

Burton-on-Trent u3a Committee meeting
Held at 9:30 a.m. Tuesday 5th December 2023 at Priory Centre, Stretton, Burton-on-Trent

Present:

Mike Payne (Chair)/ Neil Davenport (V Chair)/ Kathy Hines (Treasurer) / Rosemary Marsden (Secretary)
Michael Bartlett (Interest groups coordinator) / Valerie Bentinck (Events) / Bimal Jangra (Newsletter) / Jane Kent (Beacon) / Glynis Lewis (Hospitality) / Linda Walker (Membership)/ Beverley Bhaskare (Magazine Distribution)

Welcome from Chair Mike Payne

Apologies Hugh Rodger (Accessibility), Christine Davenport (Comms), Barry Appleby & Dianne Needham

Minutes of the meeting held on 7th November were approved.

Matters arising

- a. Kindness item now on web site and can be found on the LINKS page. MP had received an email to say thank you and how much it meant.
- b. Member complaint still unresolved. MB had received a further unpleasant email from the complainant.

MB gave the committee a resume of the history of the complaint. The complainant involved an advocate who appears to have a somewhat aggressive tone. It appears that there may have been a lack of, or some form of, misinformation/ miscommunication which meant the appropriate people did not get the initial complaint and the complainant / advocate then took further measures by involving both Charities Commission and National u3a who advised putting it in writing. This means this has escalated the complaint to Burton u3a committee instead of an informal mutual resolution. There is a mass of email communication regarding this held by MP/ND/MB. This does not appear to be a disability. It would also appear that the Burton on Trent grievance procedure was not followed. MB summarised by saying he was meeting the group coordinator today followed by meetings with the complainant. It was advised he always took a buddy where possible, LW offered to do this, so there is an independent person present, and it was advised, that when he meets the complainant he should offer the the same option for their meeting, but preferably not the current advocate due to his confrontational attitude.

Action to be taken

MB & ND to move the complaint forward.

MB to hold meetings as appropriate and feed back to committee by email.

MP to update grievance procedure asap sooner than the scheduled date.

Chairs Report

A quiet month attended two coffee mornings which are as always a good opportunity to meet up with members and was pleased to attend the concert by the Choir group which was excellent as ever.

Secretary Report tabled

Most activity this month has been on beginning the policy update procedure.

A Policies update schedule was produced, everyone allocated was in agreement and the dates were agreed.

Policies can be updated prior to that date BUT NO LATER.

HR also told secretary he was happy to look at risk assessment.

ALL role descriptions need updating in May 2024 by individual officers.

Meet and Greet policy as updated by the Meeter & Greeter was accepted subject to adding Quiz and Christmas Party in section A

Policies & Procedures Secretary has had input from treasurer and will meet with chair in New Year to update this policy. It was queried whether it was relevant – a decision will be made at the meeting.

ACTION MP/RM Jan 18th 2024

As a result of reading this document, MP will arrange to purchase “substantial” stickers for ALL u3a equipment.

ACTION MP

Treasurers Report tabled

No queries were raised.

Treasurer said the claim for Gift Aid will go in shortly and should be £400 approximately.

Christmas party Fees of £1560 have been received.

Two funding requests received.

Equipment for new Walking Football Group starting 2024 approx. £100 approved unanimously.

Ballroom dancing for a new more portable sound system. This generated much discussion around why the current equipment was not useable / how old it was / how cumbersome the current equipment is.

It was proposed that

- BJ looks at the existing system, repairs if appropriate and then it is offered for sale to members/wider public OR if not repairable disposed of appropriately. **ACTION BJ**
- That the request for a new system approx. £300 be purchased

Proposed MB Seconded BJ approved unanimously.

Subcommittee group feedback for group coordinators and members on making fees easier was circulated prior to the meeting. After discussion with two coordinators, it was felt more input was needed from other coordinators

ACTION KH

Membership report

13 New members total 841 to date.

Membership Secretary has been working with Beacon coordinator and Treasurer to finalise the online membership payment and this now needs live testing. Once this is active members will need setting up to have access through the membership portal. Some amendments were discussed with BJ regarding changes required to Burton on Trent online membership form.

Interest group report tabled

MB still waiting to hear about both Italian group and a prospective poetry group.

Subject to getting Ts & Cs sorted, the new wine group and calligraphy groups will start in New Year He has visited 22 groups in last 6 months.

Three social policies were approved Social Activities & Outings /Sunday Lunch/ Confidential Personal information for emergency use only.

It was asked that the Social Activities & Outings policy be forwarded to the Gardening group as they also run outside visits

ACTION RM to forward to group coordinator

A query was raised regarding reciprocal members attending outings etc. Current members always come before reciprocal members and non-members are not allowed on outings.

GL reported that two Sunday lunches are arranged for January & February with a third pending.

Details on web site. She requested help with editing the appropriate page on the web site.

ACTION BJ

Hospitality nothing to report

Events report tabled

Final Party update 157 members – next year suggest increase numbers to 170 as no clash of events and membership is increasing – *a thought perhaps to see how many same people attend?*

Quiz feedback there is a recycled trophy for winners. Tea, coffee muffins are purchased, and expenses claimed. Not possible for Quiz master to check people in. In future LW will do this and organise a substitute if she cannot attend. An electronic copy should be sent to the treasurer. **ACTION LW**
VB has researched both speakers and venues see report for full details, on consideration it was agreed that at the moment we should continue to use Riverside.

It was agreed to book, subject to his availability and costs, Simon Micheal barrister and author from Sheffield for the AGM in June

Events role update agreed to go on web site

ACTION BJ

Beacon Report

Been working with LW/KH on online membership

GDPR nothing to report

Accessibility report nothing to report

Communications normal activity

Publicity/Newsletter BJ thanked everyone for their feedback and contributions etc on last newsletter

Any Other Business

- BB resigned as Magazine Distribution officer; the Membership secretary will fulfil this in future.
- Surplus money remaining in groups – following the disclosure that the minutes of June 22nd 2022 state it was clarified that *all groups should aim to be self-funding. It was also clarified that money in excess of rent charges was ring fenced for individual groups should there be insufficient members to meet rent costs or for other reason.* The treasurer will review this.
- Red Cross talk – Secretary passed on an offer to both interests Groups / Events coordinators as a possible topic for the future. It was specifically suggested it might be a good topic for a coordinators meeting.
- Showcase Event 2024: it was felt that at the current time this was not necessary as membership was continuing to increase.

**Next meeting - Tuesday 6th February 2024
at 9:30 at the Priory Centre Stretton DE13 0HE**