

## **Burton-on-Trent u3a Committee meeting**

**Held at 9.30 a.m. Tuesday 4<sup>th</sup> July 2023 at Priory Centre, Stretton,**

**Burton-on-Trent DE13 0HE**

**Present:** Mike Payne (chair)/ Neil Davenport (V Chair)/ Kathy Hines (Treasurer)

Barry Appleby / Valerie Bentinck / Beverley Bhaskare / Bimal Jangra (Newsletter) / Jane Kent (Beacon) / Glynis Lewis / Hugh Rodger / Linda Walker / Lynne Wilson

**Apologies:** Michael Bartlett / Christine Davenport / Rosemary Marsden

**Welcome** Mike Payne welcomed everyone.

**Minutes of last meeting** held on 6<sup>th</sup> June 2023.

The minutes were accepted as a true record subject to the amendment that the approval was granted for the purchase of a Flipchart holder and paper by Barry Appleby. Signed off by Mike Payne (MP).

### **1. Matters arising**

From AOB 6<sup>th</sup> June, Glynis Lewis (GL) raised the previously discussed matter of subsidised refreshments at Café Centro, reporting that the owner, whom GL had contact with had since sold on the business. MP reflected on the point that the benefits of the location of Café Centro to the u3a "meet and greet" coffee mornings override the potential discounts the café may offer to u3a members. Barry Appleby (BA) stated that Café Central may be offering loyalty cards in future. The group consensus was to keep the current arrangement with Café Central.

### **2. Chairs Report**

MP reported that the coffee mornings were attended as usual. The recent u3a Singing group concert was also attended by MP, commenting on the excellence of the concerts. MP and Kathy Hines (KH) are booked to attend the upcoming regional meeting at Sutton Coldfield. MP drew attention of the committee to the u3a promotional week for recruiting new members/general publicity event in the week 17<sup>th</sup> –24<sup>th</sup> September. MP suggested that this only needs to be one day and could be aligned with the coffee morning in Café Central on 26<sup>th</sup> September, with the addition of promotional stand and handing out leaflets to the public. Committee agreed with this suggestion.

### **3. Secretary Report.**

Rosemary Marsden had sent a request for Beacon Officers/support holders to update on home page. Jane Kent confirmed that this was now complete.

### **4. Treasurers Report**

### **5. Treasurers Report**

KH reported that both Burton u3a accounts remain in profit. There was a large outgoing payment to the Trust for subs of £2,404. Subs to u3a trust must be paid for various things, for example our insurance cover.

KH will discuss with MP the issues with changing the Gift Aid tax contact from the previous treasurer to KH. This necessary so we can claim gift aid. We have over one year left for us to claim Gift aid for the missing year.

KH reported that only about half the group returns for the last quarter have been sent in. MB will help get these from the co-ordinators.

The Charity Commission requires we keep BOT u3a charity details current via their website. Our annual return to the Commission is in hand however we need each new trustee (ie committee member) to provide the following details including full legal name and date of birth. If posting a Trustee's name on their site would cause harm then let me know as the Charity Commission has a solution,

**Action: KH will email each person involved requesting the required information**

KH commented that details of payment and receipts are on the treasurer report to committee.

KH has participated in a Beacon training session and has an upcoming Zoom session relating to the Treasurer's role.

The committee were invited to ask questions regarding the report, all were satisfied with the account provided by KH. One question was raised by Beverley Bhaskare regarding insurance cover for individual groups within local u3a. KH responded that the full cover was provided by national u3a. MP raised the point that each group leader must 'risk assess' sessions held, and the registration of incidents completed on the appropriate form by group leaders and sent to Rosemary.

## **6. Members report**

On taking over the membership secretary role, Linda Walker is catching up at present, however, the laptop has not been received from Mary Corbett and still has pending membership applications. Membership is increasing within the branch. BJ handed over a laptop at the meeting which was a seemingly a previous share between Membership Secretary and Beacon coordinator, this was given to JK as it has the Beacon System on.

## **7. Events report**

BA explained that the Christmas Lunch booked at Dovecliff Hotel was on the same day as the later social event at Pirelli stadium with some slight overlap of timing. Those members wishing to book both events will be placed on the same dining table at the hotel and can then take their leave earlier to go on to the Pirelli buffet event now starting at 2.45 p.m. The singing group will be at Pirelli from 2.15 - 2.45.

