

**Dulwich & District U3A: Minutes of the Trustees' Executive Committee Meeting
Thursday 14 September 2023, 10.15am, at Rosebery Lodge**

		Actions
1	<p>Present & Apologies</p> <p>Present (10): Tim Pagan (TP, Chair), Christine Hensby (CH, Secretary), Keith Ball (KB), Ruth Colvin (RC, Treasurer), Helen Robertson (HR, Interest Group Coordinator), Anne Sharpley (AS, Beacon), Julia Bairstow (JB, SCID Group), Sheila Northover (SN, Events Committee), Alistair Dey (AD), Neil Abrahams (NA).</p> <p>Apologies (3): Karen Chessell (KC, New Members Support), Caroline Knapp (CK, Interest Group Coordinator), Jane Coupe (JC, Membership Secretary)</p>	
2	<p>Approval of Minutes of TEC meeting on 13 July 2023 The Minutes were approved.</p>	
3	<p>Matters Arising (not on the agenda)</p> <p>a) KC will consult with David Beamish about setting up her new e-mail address.</p> <p>b) KB has passed details of possible new independent examiner, Alistair Milliken, to RC who will contact Alistair.</p> <p>c) NA reported no real progress to on internet connection for Rosebery Lodge (ultimate responsibility of Southwark Council) but will continue endeavours.</p> <p>d) For the future, it was agreed, where possible, to try and send Reports (and actions in right-hand column of the Report) by the Friday before the TEC meeting on second Thursday of each month.</p> <p>e) AS reported that the AGM Minutes have been on the website since 21 July but need minor amendments which she will arrange.</p> <p>f) An article on the Convenors' Meeting on 18 September will be written for the Newsletter.</p> <p>g) NA suggested that the Health & Safety Officer position be raised at the Convenors' Meeting on 18 September.</p> <p>h) CH had emailed the organiser of the u3a London Delegates meeting to confirm our two delegates.</p> <p>i) CH reported that there are technical difficulties with the Charity Commission website which are preventing access. CH has contacted the Commission and will do so again. The Commission is aware of difficulties. AS noted that the most important issue is the need to send our annual return to the Commission by the end of December 2023 (see also under Item 6, Secretary's Report).</p> <p>j) AS has contacted national u3a about our Directory Artwork. The main issue seems to be what, if any, copyright does Di Deudney own. TP has a meeting scheduled with Di to discuss.</p> <p>k) AS will raise the linked topics of Emergency Contact Details and Legitimate Interest Assessments at the Convenors' Meeting on 18 September.</p> <p>l) RC to write to all new members who paid their subscriptions into our Barclays account to advise them of our new bank account details.</p> <p>m) It was agreed that JC and AS should update the membership form and present it at a future TEC meeting for approval.</p>	<p>KC</p> <p>RC</p> <p>NA</p> <p>All</p> <p>AS</p> <p>CH</p> <p>TP</p> <p>CH</p> <p>TP</p> <p>AS</p> <p>RC</p> <p>AS/JC</p>
4	<p>Membership Report JC had submitted a written report as at 13 September 2023 below It was noted that we had reached over 700 members once again.</p> <p>• Current members: 707</p>	

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	<ul style="list-style-type: none"> • New since last meeting (July): 21 • New since 1 April: 65 • Rejoined since 1 April 1 • Deceased since 1 April: 0 • Resigned since 1 April: 23 • Lapsed since 1 April: 54 <p>Of the current 707 members:-</p> <ul style="list-style-type: none"> • Individual: 666 (94%) • Associate: 22 (3%) • Concessions: 19 (3%) 	
5	<p>Treasurer's Report and Bank Account Position</p> <p>Bank balances:</p> <p>Petty cash £50.00</p> <p>Lloyds current a/c £4,696.55 deposit a/c £19,574.64</p> <p>Income in July and August 2023 £</p> <p>From members 390.00 Lloyds Bank 26.01 Table tennis 72.00</p> <p>Spending in July and August 2023: £</p> <p>Various Costs, Rosebery Lodge 16.99 J Thomas, party, Bell House 91.15 Table tennis facilities 72.00</p> <p>RC reported that August has been a quiet month and she has focussed on re-arranging our banking facilities following the change of personnel at the AGM. TP and CH are now full power signatories on the Lloyds accounts. RC will arrange to remove David Beamish and Richard Elliott as signatories. RC is also awaiting a letter from HMRC to enable her to make a claim for Gift Aid.</p> <p>It was agreed that we should take out a 1-year term deposit account of £10,000 from the Lloyds deposit account in order to maximise interest income.</p>	<p>RC</p> <p>RC</p>
6	<p>Secretary's Report</p> <ul style="list-style-type: none"> • CLA Licence was applied and paid on 07/08/23 and email confirmation received. Policy documentation will be sent out by Third Age Trust in September. • An updated contact list has been checked, finalised and circulated. • No progress has been made in obtaining a link from the Charity Commission to set up a My Charity Account so that we can access our online account and set up accounts for other designated committee members despite several calls and an email. The CC contact centre was closed today, 11th September, due to 'external technical difficulties' and they are not replying to emails. Currently, we have no access to our CC account and there appears to be no 	

