

**Minutes of Burton on Trent u3a Committee Meeting**  
**Thursday 7th October 2021 at 10am**  
**The Priory Centre, Stretton**

Present: Pat Chamberlain (Chair), Basil Armett (Treasurer), Mary Corbett (Membership/Events), Chrys Smedley (Beacon), Janet Heckell (Groups), Bimal Jangra (Publicity/Newsletter), Tim Salmon.

**1 Apologies**

Lesley Bayston - Secretary, Christine Davenport - Vice Chair/Communication

**2 Minutes of the August Meeting**

Were signed as a true record and will be uploaded to the website.

**3 Matters Arising**

April. 5 Network Agreement - deferred. **(Lesley)**

May. 13. Beacon committee requirements - deferred. **(Lesley)**

June 16. Click and Save

The Chair had spoken with the secretary of Ashby u3a who had no knowledge of this scheme. A communication had been sent to Lichfield regarding Click and Save and no response has been returned.

Following a discussion on the practicalities of running this scheme it was a unanimous decision not to take it further.

No further action to be taken. Proposed. Mary Corbett, seconded Janet Heckell.

July. 6.a Storage

Treasurer let the committee know that any equipment stored at the home of members was covered by the insurance. Any equipment stored at a venue must be kept in a locked cupboard. Equipment storage at The Grove to be checked. **(Mary/Janet)**

History group- Amp not as yet stored in a locked cupboard, this will be resolved shortly.

August 8 Drop Down Menu

Beacon Secretary was asked why the drop down menu had both Ballroom and Lunches email addresses added. It was stated that any coordinator could have their email on this list if the email address was for group use only. A discussion ensued regarding giving all group Coordinators the same opportunity. Groups coordinator stated that no Coordinators be contacted until it is understood what the advantages are. **(Janet)**

**4 Chair Report**

The notice board has been collected from The Dial and passed to our Publicity Officer.

Treasurer has been informed so that the Asset list can be kept up to date.

Collected the Newsletters, prepared for posting and delivered to the Secretary for adding address labels.

December Talk and Tea tickets collected from Publicity and delivered to Events

Secretary. Attended the Coffee Mornings through August and September which attracts a regular group of members, in addition it proves valuable to signing up new members.

I have been in contact with Lichfield regarding Click and Collect but haven't had a reply to date. I have spoken to Ashby u3a secretary and he had no knowledge of this, so obviously they are not using this service.