Group coordinator Michael Bartlett's event 'The Rat Pack' at the Arboretum is fully book, a waiting list is managed by head of social activities Diane Brewster.

The coordinators display of the u3a local is planned for 23<sup>rd</sup> September 2023. MP suggested that this could be planned alongside coffee morning of 26<sup>th</sup> September to have an expanded coffee morning embracing the u3a promotional event and the coordinators display. Linda Wilson suggested an empty shop has been used by other groups, so BA is to contact Coopers Square management to enquire if an empty shop could be used to house tables and displays. KH requested that a sub-committee be devised, composed of Michael Bartlett, BA, Diane Brewster, KH. **ACTION: Subgroup to offer proposals at next committee meeting**

A brief discussion followed concerning how often coordinators meeting are held, MP confirmed they are held twice yearly, and BJ reported last meeting held was 30<sup>th</sup> November 2022.

## **8. Interest groups report.**

BA read out Michael Bartlett's coordinators message. On his return from holiday MB will email an invitation out to group leaders informing that their returns will be required by the meeting on 15<sup>th</sup> September. Hugh Rodgers queried how coordinators and groups were organized. MP replied that the coordinators manage the groups. The Events officer organizes social events for the branch. ND reminded new members that all information is on the local u3a site.

## **9. Beacon Report**

Jane Kent had a handover with Chrys Smedley (CS) yesterday with MP noting that Beacon was not the easiest system to manage. Neil Davenport (ND) asked if JK could restrict access on Beacon to specific groups e.g., Committee members, group leaders. MP replied that the general philosophy as far as the prevention of the abuse of information is concerned is 'you need to know what you need to know.' Only involving the fewest people with the least information aligns with the General Data Protection Regulations. ND asked if JK had all the new committee emails. **Action: KH suggested contact with West Midlands coordinator to ask for clarification. JK will liaise with ND and has information on support groups from CS to manage Beacon.**

## 9 Communications report.

None reported, MP noted that all is in hand as far as communications within the branch are concerned with Christine selecting appropriate and timely information via communications. Thanks were proffered to Christine by BJ.

## 10. Publicity / Newsletter

BJ has updated the website with all minutes. BJ sought the committee opinion on the value of putting up A4 posters promoting u3a locally (within the specific national u3a guidelines) regarding, costs, number of posters and appropriate places to display. MP commented that a similar promotion took place around 8 years ago, and the posters were self-printed and laminated, reducing costs.

**Action: could all committee members email Bimal with ideas for poster display [publicity@botu3a.org](mailto:publicity@botu3a.org)**

**Action: BJ will forward design ahead of meeting, not necessarily for August.**

ND reminded the group that we have a suite of email addresses ending with the string: @botu3a.org moving away from Gmail, this will also allow mailing of emails to specific groups, eg the committee or individuals. BJ said he could change emails on website by the end of meeting. ND said he could assist any member with setting up emails.

## 11. Any other business

MP suggested an induction for new committee members to advise on roles and responsibilities should be planned. Following discussion this will be on August 1<sup>st</sup> 9.30 to 10.30 followed by a one-hour routine committee meeting. **Action: All members to submit reports ahead of meeting. New committee members are requested to familiarize themselves with the documents on the branch website relating to their committee roles. The format of the induction meeting will be questions arising from familiarization with roles and responsibilities.**

GL asked who to contact regarding donations for Christmas raffle. MP responded that the branch allocated monies to cover raffle prizes and previous team leader for hospitality could be contacted.

KH reminded of the need to encourage gift aid 'tick' on membership form. Beacon contains details of membership relating to gift aid contributions.

Hughe Rodgers enquired about what will be clarified regarding policy changes. MP responded that many require revising. ND suggested that national policies need to be downloaded and compared to local policies. VB asked whose responsibility this was. KH reported each role had an attached policy to it is this person who is responsible. MP stated that all policies needed to be checked, likely only minor details need to be changed with no major redirection over last two years. **Action: MP/RM to add to agenda for next meeting.**

The meeting closed at 11.30 approximately and members thanked for their attendance.

**Next meeting- Tuesday 1<sup>st</sup> August at 9.30 at the Priory Centre Stretton DE13 0HE**

