

**BURTON-ON-TRENT U3A COMMITTEE MEETING**  
**Held at 9:30 a.m. Tuesday 5<sup>th</sup> February 2024**  
**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)/ Hugh Rodger (Accessibility), Christine Davenport (Communications), Beverley Bhaskare, Barry Appleby & Dianne Needham (Committee Members)

**Welcome** Mike Payne welcomed everyone, especially Dianne Needham as a new committee member.

**Apologies** None

**Minutes of the meeting** held on 5<sup>th</sup> December were approved.

**Matters arising**

- Member complaint. MB gave a resume of the situation and updated committee. It would seem that the two main people involved are content to close the complaint. BUT member who was involved in assisting/supporting complainant still feels aggrieved at the way things were handled. MB has had a further two emails in last 24 hours. After discussion the committee felt that to continue this communication would serve no useful purpose and it was agreed the chairman would contact this member in writing and close the issue. **Action MP**

It was suggested that should a future such incident arise it should be overseen by someone who is impartial. This could be written into the grievance procedure which MP is currently looking at.

- **Ballroom dancing equipment** has been purchased and in use & working very effectively. BJ will take the old equipment and re-purpose it.

**Chairs Report tabled**

**Secretary Report tabled.**

RM reiterated the importance of correctly completing incident forms – she had to return one this month. An item for next coordinators meeting

Policies & Procedures - continuing to work on this.

Secretary presented Holiday Booking form / Safeguarding Policy/ Privacy & Data Protection Policies for approval, subject to Privacy & Data Protection Policies being formatted in line with other Burton u3a policies. HR suggested that a flow chart for how to use policies might be useful.

All four policies were approved unanimously.

She is meeting with the member wishing to claim expenses from another member.

**Treasurers Report tabled.**

A query was raised as there was a discrepancy of £10 in the report of Christmas Party tickets. This was a typo, and the report will be reissued with correct figures.

- Treasurer requested approval for **committee expenses** which she detailed below approx. £200.00 These were approved for payment.

<b>Committee Member</b>	<b>Claim</b>	<b>Amount</b>
Barry Appleby	Place Cards	£24.99
Barry Appleby	Dovecliffe Xmas Luncheon Raffle Prize	£21.95
Barry Appleby	Photography for Beginners Exhibition at BoT Library	£60.00
Linda Walker	Newsletter stamps and envelopes	£62.08
Rosemary Marsden	Printing	£15.00
Rosemary Marsden	Christmas Party Raffle Tickets	£5.98
Kathy Hines	Online Membership –6 test memberships	£12.50

Six policy updates were submitted for approval.

- Burton on Trent Financial Policy was approved unanimously and will be put on web site.
- Interest group financial policy amendments need to be made to be re submitted March 2024.

A proposal was made that interest group coordinators can spend up to £20 before requesting committee Proposed RM seconded VB unanimous.

Other amendments need to be made to be re submitted March 2024

- Further subcommittee feedback on making fees easier had been gained and the document was circulated prior to the meeting. One issue was raised about excess monies in groups – all monies go into the main account and coordinators can give members free or reduced fees if they accumulate too much money. An anomaly are the bowls groups who have a short weather dependant season.

It was proposed to implement options 4 and 5 Proposed CD seconded BJ unanimous.

### **Membership report tabled.**

869 members and 16 reciprocal members to date.

Online testing done and now requested approval to start membership renewals and new members online from 1<sup>st</sup> March 2024 Proposed MB seconded GL unanimous

New members not doing online membership will not be able to be given a membership card with their membership number until membership secretary has entered their details on Beacon. She can give a card with no number and then contact the person when Beacon has allocated a membership number.

Discussion about reduced fees after 31<sup>st</sup> December. It was felt that as fees are so low this is not feasible BUT 13 months membership for full fee is acceptable i.e. 1<sup>st</sup> March to 31<sup>st</sup> March following year.

Are membership cards still required – overall it was felt yes for 2024/2025 and review in 2025

### **Beacon Report**

Continued to work with LW/KH on online membership.

### **Interest group report tabled.**

### **Hospitality**

Approval was requested for providing homemade cakes at Talk & Tea and other events, this was wholeheartedly approved. A reminder was made for expenses claims/ list ingredients (i.e. nuts etc) catering for diets.

### **Events report tabled.**

- Christmas Party 2024  
It was agreed to book Pirelli Stadium for Christmas Party 2024.  
Following discussion it was agreed to have tea/coffee available as well as food for £14.80 per head.  
The Travelling Wrinklies have been provisionally booked again – VB will explore other groups.

She will require more help (see report) for 2024 email communication to all members nearer time.

- Riverside Church has been booked until September 2024.
- Speakers have been booked until March 2025 for Talk & Teas
- AGM June 2024 Simon Michael booked. He has requested some travel expenses – it was agreed. 50% i.e. approx. £20.00

This raised the issue of increasing both speaker and entertainer fees for both the party and the AGM to be an agenda item in future.

**GDPR** Nothing to report

**Accessibility** Requested approval to contact all group coordinators re risk assessments  
Unanimous

**Communications** Normal activity

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

#### **Any Other Business**

- VB informed committee that the Bridge Brewery are trying to increase the size of their skittles league. This is not a u3a group. Please spread the word in case anyone does want to start a group.
- It was suggested that as our u3a is now so large an Assistant Treasurer might be a future role. KH said she had had to find her way after taking on the role after the death of the previous treasurer. There was very little information to work with. She said enjoys the role but can see that someone taking on the Social Activities account could be beneficial. To be thought about with consideration for the AGM in June

**Next meeting - Tuesday 5<sup>th</sup> March 2024  
at 9:30 at the Priory Centre Stretton DE13 0HE**