## **5 Secretary Report - Not Available**

## **6 Treasurers Report AUGUST & SEPTEMBER 2021**

### **MAIN ACCOUNT**

**BANK BALANCE JULY 31**                      **13068.71**

### **RECEIPTS**

SUBSCRIPTIONS                              305.00

COMPUTER 2020                              9.00

HISTORIC CHURCHES                        76.00

LINE DANCING                                133.50

CRAFT                                         7.50

BALLROOM DANCING                        250.50

**TOTAL**                                        **13850.21**

### **PAYMENTS**

ZOOM LICENCE                                14.39

THIRD AGE TRUST CLA LICENCE            60.00

PCC OF STRETTON RENTS                    171.00

PRORY CENTRE RENTS                       169.00

ROLLESTON SCOUTS QUIZ RENT            54.00

ROLLESTON CLUB RENTS                    275.00

WICKETS RENTS 2020                       30.00

BURTON PARISH CHURCH RENT            20.00

HOAR CROSS PCC VISIT                    75.00

AP SMITH SPEAKER ANTIQUARIAN        70.00

C BALL SPEAKER ANTIQUARIAN          55.00

R STONE SPEAKER HISTORY                50.00

HELLOPRINT NEWSLETTER                 67.67

P CHAMBERLAIN NEWSLETTER              68.02

J HECKLE EXPENSES                        16.60

D DICKENSON PAT TESTING                20.00

<b>BANK BALANCE SEPTEMBER 30</b>	<b>12634.53</b>
<b>TOTAL</b>	<b>13850.21</b>

#### **SOCIAL ACTIVITIES ACCOUNT**

<b>BANK BALANCE JULY 31</b>	<b>1840.64</b>
<b>RECEIPTS</b>	
THURSFORD TRIP DEPOSITS	820.00
LUNCHES	1651.50
<b>TOTAL</b>	<b>4312.14</b>
<b>PAYMENTS</b>	
DOVECLIFF HALL	185.00
BOARS HEAD	900.00
BURTON & SOUTH DERBYS COLLEGE	350.00
LUNCHES REFUND	20.00
C DAVENPORT EXPENSES	34.38
<b>BANK BALANCE SEPTEMBER 30</b>	<b>2822.76</b>
<b>TOTAL</b>	<b>4312.14</b>

The treasurer was asked about an item on his report, Why was there a payment to The Wickets of £30? The community room had been used for French 4 initially but it has since moved to the Coordinators own home.

Singing Group - Email received from Sue Bateman. Nonpayment for photocopying for such groups as singing was approved at the March 2021 committee meeting by 8 votes in favour 1 against. All committee meeting Minutes are uploaded to the website. **Pat to respond**) Rosemary Marsden had been unsure if they would have enough members to restart the Singing group but following a request for new members their numbers had risen significantly.

Singing Group - Request for a keyboard bag, it was agreed that a Deluxe 88 bag would be purchased for the cost of £49.99. Agreement for the purchase proposed by Janet Heckell, seconded Tim Salmon. **(Basil)**

Jazz Group - The group members had discussed the way forward with covering room hire costs when there are more or fewer members attending. This was an internal discussion and all parties agreed.

Art Appreciation - The Group are moving to new premises Anslow Village Hall. The coordinator needed a new battery for her computer, four quotes were given ranging from £24.99 - £26.03. It was agreed that a battery would be purchased for £24.99 plus office 365 at £79.99. A Socket extension and gang socket were needed, B&Q being the cheapest at £12. Agreement for the purchases proposed by Bimal Jangra, seconded Chrys Smedley. **(Basil)**

Spanish Group - Email received from Julie Towey. Treasurer stated that the steady attendance of members meant that the income of £1 per member would cover the cost of the room hire. It was agreed that the

Spanish group fees would be £1 per session.  
Armett.

Proposed Janet Heckell, seconded Basil

**(Basil to respond)**

Treasure had a copy of the agreed Brook House contract signed and dated by the previous Treasure which had been passed back to Brook House.

## **7 Membership Secretary's Report**

It has been a busy couple of months since our last meeting regarding new and renewed memberships.

We have had thirty new members and our total is now 646.

It is my opinion that the coffee mornings have helped with the enrolment of new members.

We have had 30 new members sign up, these have mostly been generated from the Coffee Mornings. The membership now stands at 646.

## **8 Beacon Report**

Christine's issue with the usage of various email addresses on Beacon resolved.

Email sent to committee members and group leaders advising of scheduled maintenance works on Beacon system.

## **9 Interest Group Secretary's Report**

Pat Testing

1st session poorly attended. 2<sup>nd</sup> session held this week and all groups with electrical assets are now hopefully tested.

Paperwork will now be handed over to Lesley, as secretary, to continue annual testing.

Assets

Completed and handed over to Basil, as treasurer, to keep updated.

Coffee morning

Completed a list of groups//venues/coordinators and phone numbers where permission has been granted. Will keep this updated.

Coordinators 'meeting

As many groups have only just restarted and several will not start until 2022.

I'm planning to hold a coordinators' meeting in January and then in June/July.

Every 6 months is the time scale I understand should be in place.

Groups

3 new groups have been advertised Drama Folk Cake Decoration

The response has been excellent for all of them.

Initial meetings will hopefully take place in late October /early November

Coordinators of discussion and computer have reluctantly resigned due to family/other commitments.

New coordinators for both groups have now been found and are planning to restart in the New Year.

3 groups have moved to new venues.

