipment at home but that it is available to any other group if they wish to use it.
- Coronation event possibly May 6<sup>th</sup> (Bank holiday) **ACTION Rosemary**
- PAT Testing – Janet reminded everyone this was due – it had been passed it to Mike Payne. Some discussion around whether u3a equipment really needed testing each year -although it probably was good practice – however yearly may be more for commercially used equipment.  
should we invest in our own equipment and do it ourselves? Mike said he felt we should pay someone to do it when it needed doing.  
Basil holds the list of all currently held u3a equipment which should **ALL BE LABELLED**, but probably needs updating.

**The meeting closed at 12.45pm**

**Next meeting Tuesday 7th February 2023 at 0930**

*Please remember we will invite prospective committee members to observe the meeting.*