

BURTON-ON-TRENT U3A COMMITTEE MEETING
Held at 9:30 a.m. Tuesday 5th March 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) Glynis Lewis (Hospitality) / Linda Walker (Membership)/ Hugh Rodger (Accessibility), Barry Appleby & Dianne Needham (committee members)

Welcome Mike Payne welcomed everyone.

Apologies Beverley Bhaskare, Jane Kent (Beacon) Christine Davenport (Comms)

Minutes of the meeting held on 5th February 2024 were approved subject to secretary pointing out that the suggestion of an independent person written into the grievance procedure being deleted. The national organisation has removed the grievance procedure, and it has been incorporated in our policies.

Matters arising

Member complaint. MP has been in touch with member and received a further protracted communication back. He has also had communication from Jean Jackson (W Mids. Rep) who been contacted by Lichfield u3a regarding the group. He will report back.

ACTION MP

Chairs Report

Attended (on YouTube after the main zoom meeting) a chairs conference on recruitment and retention. Completed reviews of complaints and disciplinary policies

Attended 2 coffee mornings.

He also thanked treasurer, membership secretary and beacon secretary for their hard work in getting the online membership live.

Secretary Report tabled.

Member v member claim now being dealt with directly by National.

When discussing the recent accidents, the secretary said that on one occasion the insurers had asked for both a post-accident risk assessment and a copy of the entry into the venue's accident book.

DN said she had concerns about chairs being stacked and has written this in her group Risk Assessment.

Policies for Approval Disciplinary Policy

 Complaints policy

 Risk assessment home venue /public venue policies

UNANIMOUS

These will be forwarded to BJ to put on web site

Treasurers Report tabled.

Online membership commenced – some glitches which need addressing but initially it seems to be working well

Expenses approval sought for

 Ballroom dancing £35.89

UNANIMOUS

 Printing of 150 membership forms for B Jangra £15.00

UNANIMOUS

 Committee expenses b & w home copies printing to increase to 12p copy prop RM seconded MB

UNANIMOUS

Interest group financial policy amendments made form resubmitted and approved.
Also submitted interest group attendance register with /without venue.
Group income & expenditure form with /without venue costs.

ALL UNANIMOUSLY APPROVED

Assistant Treasurer see *Treasurer's report for rationale.*

Treasurer stated she and chair had met someone interested to take on the role, but the person did not want to be on committee. Treasurer and Vice Chair had had various communications, and the committee was unanimous in agreeing that this was a role that needed filling. The fact that the person did not want to be on committee was a big concern as it does not meet with Burton u3a Constitution requirements. It was agreed all the officers would meet and discuss this and come back to the committee with a proposal.

Treasurer to set up an officers WhatsApp group to set a date

ACTION KH

Accessibility

HR has done a lot of work with venues regarding Risk Assessments and discovered that outcomes vary within Burton u3a groups. Some venues require a risk assessment as part of the hire arrangements and provide their own risk assessment for guidance; while other venues expect the u3a group to do its own. In addition, there are home risk assessments which all differ. He says the u3a Trust Risk Assessment Policy Summary is very easy to use. His recommendation is that **ALL** groups have the Risk Assessment Policy Summary as well as risk assessment documentation, whether this is for a home venue for which there is a different form or the basic risk assessment. All coordinators will be made aware of this at their next meeting

ACTION MB

DN also suggested a coordinators pack and an emergency u3a contact number would be useful for new coordinators. This was met with approval.

Membership report tabled.

876 members to date, including 12 new members.

Just under 80 people have renewed online to date .A couple of entries have been joint memberships which may need addressing.

Vice Chair commented that nowhere for online membership does it mention "entering into a contract with u3a" as it does on the hard copy membership form.

The next step will be to investigate use of a card reader.

Beacon Report

Continued to work with LW/KH on online membership, some of the membership secretary's online membership notifications were blocked by Beacon.

Interest group report tabled

Coordinators lunch has been arranged for Thurs 14th March. 28 people are attending and 10 not.

Cost approx. £410.00

UNANIMOUSLY APPROVED

Line dancing group are hoping to arrange a free demonstration morning in April to encourage more people to join. There will be an extra cost for room hire of £30

ACTION MB

Hospitality

GL was advised to try to recruit an able-bodied team to put up/take down tables at events. It was suggested that an email go out via communications

ACTION RM

GL said she will be unavailable for the Christmas Party this year

Events report

VB reported that when she checked with the speaker for this week's Talk & Tea she had left the air ambulance. After contacting the Air Ambulance, they have found a replacement speaker.

VB asked permission to buy a thankyou gift for speaker, it was explained by treasurer that this is not allowed but a donation bowl could be put at the door.

MB will do register as LW involved with membership renewals

GDPR Nothing to report

Communications Normal activity

Web site

BJ reported that all the policies approved so far are now on the website. He asked for approval to move the LINKS page, after discussion with National, this will be removed anyway when the web site is updated, as it is causing problems with duplication. UNANIMOUS

Newsletter

BJ said the email version of the recent newsletter went out as a pdf and a word document. He said the word version was particularly bad as photos were all over the place and particularly upsetting was an obituary under a photo of a bottle of wine. Discussion took place between ND and BJ and it was suggested in future to only send out a Pdf copy UNANIMOUS

MP he said he had been asked if the minutes on web site were not quite up to date. BJ agreed they were behind because of the recent discussions relating to a complaint. The minutes are available to anyone who wants to read them, and this has given him cause for concern when publishing. Secretary suggested redaction where necessary, which was thought to be a good idea.

Any Other Business

- **COMPUTER UPGRADE.** Neither the secretary nor treasurer's computers are working effectively. In the last week BJ has spent many hours trying to sort issues with the secretary machine and she has been without it for 5 days. The treasurer has issues with using spreadsheets. A discussion ensued and it was decided that both computers need upgrading to 16Gb. Secretary has a contact Invictus Solutions at Hilton to whom she sent details -. He would be happy to do both machines at £50 +VAT. Everyone agreed total spend up to £150.00 UNANIMOUS
BJ will let secretary know what he thinks needs doing and she will contact Invictus **ACTION RM/BJ**
- **INCREASE OF BOTH SPEAKERS /ENTERTAINER FEES for Christmas Party / Talk and Tea /AGM.**
A short discussion on costs for all these resulted in agreement of
AGM speaker £100.00 Prop MB seconded GL
Talk & Tea max of two at this cost per year, hoping for charity or less expensive speakers to lessen the cost Prop MB seconded GL
Christmas party Entertainer max £75.00
Ticket price to increase to £15 per head, based on up to £20 gross subsidized by £5 Prop MP seconded VB UNANIMOUSLY APPROVED
- **WELCOMING OF MEMBERS AT GROUPS.**
Secretary had contact from member who felt she had not been welcomed at a large group and therefore wanted to be removed from the membership list. Secretary agreed to meet her at next coffee morning and introduce her to group leaders present.
Suggestion made by LW that perhaps a "welcome table" could be reserved for members who come on their own not knowing anyone. It might need a committee member to oversee as the meeter and greeter is usually busy.

As there was no other business the meeting closed at 12:07pm

Next meeting - Tuesday 5th April 2024
at 9:30 at the Priory Centre Stretton DE13 0HE