Art Appreciation to Anslow village hall.

Books and Poetry to The Grove.

Singing to Saint Mary's Church hall.

All cheaper venues than the original, so thought the moves would be approved.

The fire station is not opening for groups till at least January or February.

A new set of rules will then be in place.

They are keeping me updated as soon as any decisions have been made

A Coordinators meeting to be arranged for early 2022, a date to be arranged at the December committee meeting.

The proposed new Folk group initiated by Sue Prosser will be having an initial get together at The Grove. The Folk Group will hold their meetings at The Priory Centre starting in November.

Groups coordinator has spoken with Barry Appleby regarding his Cake Decorating group and they are due to meet on 18th October with the view to start October/November.

Discussion group due to restart in the new year with Gill Jangra as coordinator with the help of Barbara Brooks. Day and time to be notified once agreed.

Bimal will take on the coordinator roll for the Computer Group in the new year, he was asked to widen the scope to include iPhone, tablets, laptops etc.

Drama - Groups coordinator to meet with Peter Wildsmith at the Coffee Morning on 26th October to discuss taking this further. There are 11 interested members but it needs a coordinator.

If any groups propose to move venues they need committee approval because it may incur extra costs. Committee has given approval for Art Appreciation and Books and Poetry to move to new/cheaper venues.

All agreed. Proposed Bimal Jangra, seconded Mary Corbett.

## **10 Events Secretary's Report**

Unfortunately we had to cancel our September Talk and Tea but I have re-booked The Shadows for our June AGM meeting so hopefully that will encourage more people to attend.

Following the request sent out for in house talent I have now booked Janet Nunn for our March event. She is a storyteller and I understand she can be quite interesting.

I have also booked John Morris for our September event. He has his own Victorian Street Organ and he will give a talk and provide some music.

I have to arrange a visit to the Church to do a risk assessment which I will do ASAP.

The tickets for December are selling slowly. To date only thirty have been sold but hopefully as it gets nearer the demand will increase.

Events Secretary to monitor the sale of tickets for the December Talk and Tea and ask for Communications to advertise the event if she feels it necessary.

The Riverside Church to have a risk assessment done for the event, also to be asked if food can be offered to members at the event. An alternative would be to give each attending member a mince pie on leaving.

**(Mary & Bimal)**

September 2022 Talk and Tea to be back to its original first week of the month.

## **11 Risk Assessment**

Any venues needing risk assessment the Publicity Officer will be available to do this.  
None outstanding other than Riverside Centre.

## **12 Assets**

Basil now has the Assets Register.

## **13 Events and Banners**

Replacement pull up banner to be purchased at a cost of £112.32, the cost would come down to £93.40 if not personalised. This is to promote Burton u3a at the Coffee Mornings and other events.

All agreed. Proposed Chrys Smedley, seconded Janet Heckell.

## **14 Coffee Morning - Group Advertising**

The Groups coordinator was asked to prepare an up to date list of the groups for existing members when attending the Coffee Morning. These copies to be kept with a committee member only. Chair to copy and laminate if needed.

**(Janet/Pat)**

**15 Constitution. - Deferred. (Christine)**

**16 Neil. - Deferred to December meeting. (Pat)**  
Chair to contact Neil to inform him of this decision.

## **17 Trifold Leaflets**

A discussion took place on the size and content of these leaflets, possibly generic to reduce having out of date information. A5 - 100 at £45 , trifold - 100 at £57. Further discussion needed.

Old leaflets with out of date information to be disposed of. **(Pat)**

## **18 u3a Copse**

Following an email from Peter Wildsmith regarding the National u3a campaign to recognise the u3a's 40 anniversary. It was decided that the Publicity Office would contact Peter for further discussion with the view to send out a communication to all members.

**(Bimal)**

**19 AOB. None**

**Meeting closed at 12 noon.**

**Date and time of next meeting -**

**Tuesday 7th December 2021. 10am at the Priory Centre, Stretton.**