

**Burton-on-Trent u3a Committee meeting**  
**Held Tuesday 2nd May 2023 at Priory Centre, Stretton, Burton on Trent**

**Present** Neil Davenport (Vice Chair) Kathy Hines (Treasurer) Rosemary Marsden (Secretary)  
Bimal Jangra (Newsletter) Janet Heckle (Groups) Mary Corbett (Membership & Events)  
Christine Davenport (Communications) Chrys Smedley (Beacon) Janet Payne (accounts administrator)

**Apologies** Mike Payne

**Welcome** Neil welcomed everyone and explained he was taking the meeting as Mike was currently in hospital. He expressed best wishes to Mike on behalf of everyone present

**Approval of minutes** of meeting Tuesday 4<sup>th</sup> April 2023 - these were accepted as a true record

**Matters arising** There were no matters arising.

**Chair Report** no report due to current circumstances

**Secretary Report** reported 40th Annual General Meeting of the Third Age Trust will be held on Wednesday 18 October as a hybrid meeting allowing delegates to attend in person or online.

**Treasurers Report** year end statement and report attached to minutes.

Kathy explained that this was as requested in time for AGM and not a report as such – Neil expressed his thanks for her hard work, with the help of Janet Payne, for getting it done.

She said there is approximately £524.00 as a social transfer not accounted for, but that there has been huge activity this year.

Gift Aid has not been claimed this year - Trevor Towey (past treasurer) to be contacted in case he has any memories of either details for gift aid or charity commissioners contacts Action Rosemary

Kathy will go through all the files etc that have been passed on by the family.

Janet Payne will continue to act as administrator until May 31<sup>st</sup>

Still outstanding cheques from the lunch group but they are being collected and held until all in and will then be taken to the bank for cancellation.

Kathy stated how helpful the auditor had been, and she had not charged as much as she should in spite of it taking a lot more time.

She needs membership numbers for last 3 years in order to claim gift aid Action Rosemary

As this meeting was primarily related to being prepared for the AGM there were no reports and no one had anything to discuss although Chrys Smedley (Beacon) pointed out that the license was going up to £813 based on 31<sup>st</sup> March membership. It was pointed out that we do not make sufficient use of Beacon at the current time.

### **AGM Details**

Chrys Smedley (beacon coordinator) tendered her apologies

All committee members had had copies of AGM paperwork – it was agreed that this would be posted Thursday 4<sup>th</sup> / Friday 5<sup>th</sup> and emailed out Sunday 7<sup>th</sup> May.

- **Nominees /Committee members continuing.** Rosemary had prepared a sheet showing those members (5) who were prepared to continue and the 10 new nominees. It was agreed that they should be contacted regarding the roles that required filling so they had time to think about this prior to the AGM and then the 1<sup>st</sup> committee meeting after the AGM (6<sup>th</sup> June) roles can be further discussed / allocated and handover date with previous post holders can be agreed
- **Roles to be allocated if possible**  
Accessibility officer ; Beacon Administrator – computer skills needed ; GDPR officer (new role)  
Events Secretary; Interest groups secretary; Membership Secretary; Minutes secretary OR job share Business secretary role; Magazine distribution by post (new role); Responsibility for committee computers (new role IT skills essential) ; Team leader refreshments (new role)
- Ideally two minute takers required Action Rosemary

- **Committee dates AFTER AGM** a discussion followed and overall it was felt that to revert to a monthly meeting, which hopefully would not last too long and be more relevant. Janet Payne said that Mike also felt this might be more appropriate.

Proposed Rosemary Marsden Seconded Christine Davenport all in favour , one abstention

Treasurer Kathy queried the proposed increased in membership fees and was advised that this had been a committee decision in February. She asked to have sight of the appropriate documentation. action Rosemary She said she would not have been in favour of this but would be supportive as a committee member. However if questioned at the AGM she would refer the question to the chair as she was not treasurer when the decision was taken

### **Any Other Business - Laptop replacement**

Documentation was circulated prior to the meeting for all members to read in order to make informed decisions

1. The laptop details and costs recommended as above plus a committee approved amount for contingency it was agreed that £475 was a reasonable amount.  
Proposed Kathy Hines Seconded by Christine Davenport unanimous
2. Laptop cost of £419.97 includes 1 year warranty. The subcommittee does not recommend increasing warranty to 3 years for additional £42.00 given the current reliability of the hardware  
Proposed Kathy Himes Seconded by Christine Davenport unanimous
3. Computer work deemed fundamental to the running of the business of U3A BOT not readily and/or easily available elsewhere must be done on U3A BOT provisioned laptops (and not copied from personal laptops) *deferred to future meeting*
4. A laptop to be purchased and setup for each of Secretary and Treasurer  
Proposed Christine Davenport Seconded by Mary Corbett unanimous
5. Bimal Jangra to purchase and setup these two laptops to a repeatable U3A BOT standard with a completion date of June 6th

The following 3 items are deferred for committee action to future meeting

- The subcommittee has been unable to assess whether other committee members should be provided with a U3A BOT laptop
- The subcommittee Did not have time to assess whether any non-committee members should be provided with a U3A BOT laptop. It was noted that both Art Appreciation and Ukulele group coordinators have u3a computers.
- The subcommittee believes that a committee member role should be created for ensuring current laptops remain fit for purpose, are used and bring attention to committee when further action needed.

Finally Neil Davenport thanked the 3 retiring members Mary Corbett, Janet Heckle and Chrys Smedley for their hard work– all 3 roles vital to the wellbeing of Burton u3a.

The meeting finished at 10.55 am

**Next Meeting -Tuesday 6<sup>th</sup> June 2023 at 0930 at The Priory Centre, Stretton.**

Approved

