

## Minutes of the Committee Meeting held 12th July 2023 at 4pm

### Saint Paul's Northgate

**Attending:** Chair (Jim McGough), Secretary (Margaret Lloyd); Treasurer (Graham Friday), Communications Coordinator (Sue Parker), Peter Beckley (Groups Coordinator), Members Coordinator (Jacqui Mercer), and Access Coordinator (Janet Newson).

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**Attending:** Chair (Jim McGough), Secretary (Margaret Lloyd); Treasurer (Graham Friday), Communications Coordinator (Sue Parker), Groups Coordinator (Peter Beckley), Members Coordinator (Jacqui Mercer), and Access Coordinator (Janet Newson).

### Standing Items

#### Agenda Item 1: Apologies for absence

None

#### Agenda Item 2(i): Minutes of the 14<sup>th</sup> June meeting

The minutes were approved.

#### Agenda Item 2(ii): Review of Action Log at 9<sup>th</sup> July and Matters Arising

##### 1. 15<sup>th</sup> Dec Agenda Item 18. Microsoft Licences

It was asked when it would be confirmed whether the Committee could take advantage of Microsoft's offer of free licences, as some Trustees were currently using paid-for Microsoft licences which would soon expire.

The Secretary confirmed she would continue with investigating the implications of using this free Microsoft account and report shortly. Her personal Microsoft licence was due to expire at the end of July and if using the Microsoft free licences was not feasible for the Committee she would have four spare "family" licences available to offer to other Committee members.

##### 2. 10<sup>th</sup> May Agenda Item 4. O&A Working Group (WG) Phases 1

The Access Coordinator requested that she be copied into all e-mails sent by the Group Coordinator and/or the Treasurer to O&A Group Leaders (GLs) and others relating to O&A WG matters.

##### 3. 10<sup>th</sup> May Agenda Item 9. Access Location Guide

The Access Coordinator stated she had decided not to include anything wi-fi access. St Pauls was the only location in which any groups requiring wi-fi access were based, and the relevant GLs knew how to access it and could inform their members if required.

##### 4. 14<sup>th</sup> June Agenda Item 2(ii) Printer

A new ink-tank printer had been purchased for c£300 and would be arriving at the Members' Coordinator's home soon. Meanwhile Ann Sole has managed to get the old printer to access wi-fi, using a new router, and so this printer would now be available, at her house, to do any bulk printing.

#### Agenda Item 3: Monthly Updates from the Third Age Trust and Committee Members

##### 1. Treasurer's Report Item 2: Painting & Drawing (P&D) Finances

The Treasurer updated the Committee on his recent conversations with the Painting & Drawing GLs, GLs outlining their proposal that their members pay an additional 50p per session from September

2023 onwards, in order to cover the higher rental costs of their preferred location (Holy Trinity Church).

The Treasurer stated we needed to consider this carefully and made the following points:

- The recent 2023/24 Fees Meeting 2023/24 had agreed that all indoor groups should, as was the case in 2022/23, charge group members £2 per session. This was the figure necessary to cover forecast costs across all groups combined.
- The Holy Trinity church room in which P&D meet charges a higher rent than other venues the u3a use, the £2.00 standard attendance fee is not sufficient to cover this higher rent. The P&D group are actively looking at alternative lower cost venues, but the Group members are keen to stay at their current location so had collectively agreed to offer to pay a supplement on top of the £2 to cover the additional costs.
- The Bridge Group could potentially find themselves in a similar situation once the rents at Three Bridges Cricket Club increase, in that their members are keen to continue meeting there rather than an alternative venue.

The Treasurer concluded that he felt there was a case to amend the current policy on standard group fees for indoor groups meeting at rented venues other than St Paul's as follows:

"If a Group wishes to meet at a venue with higher rental costs than those charged by St Pauls, and is unable, at their current membership level, to cover their running costs by charging the standard group attendance fee, then they will be expected to charge a supplement fee sufficient to cover their running costs. This supplement will be agreed with the Treasurer and reviewed on an annual basis".

The Committee agreed this amendment.

**Action:** Treasurer to inform the Painting & Drawing (P&D) GLs that they can continue to meet in the room they currently use at Holy Trinity Church if the members pay £2.50 per session wef September 2023.

**Action:** Treasurer to amend the Financial Policy Delegated Decisions schedule on the web.

**Action:** Groups Coordinator to liaise with the P&D GLs over the health and safety issues they raised and seek resolutions as soon as possible.

## **2. Communication Coordinators Report Item 3. Open Day Sub-Committee**

It was asked whether any GLs had been invited to be on this sub-committee. In response the Communications Coordinator explained they would be discussing GL involvement at the inaugural meeting in two days' time.

## **3. Access Coordinator's Report 6. Volunteers**

The Communicators Coordinator confirmed she would give some thought as to how a webpage aimed at potential volunteers might be incorporated into the website.

