

## DUKERIES U3A COMMITTEE MEETING ON 11<sup>TH</sup> MARCH 2024

### Present

Leslye Henstock (Chair)  
James Bartlett (Business Secretary)  
Wendy Neighbour (Membership Manager)  
Pam Hardwick (Charity Organiser)  
Ann Street (Website and Speaker Finder)  
Jane Young (Activity Group Coordinator and Press Officer)  
John Harris (Newsletter Editor)  
Valerie Saunders (Temporary Minuting Secretary)

### Item 1 - Welcome from the Chair and Apologies for Absence

Leslye welcomed Committee members present to the meeting.

Apologies were accepted from:

Barry Callieu, Maria Pitrolino-Baranauskas, Chris Neighbour, Barbara Baglee

Matters Arising:

Leslye has been informed that long-standing Du3a member Margaret Burling has passed away.

**ACTION:** John will send out an email informing the membership and Leslye will ascertain when the service is to take place.

Leslye has been informed that the new Community Divisional Officer is Chris Billan and will be in charge of the quarterly meetings.

**ACTION:** James will deal with this.

Leslye has passed level 1 on the Hygiene and Food Safety Certificate.

### Item 2 - Minutes of Meeting on 8<sup>th</sup> January 2024

**ACTION:** James approved the Minutes as an accurate record and John seconded.

### Matters Arising

It was agreed that the matter of signatories for the Nat West account will be held over until after the AGM.

Charity Nomination Forms – **ACTION:** Leslye will print off the forms

Radio Bowe appearance: **ACTION:** Leslye is away for the whole of April and will deal with this when she is back.

Greeters: We still need to attempt to find two greeters for each Members' Meeting.  
Michael Brooks has agreed to chaperone new members.

Leslye has been informed of the increases in the cost of hire for the Jubilee Hall. These are:

Sunday to Thursday (8am to 6pm) £11 per hour

Friday (8am to 6pm) £11 per hour

Evenings – Sunday to Thursday (6pm to midnight) £13 per hour

Evenings – Friday (6pm to midnight) £16 per hour

Saturday (8am to 6pm) £14 per hour

Saturday (6pm to midnight) £16 per hour

Small Room £7 per hour

**ACTION:** Jane will let Group Leaders know about the increases.

### **Item 3 – Constitution Review**

Documents needed and previously distributed:

Original Draft proposed: Constitution of the Dukeries U3

Suggested Amendment: Dukeries Third Age Group (U3A) (sub-heading as per Charity Commission listing). Accepted.

#### **Item 16(7)**

Following lengthy debate, the following compromise was proposed:

16(7) the maximum total period of service of any trustee shall be normally 9 years in any combination of roles, whether or not the periods of service are contiguous, where no replacement for that trustee comes forward, they may have their length of service extended by the other serving trustees to a maximum of 12 years, to be reviewed on an annual basis.

Accepted Length of service: changed from 9 to 12 years

#### **Item 17(2)**

17(2) The trustees may at any time, providing the maximum number of 15 committee members is not exceeded, co-opt up to 4 trustees until the next Annual General Meeting and may reappoint such co-opted trustees for one additional period which may not extend beyond the following Annual General Meeting or be excluded by clauses 16(7) to 16(8) whichever is the sooner.

Accepted: Each person on the Committee will be voted in at the AGM

**ACTION:** James will send amended draft to U3A Trust for comment.

### **Item 4 - Membership**

Wendy reported that she had done the new forms for membership:

Annual Membership

Annual Associate Membership

Details for bank transfer payment

Gift Aid Form

**ACTION:** John will send out forms to members with email. Those without email can fill in the forms at the Members' Meeting.

**ACTION:** Wendy will have envelopes for membership on the day.

**ACTION:** Four people will be required for the membership desk including Wendy and Chris.

Wendy reported that 64 members attended the January meeting and 48 attended the February meeting. Du3a presently has 155 members of which 150 are Full members, 4 are Associate members and 1 is an Honorary member.

### Open Day on March 18<sup>th</sup>

Activity tables will be set up in the main hall. Volunteers will be needed to set up the tables and any posters and decorations.

Membership tables will be in the small room.

Leslye would like a poster or plaque outside the Jubilee Hall advertising the Open Day.

The rota for refreshments is full – 3 sets for one hour each.

Ann mentioned that the writing group has produced a new book which could be sold from the Writing group table.

Leslye thanked Ann and Jane for preparing and distributing posters advertising the event in the local community.

**ACTION:** Jane will contact Group Leaders about tables advertising their Groups.

### Item 5 - Committee Vacancies

Du3a are still looking for volunteers to fill the vacancies of Chair, Deputy Chair and Treasurer.

### Item 6 - Accounts and Finance Matters

Barrie has sent out copies of the Accounts dated 29<sup>th</sup> February 2024. If anyone should have a query about the Accounts they should contact Barrie.

There was an agreed item of £108.45 for the purchase of Soft Tennis equipment by Paul Webb, the group leader of Soft Tennis.

### Item 7 – Business Secretary

James applied for editing permission for Dukeries u3a entry on the Charity Commission's website on 13<sup>th</sup> February but so far as heard nothing back.

James is still preparing the documents for the new trustees' inductions.

We do need to advertise the AGM Meeting at least 31 days before the event.

### Item 8 – Marketing, Speakers and Website

#### Website

As the Microsoft contract is shortly to run out, John has contacted Paul Webb about help with this. There is a training scheme available that can be done at your own speed and John will ask Paul to have a look at it and do the training.

**ACTION:** James will put John's name down as the point of contact.

**ACTION:** We will migrate to the new system.

### Speaker for April

The speaker for the April Members' Meeting is a pianist.

### **Item 9 – Groups**

Jane had no new updates on Groups. She did suggest that a table be available for ideas on new groups at the Open Day.

### **Item 10 – Charity Donations**

There were no charity donations last month.

Pam would like to run a tombola for the Open Day meeting and asked whether we could put out an appeal for prizes.

**ACTION:** John will put out an appeal for prizes.

### **Item 11 – Social Prescribing**

Leslye gave a vote of thanks to Barbara for progressing the discussion on social prescribing.

### **Item 12 – Events**

Members attending the visit to Veolia Recycling Plant found the visit very interesting and informative.

The Murder Mystery evening is on Sunday, 17<sup>th</sup> March.

Half the tickets have been sold for the Riverboat Trip.

### Picnic in the Park on Wednesday, 26<sup>th</sup> June

Each U3A will bring two to three activities.

There will be several musical groups.

Hazel and John will lead a short walk through the forest.

The entry fee is free but there is a £5 charge for parking.

A total of 12 cars will be allowed to park in the staff car park whilst unloading equipment.

Volunteers will be needed for setting up.

### August Event

Leslye would like to organise a subsidised bus trip day out instead of the usual Garden Party and would like suggestions on where members would like to go.

### **Item 13 – North Notts Network**

Leslye has ascertained that Forest Town U3A have decided to stay in the North Notts Network.

#### **Item 14- Newsletter**

Update: Meeting with Paul Webb (arising from minutes of last meeting) as per details in Item 8.

#### **Item 15 – Next Members’ Meeting**

Open Day and Membership Renewal on Monday, 18<sup>th</sup> March 2024.

#### **Item 16 – Next Committee Meeting**

Monday, 8<sup>th</sup> April 2024 at 1.00 pm.

Items for Agenda: New trustee induction pack

Handover of Mobile Phone to Pam.

Leslye will not be available at the next Committee or Members’ Meetings. Wendy will chair the next Committee meeting.