

Burton-on-Trent u3a Committee meeting
Held at 9:30 a.m. Tuesday 7th November 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)

1. **Welcome** from Chair Mike Payne
2. **Apologies** Hugh Rodger (Accessibility) Beverley Bhaskare (Magazine distribution)
Christine Davenport (Comms)

- 3 **Minutes of the meeting** held on 3rd October were approved subject to
Minimal typographical changes
Re-write of treasurer's section

4 Matters arising

Member complaint still being managed by ND. Due to injury this has not progressed any further. ND advised coordinator is not to answer emails and is hoping to set up a face-to-face meeting with all parties.

5 Chairs Report tabled

6 Secretary Report tabled

Accident form was received from social cycling group, the accident relating to hospitalisation of a line dancing group had been notified to National.

Proposal that all policies be put on a rotating monthly review as most are almost 18 months out of date. It was agreed that the secretary should draw up a schedule and notify the appropriate committee member of when policies should be reviewed/ brought to committee, to commence January 2024 with financial policy/s. It was agreed all policies should have consistent typeface / layout once they have all been updated.

UNANIMOUS APPROVAL **ACTION RM**

7 Treasurers Report

Due to an error (physical or mechanical) the Treasurer's report had not been received in order to be distributed prior to the meeting. The Treasurer therefore talked through the hard copy report. There were no questions arising. She said she had been asked to run a training on the reports and said she was willing to help anytime – please contact her.

Treasurer requested approval to apply for a bank card for the social activities account.

Prop ND seconded BJ UNANIMOUS APPROVAL

Two applications for expenses were approved.

She attended the Staffs Link meeting, see 2nd page of the Treasurer's report for details.

Rat Pack refund – a refund of 20% to all members who paid has been very generously given by the National Memorial Arboretum after the event was cancelled mid show due to flooding. This has been paid to Burton on Trent u3a's Social account. The Treasurer and Interest Groups Secretary propose to pay this back to individual members by cash at the next two coffee mornings and the Christmas Party. This will need to be signed for. UNANIMOUS APPROVAL

Lloyds Bank has given Burton on Trent u3a £75.00 in acknowledgement of the incorrect information and time taken to sort out issues regarding payment from one of the bank accounts.

8 Membership report tabled

This related to the setting up of online membership in March / April 24 and approval was sought to take it to the next step which would be live testing. Proposed by BJ seconded by ND

To date we have 829 members

As a result of the movement to online membership it was asked if it was proposed to dispense with membership cards. There is a tick box on Beacon and members would get an email to say they had renewed. Much discussion ensued – it was stated that Uttoxeter cinema do require a visible membership, some of our reciprocal u3as also require similar. Pros and cons were discussed, and it was proposed to review in the new year. A dual system will need to be in place for quite a while.

9 Interest group report tabled

MB reported the issues the ballroom dancing group are having with the PA system and he has asked BJ to advise. Also, that the Art Appreciation Group are using a very old u3a computer. Following a visit to the Gardening Group, he advised everyone that there are beehives on the top of Coopers Square and that there is also an annual honey sale.

Two potential new groups Calligraphy / Wine tasting to start at Red Lion house Community Centre, Horninglow in near future. Further potential group walking football – MB will update committee as appropriate.

MB still waiting for numbers from two groups before he can report back current average group attendance.

Update on Social Activities Outings policy/ Emergency Contact Form/ Holiday Booking Form/ Sunday Lunch Group Policy. These had been circulated to committee prior to meeting and were presented for approval. The Treasurer had some comments to make and she and MB will work on this for the next committee meeting

ACTION MB/ KH

The new coach company has been agreed – Bagnalls from Swadlincote. Their terms were very favourable – cancellation could be within two weeks of booking and if coach not used there would be a refund made. The last Warringtons booking will be used for the January pantomime.