**Action:** Communications Coordinator to include this on future website changes list held by website editors.

**Action:** Chair to include this when proposing ways of recruiting more volunteers ahead of the 2023 AGM.

## **Non-Standing Items for Discussion**

### **Agenda Item 4: Midsummer's Eve Celebration: Report and Points for Future Events**

This report was approved. It was agreed that next year the planning should start earlier, and that there was no practical method of assessing attendance.

## Agenda Item 5: 30<sup>th</sup> June 2023/24 Fees Meeting: Minutes & Points for Next Year

The Minutes were approved.

On the subject of what could be done differently next year the Treasurer requested that only the budget and membership fees should be the subject of the meeting, with group fees being approved separately by the GLs at a meeting in the summer term. This would probably require amending the Constitution.

The committee agreed that the number of GL meetings be increased to three a year (one per term).

**Action:** Secretary to investigate the implications for amending the Constitution to exclude the approval of group fees from the annual fees meeting, and to report back on this to the next Committee meeting.

**Action:** Secretary to send an e-mail via Beacon to all e-mail members to report on the outcome of the fees meeting on 30<sup>th</sup> June.

## Agenda Item 6: Membership Renewal:

### 1. Approval of Draft forms

The Membership Coordinator explained that, after consideration, it had been decided that overall it was more efficient to pre-fill the Renewal form with member details, rather than asking members to complete it themselves.

It was acknowledged that adapting the Renewal forms to incorporate new requirements whilst still ensuring both that it did not exceed two pages in length and that it could still be pre-filled by Beacon was a fiddly and time-consuming task.

It was requested that the following minor changes be made to the wording and format, if possible given the space constraints:

#### Renewal & Membership Application Form

- That against the Emergency Contact should be requested Name & phone no and Relationship to you, as in the current renewal form.
- That the line "All members must follow the [Principles of the u3a movement and Members Code of Conduct](#)" be reformatted and replaced by:

All Members must:

- Follow the [Principles of the u3a movement and Members Code of Conduct](#)" (included in the Members Handbook, and on the Members page of the Crawley u3a website)"
- Always act in the best interests of the u3a etc
- Under Membership Fees the September 1<sup>st</sup> in "Your renewal fee of £16.00 is due from September 1<sup>st</sup> 2023" be replaced by 1<sup>st</sup> September, and the New Application form phrase "£8.00 if joining after 1<sup>st</sup> March" amended to include a "following" before the 1<sup>st</sup> March
- Under the TAM section change "enclose" to "add"
- Under Payment Details it is the Members Coordinator, not Membership Coordinator

### 2. Policy towards TAM for new members

It was agreed that new members would receive TAM free of charge for the remainder of the current membership year in which they join.

**Action:** Members' Coordinator to amend the renewal and membership forms to incorporate the points under 1. above and the agreed policy on TAM for new members.

### 3. Membership cards

The Committee agreed that for 2023/24 membership cards would be produced in a physical form for all members.

It was agreed that the former reference to Membership Support on the back would be replaced by the Membership Coordinator's contact details and Crawley u3a website address.

**Action:** Members' Coordinator to action.

#### **4. Timetable**

This was approved. It was agreed that it would be sensible to bring forward the date the September newsletter is issued so that copies to members who do not receive it by e-mail can be sent to them with the renewal information.

**Action:** Communications Coordinator to update the hard-copy Newsletter delivery and postage list

#### **Agenda Item 7: Future Publicity Events**

It was felt that the preparations for the Open Day itself should be prioritised over running any more publicity events beforehand.

**Action:** Communications Coordinator to check whether there are any events (such as special markets) taking place in Queen's Square or the Mall before the Open Day at which we could advertise the forthcoming Open Day.

#### **Agenda Item 8: New Members Meeting for Late September 2023**

It was agreed it would be preferable to hold this event in late September, and to fix it soon so details could be available for dissemination to new members at the Open Day on September 8th.

The Chair and Members Coordinator would be co-ordinating this event. It would be helpful if a few GLs could attend, as well as Trustees.

**Action:** Secretary to ascertain which dates were suitable, in the light of the availability of Trustees' and the St Paul's canteen, and the desirability of holding it at a time when groups are meeting at St Paul's.

**Action:** Chair & Members Coordinator to make final decision on date and organise

#### **Agenda Item 9: Trustee Role Profiles and Responsibilities**

The secretary explained that we needed to start thinking about which Trustee and Support roles we need to prioritise recruitment for at the November AGM.

She also felt it useful to draft something explaining what becoming a Trustee involves. A couple of Trustees felt that her first draft was too formal, too much like a formal job advert and off-putting.

**Action:** Secretary to ensure proposed next steps followed by 4<sup>th</sup> August to feed into next update for 9<sup>th</sup> August meeting

#### **Agenda Item 10: Update of Safeguarding Policy & Guidance**

This was approved. The Secretary would add external organisation contact details to the Annex Guidance section and place the document on the web. The

**Action:** Chair to write some guidance notes to appear alongside policy link on web

#### **Agenda Item 11: Draft Agendas for next two meetings**

These were provisionally agreed

*The meeting finished at 18:01*