

Burton-on-Trent u3a Committee meeting

Held at 9:30 a.m. Tuesday 3rd October 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) /
Beverley Bhaskare (Magazine distribution) / Bimal Jangra (Newsletter) / Jane Kent (Beacon) / Glynis Lewis
(Hospitality) / Hugh Rodger (Accessibility) Christine Davenport (Communications)

Resignation: Beverley Bhaskare as joint events secretary
Lynne Wilson

Welcome from Mike Payne

Minutes of the meeting held on 4th September were approved subject to:
Christine Davenport being added as present,
Item 12 that Solopress are the printers; Actioned by BJ

Matters arising

- Coaches - two companies have been contacted, a further one to be spoken too. This is ongoing. However, it was agreed that if members have an issue on an outing then they must tell the organiser who should report back to the coach company and Groups secretary or another member of committee so it can be followed up. A written complaint might need to be raised. Warringtons will be used for a pantomime trip in January.
- German & Shakespeare groups, very little had happened. CD asked MP for the German books so she can see exactly what is there. **ACTION MP/CD**

Chairs Report tabled

An email complaint from a member about a coordinator was discussed. As the chair had an interest in this matter, Vice Chair ND was handling this and he is still dealing with this. **ACTION ND**

Secretary Report

Accident form received from line dancing group.

Treasurers Report tabled

CD asked why refunds were being given for lunches when it was stated in the booking policy no refunds should be given. KH said she had had guidance from MP in this instance and the policy was under review any thoughts should be forwarded to Diane Brewster social activities coordinator. BA then instigated a lengthy discussion about Sunday lunches / luncheon group as shown or not shown on treasurer's report. It was explained that the luncheon group is part of the social activities and was shown as such on the report. Further clarification for BA was to be with MP/ KH

ACTION BA/KH/MB

Membership report tabled

LW reported she had had another member join this week 814 +1 MP was extremely pleased and hoped for 1000 by this time next year!!!!

Accessibility report tabled

1. HR had wanted an up-to-date list of venues; he had been given a draft version by secretary. KH will action a full comprehensive list. **ACTION KH**
2. Complaint forms much discussion - do we have one, if so who should it be directed to?
3. Accident forms should be sent to secretary and are reported to Charities commission each year.

Interest group report tabled

- MB reported successful coordinators meeting – due to communications error, minutes had not yet

gone out. RM will forward to MB for distribution

ACTION MB/RM

- The new reporting forms have gone out to groups *WITHOUT VENUE* charge
- MB is meeting with the social activities coordinators to discuss proposals for outings next year, he read out a very impressive list of proposed trips that are being considered.
- There was a discussion about how many groups we should have for the size of our u3a National guidance says 1 per 10 members, so we are short!!! BJ pointed out that there were 70 people at the last Antiquarian meeting – some groups are very small if they meet in home. It was decided it would be good to see if any members were interested in starting a new group or had any ideas for a group. CD to send email out

ACTION CD

Events Report tabled.

- BB has decided she is unable to fulfil the role of job share and has resigned. VB will continue but not do committee minutes at present. RM will carry on with these.
- Venues - several venues have been researched, still a few more to look at. It was agreed any venue *MUST* be central with adequate car parking available.
- Riverside costs were reported as £105 for all rooms for the talk and tea meetings.
- VB said she would conduct member survey for ideas next year.
- For speakers she was directed to the national u3a web site.
- Risk assessment / venue check should be done on all venues prior to use. It was pointed out that most venues u3a use will have their own which can be seen and adapted, if necessary, thus saving work. Where there is no risk assessment, groups will need to use the Burton u3a form. This is a requirement to comply with insurance and should be done at least annually. ALL coordinators should do this and always have a copy of an accident form with them.
- VB was advised
1 invoice for Christmas party at Pirelli should go to treasurer
2 any general messages/ queries should be forwarded to CD
- Confirmation was requested that Christmas Party Raffle prizes were to the value of £150. This was agreed.
- The Events job description has been amended and needs to go to BJ

ACTION VB

Beacon

- JK/ LW have had a request from national re details for TAM magazine. **ACTION LW**
- JK had had a request from a coordinator wanting confirmation of membership of 5 people, who turned up to a meeting, without cards and didn't know numbers. She advised the coordinator to contact membership secretary and it was dealt with. It was agreed members always need their cards to buy tickets or attend groups / events. Without it they cannot attend

GDPR

Following previous discussion ND reported that all information sent to u3a has to go through a secure Portal. ND said he needed to amend the emails for officers as currently Events is going 3 ways. **ACTION ND**

Communications

Nothing unusual, a lot of pointing people in the right direction.

Publicity/Newsletter

- BJ showed committee the A4 posters which looked impressive, members took some for distribution.
- He has 5 small flyers left out of 1000 – it was unanimously agreed he should order another 1000.

Discussion followed regarding A5 posters or trifold leaflets – it was agreed to defer to next meeting.

Any Other Business

Proposed new Badminton Group

HR said that 2 groups are scheduled to meet in the New Year weekly on Monday and Friday mornings at Meadowside leisure centre. Although prospective members may meet once or twice informally prior to that. He will be visiting Meadowside with the treasurer to finalise details.

Deferred items re laptops

After considerable discussion, and the fact that everyone is getting emails satisfactorily, it was felt unnecessary for anyone other than treasurer and secretary to have computers. There was also the expense to consider. It was pointed out that the two groups that do have computers have very old machines. In future if there is a need it will be considered on an individual basis and will need to be disposed of once they are finished with.

- However, LW (membership) said she did not have a printer – which on occasions she did need. It was agreed KH would do lists and labels for her as required.

Updated lanyards and ID badges were given to all committee members.

The meeting closed at 12:05 and members were thanked for their attendance.

Next meeting - Tuesday 7th November at 9:30 at the Priory Centre Stretton DE13 0HE