10 Hospitality

Approval was sought for various items needed for Christmas Party Raffle with regard to number of tickets / prizes. It was decided that to save time raffle prizes will be allocated from 1st prize etc and once drawn tickets will be put on each prize and be collected on the way out. It was also agreed that tickets can be sold at the coffee mornings prior to the actual Christmas party at £1.00 per strip

ACTION GL

11 Events

Christmas Party – 154 tickets sold. Confirmation was given that the Travelling Wrinklies are expected to play till approx. 2:45pm(food served) and then again until 4pm

Christmas Party date 2024 confirmed as 5th December and it is on the website.

VB is drawing up a list of suitable venues for future events

Sunday lunches have a new coordinator from January 2024 – Glynis Lewis

Quiz dates for 2024 confirmed as 4th April / 19th October. VB asked whose remit the quiz came under and it was agreed as it is a committee event it should be the Events organiser.

Currently the Quiz master prefers to run / organise the whole event i.e. prizes, refreshments etc himself but this might not be the case in future. It was queried whether a report should be sent back to committee. Another concern was that it was unclear if all membership numbers of attendees were recorded as it is a members-only event.

ACTION Tim Salmon (quiz organiser)

12 Beacon Report tabled

13 GDPR nothing to report

14 Accessibility report

HR had contacted secretary to ask if home groups used the home risk assessment document which is available online, but not on our website currently. Interest groups secretary will follow this up

15 Communications normal activity

16 Publicity/Newsletter

BJ brought the A5 leaflets and distributed as required, the majority will go to PW, Meeter and Greeter at coffee mornings.

Deferred from last meeting the decision was taken not to order any one-sided A5 posters or trifold leaflets at present – to be reviewed at a future date as the need arises.

He has had a really good number of contributions for the next newsletter it will be a bumper issue. He asked how many hard copies are required as there seemed to be too many left over last time. LW will let him know exactly. KH will print labels, and these will be passed to BB to prepare and have ready on a table at the Christmas Party. **ACTION BJ/LW/KH/BB**

17 Any Other Business

- **Kindness item** this related to coordinators being spoken to aggressively or abusively and was raised at the last coordinators meeting. It was agreed this should be put in the newsletter / website to remind members that everyone should be “kind”. ND pointed out it was part of the contract members sign when they join Burton u3a that they agree to treat fellow members with respect and courtesy at all times

ACTION BJ

- **Proposed new committee member Diane Needham**

A bio had been sent out prior to the meeting for committee to read. Her appointment was unanimously agreed. ND stated she has full voting rights until the next AGM where she will be formally elected and appointed.

Secretary to confirm this with her by email

ACTION RM

- **Painting for Beginners.**

BA requested funding in order that the group could have an exhibition at Burton library for 4 weeks cost £60 in Feb/March 2024. Some concerns were raised regarding the two other art groups and the actual ?? in order to promote Burton u3a. as a courtesy BA should contact the other groups and report back. Overall, the feeling was positive

ACTION BA

Proposed new groups

Dog walking – not a very positive response, a lot of concerns re safety aspects. RM will follow up

ACTION RM

Bird watching – for follow up.

Calligraphy - see interest groups report.

- **Request for funding** – for 2 new sets Rummikub cost £40. Proposed BJ seconded MP

UNANIMOUS

- **January committee meeting** falls on 2nd January which it was felt was not a good day and as the next date 9th January a number of people are away it was agreed to miss this month. Secretary will inform Priory Centre

ACTION RM

- **Treasurer** – requested 2 AOB items for December agenda, Does any surplus money remain in groups?

She requested forming a subcommittee to work through how to handle group fee payments to try and make it easier for coordinators and members; Eg rolling them into an overall membership fee. It was pointed out by ND that all sub committees have to be approved by committee - which it was. She would welcome any thoughts on this, please, without reaching outside committee at this stage. She proposed 4 members including herself, Mike Bartlett, Iris Amey, and Peter Wildsmith. This was approved and she will report back in December.

The meeting closed at 12:15 and members were thanked for their attendance.

Next meeting - Tuesday 5th December
at 9:30 at the Priory Centre Stretton DE13 0HE
Christmas Jumpers??