



**Minutes of Interim Committee Meeting held at
14:30 Friday November 17th, 2023**

PRESENT:

Vivienne Fleet, Chair; Sue Ogilvie, Business Secretary; Susie Amodio, Group Convenor
Coordinator; Jan Gordon, Committee Member

Apologies

Ian Mayfield

This was an interim meeting for Vivienne to brief the committee on her recent attendance at the 'Keeping it Legal' sessions.

The following points were agreed.

- The laptop that we use at our meetings in the Jubilee Hall (or elsewhere) should be subject to a PAT (Portable Appliance Test). Sue is to liaise with Vivienne at the Jubilee Hall on 18th November to organise this. **SO / VF**
Further information regarding PAT testing; It appears that the laptop does not need a PAT test because it operates below 120 V DC. The charger does need testing because it operates at 230V.
- Sue will print 6 copies of the incident report forms for distribution. **SO**
- The next Newsletter will include information about the Policy and Procedure Documents and will direct members to the relevant section of our website. **SO**
- Sue to check if the Cycling Group Risk Assessment has been passed to new members. **SO**
- It was agreed that we should record emergency contact details for all members. We plan to capture this information when memberships are renewed.
- We need to identify which of our members need a paper copy of the newsletter (i.e., anyone without an email contact) To be confirmed with Ian.
- We plan to review our membership application form and will look at the template from the u3a website. For discussion at a future meeting.
- Sue to check the Safeguarding Policy document to see if there is anything covering harassment. It is mentioned as in the following paragraph.

“Courses of action

*Coquetdale u3a's approach to safeguarding will include members who exhibit health concerns that could put themselves or others at risk, convictions (previous or pending) that include offences of a sexual or violent nature, inappropriate behaviour exhibited by a member including sexual advances, bullying, aggression or violent behaviour, **harassment** and/or discrimination. This can include*

behaviour exhibited face to face as well as electronic communications or via social media platforms.”

- The agenda for the next meeting to include discussion about 2 get togethers for Group Convenors – one at Christmas as planned for next week, and another in the summer. It was suggested that group convenors might be offered free entry to the summer Garden Party.
- All committee Members should read the u3a constitution.
- We will review and revise the Coquetdale u3a Constitution. Any proposed changes must be passed to the u3a office, and thence to the Charity Commission for approval. Sue to circulate our version for discussion at a future meeting. **SO**
- We need to understand exactly what the u3a Annual Return is, and what is involved in submitting it.
I have checked the u3a website, and it appears that a request to submit an annual return is sent to Secretaries of u3as in March each year. This asks for the number of paid-up members as of 31st March.
- We also need to review the Trustee's Code of Conduct.

A reminder of the date of our next meeting

January 5th, 2:30 at the Queen's Head.