

Minutes of the Committee Meeting held 14thth February 2024

St Pauls Room 2

Attending: Chair (Jim McGough), Vice-Chair (Alan Rew), Secretary (Margaret Lloyd), Communications' Coordinator (Sue Parker), Groups' Coordinator (Janet Newson), Members' Coordinator (Jacqui Mercer) and Christine Willows (Minutes Secretary).

Apologies: Treasurer (Graham Friday) due to attendance at the Third Age Trust (TAT) Finance Board.

Standing Items

Agenda Item 2(i): Minutes of the 10th January 2024

The minutes were approved with no corrections.

Agenda Item 2(ii): Review of Action Log

The Groups Coordinator thanked the Secretary for splitting the Action Log into two parts. The Secretary explained that this was done to separate out the more urgent actions (those for the next meeting) from those which are of less urgency and can hence be deferred for a few months. This enables Committee Members to prioritise more easily.

The Secretary went through those actions with no comments under Progress/Comments in section (1) to ascertain which will be tackled before the March meeting, which will be dealt with later in the year, and which are never going to happen.

List (1) 10th Jan 12. Small Mat Bowls – e-mail matter now dealt with so action can be removed.

List (2) 14th June 2023 Priority Seating. The planned procedure to be incorporated into Events Guidance, with the Chair to ensure it is followed.

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

The Groups Coordinator (GC) commented that the Chair's description of his 31st January meeting with the Treasurer and Groups Coordinator was misleading. Following an explanation by the Chair, the GC accepted the reasoning behind the phrasing used.

The Chair asked that the Fit for the Future proposals be placed on the agenda for the next Committee Meeting so he can send some feedback to the Third Age Trust. The Secretary agreed to this.

Agenda Item 4: Update on Trustee and Other Volunteer Recruitment

This was not discussed as nobody had any updates.

Agenda Item 5: Purchases, Procurements & Contracts

Nothing to report under this item.

Agenda Item 6: Committee Approvals for matters not requiring discussion

(i) Outcome of Short Mat Bowls Fee Review

The write-off of the deficits was approved (similarly to deficits for other Groups)

(ii) End Autumn Term 2023/24 Financial Monitoring Report

This was approved.

Agenda Item 7: Trustees' Calendar Update

1. Fixing dates for 2024 Events

The dates listed in the meeting papers were agreed.

It was agreed that RUGS would NOT be used for the St Paul's fee setting meeting, as Loaves & Fishes would be open.

It was also agreed that the Annual Fees meeting need be of just one hour's duration, and that it might be possible, if we agree at our July Committee meeting that the 24/25 fees stay at their 23/24 levels, not to hold a formal meeting at all.

2. Future Committee Meeting Topics

It was agreed that the Communications Strategy update would move to the April meeting. The Events Guidance would need to appear on the 13th March agenda.

Non-Standing Items for Discussion

Agenda Item 8: Group Leaders 5th February Meeting: Minutes & Actions

Minutes agreed subject to amendment of the following actions:

- Item 3d: **Action:** Groups Coordinator to arrange a meeting with the Bookings Administrator of St Paul's so that she can discuss various matters concerned with the u3a usage of St Pauls.
- Item 4b: No change to **Action**
- Item 4c: 1st Action on Project 57 – removed
- Item 4c 2nd **Action:** Diverse Crawley (Secretary Ashwin Soni) to be inserted in place of "Citizens Advice Bureau and/or Crawley Community Action".

In response to the question on anything we should note for the next meeting the Groups Coordinator said that she had requested the Assistant Groups Coordinator to investigate certain features of the Friary microphones so that we can try to use them more effectively in future.

The Secretary said that displaying the equipment available for borrowing had been useful, in that it had shown how old and out-of-date most of it was. In particular she was keen to purchase a new projector.

Agenda Item 9: Group Matters

(i) Workshop on Climate change and Carbon Literacy

The Vice-Chair explained that the Crawley Baptist Church in West Green appeared to be the only suitable venue in Crawley for this proposed series of workshops.

There was some discussion on how it was hoped it would attract new u3a members and the marketing and administrative requirements. The Workshops are not expected to take place until the autumn.

(ii) Amending the Group Leader title

There was not majority support for this, and the Vice-Chair accepted that there would be no change at present to current naming conventions.

(iii) Taster Sessions

The Groups Coordinator said she was disappointed that some Committee members had not responded to her e-mail request for their thoughts on this, despite the fact she had given them a lengthy period of time in which to respond, and requested that those yet to respond could do so by end Saturday 17th

February. The Vice Chair commented that he had found the amount of information included in the e-mail request to be overwhelming, and requested a summary. The Groups Coordinator did then summarise her proposal, and explained that she had supplied the background in her e-mail to enable Committee members to make an informed decision. The Vice-Chair advised that he now agreed with the proposal.

Agenda Item 10: Statistics and Performance Measures for the Annual Report

This was not properly discussed as Trustees had not had an opportunity to read and absorb it. The Chair commented that he did not feel that all the Third Age Trust recommended performance measures (taken from their "u3a Health Check" Guidance document) were useful, for example no. 2 "Has your membership grown for two or more consecutive years?".

Action: Secretary to be more specific, when she sends this document out for further comment, on what feedback she is seeking.

Agenda Item 11: Complaints Policy Update

It was agreed that this needed to be brought back to the next meeting with amendments.

Action: Chair to bring this policy back to the March Committee meeting with the following amendments:

- (i) Removal of references to a Grievance Policy, as we do not have one (and TAT has said it does not expect us to have one, a disciplinary and a complaints policy being sufficient);
- (ii) For the Formal Process, the person wishing to make the complaint should have the option of reporting it orally to the relevant Trustee, who will record it in writing and ask the complainant to agree it;
- (iii) To ensure it is consistent with what is laid out in the Trustees Task List with regard to dealing with complaints around Groups & Venues;
- (iv) Add some guidance at the start for Group Leaders (GLs) on dealing with complaints.

To assist with amendment (iv) the following was agreed:

Action: Groups Coordinator to send the Chair the information on the complaints process responsibility set up for the Group Coordinator and Assistance Groups Coordinator when an issue/complaint is generated by a member, GL or venues.

Agenda Item 12: New Members Meeting 25th Jan & arrangements for new members at the 20th Feb Coffee Morning

It was agreed that around 20 new members attended the New Members event on 25th January. A brief discussion took place on the arrangements for new members attending the Coffee Morning on 20th February.

Agenda Item 13: Events 1st Draft Guidance

There was no time to discuss this. The Secretary would be sending out a new version well before the next meeting to give Committee Members chance to read and respond in advance of it being discussed at the March 13th meeting.

Agenda Item 14: AOB

None

The meeting finished at 17:55