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	<p>way of contacting the CC at the moment and no indication of when we may be able to.</p> <ul style="list-style-type: none"> • Having checked with committee members that D&D doesn't send a representative to the Southwark Digital Inclusion Group, the Group has been asked to remove D&Du3a from their mailing list. • Newsletters and Updates from 2018 to date along with a few going back to 2015 are now available to view in the shared folder 'Newsletters'. If anyone has copies of issues prior to 2018, please forward them to CH. • TEC meeting minutes from 2016 to date, except for 2021, are available to view in the shared folder 'TEC minutes'. If anyone has copies of the minutes of meetings in 2021, please forward to CH. <p>Secretary's update on actions from TEC meeting on 13 July 2023 (with Item No, Update and Status)</p> <p>3d NA produced sample artwork for the Newsletter to demonstrate what could be achieved using Publisher should the need arise. I'll bring the sample to the meeting on 14/09. Live</p> <p>7 & 14 London Region Delegates has been advised of changes to the Board of Trustees and our new delegates .Complete</p> <p>7 The secretary's role profile has been agreed with TP. On the agenda for discussion at the meeting on 14/09. Live</p> <p>7 Southwark only arranges PAT testing of the heaters and items that belong to them. PAT testing is overdue on all items for which they are responsible, and Diana McInnes is liaising with them about rectifying this. PAT testing of items relating to groups needs to be arranged by D&D. On the agenda for further discussion on 14/09 Live</p> <p>8 No further issues have been reported regarding logging on to the national website. Closed</p> <p>9 Have not identified any training videos. Live</p> <p>16 Phase 1 is still to be completed. Delayed due to technical issues. See Secretary's report. Live</p> <p>17 David Beamish has confirmed that he would be willing to put together the artwork for the Directory when next updated based on the sample artwork, with some amendments, agreed at the last TEC meeting. Complete</p> <p>NB CH will issue a blank template of her Secretary's Update and Actions for consideration and use by other members of the TEC.</p>	CH
7	<p>Newsletter Report</p> <ul style="list-style-type: none"> • A series of profiles of new Trustees as well as the new Chair and Secretary was included in the August and September newsletters as agreed by the TEC. • An article on the accessibility lead has been postponed until after the 18 September Convenors' Meeting when we will have feedback from the Convenors on any accessibility issues. 	
8	<p>Diversity and Inclusion including SCID Report</p>	

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<p>JB reported that the first walk had been good and the next walk in the following week would be a Black History Group walk starting at Camberwell Green. If anyone wants to be on the email list, please tell JB.</p> <p>JB also provided the Minutes of the SCID meeting on 4 September 2023, the main points of which are reproduced below:-</p> <p>“1) Venue for Anwar Akhtar talk Julia and Sheila Northover made a thorough recce of all possible venues in Brixton but none were suitable for different reasons. The talk will therefore be held in the usual venue.</p> <p>2) Feedback from Julia about committee discussion on Active Bystander webinar. It had been decided that a link would be sent to committee members to watch individually. At the committee meeting, it was decided not to show it at the next convenors’ meeting. We discussed the way forward and decided that when Tim comes to the SCID meeting to talk about recruitment, we should also ask him about what he sees as the way forward to ensure that all interest group meetings are fully inclusive.</p> <p>3) Interest Group: All agreed that Ruby and Julia were off to a great start. An email about the next walk has gone out to those who were at the first meeting and Julia will be sending an announcement to the newsletter editor to include in the next newsletter.</p> <p>4) Possible Brixton U3A group to start up: D&D to support it if wanted/needed. Julia got details from David and Pam will follow it up.</p> <p>5) Pam fed back that she had been in touch with Tim and he is happy to come to one of our meetings to discuss joint work between the recruitment group and SCID. Pam to email Tim. It was agreed that as part of that meeting, we should discuss recruitment re GP’s surgeries, social prescribing etc</p> <p>6) Pam had also emailed Tim about an idea from the last SCID meeting about SCID having a dedicated email address. On further thought, we decided this wasn’t needed.</p> <p>7) Pam had also emailed Tim about her understanding that sub-committee members should serve for a term of 3 years. Tim said he would talk about this at the next committee meeting.</p> <p>8) Further to Max’s concern that he had had no communication from Convenors about any issues re accessibility etc, he has a slot to talk at the next Convenors’ meeting.</p> <p>9) Now that summer is over, Julia will follow up the idea of contact with Croydon u3a about how they have achieved diversity.</p> <p>10) AOB: Max reminded us that it was some time since the Diversity and Inclusivity survey. We checked and it was 2 years and to fulfil its original brief we need to do a follow-up survey. It was decided that SCID members would look at it and bring any ideas for updating/amending it before our next meeting on 2 October 2023”.</p> <p>There was discussion about Item 7 above. It was determined that any member can serve on a sub-committee without time restriction. It was also</p>	

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	noted one can serve 6 years as a trustee continuously (subject to any re-election).	
9 & 10	<p>Events Team Update</p> <p>NB. It was agreed that “Report Back on Events” and “Meetings/Event Future Programme” would be amalgamated into one Item. SN reported as follows:-</p> <p>Summer Party Friday 14th July was successful despite the rain! The teas were delicious, the ukuleles and the guitars were exactly what we needed to cheer us up, and despite no amplification were most enjoyable. The garden tour was popular and well attended. All in all it was a good afternoon, and enjoyed by those who attended.</p> <p>The events subcommittee met on August 30th. Maggie Smith has confirmed her resignation, and so David Beamish and I need another member to join us. Julia Bairstow came to discuss the arrangements for the November meeting and is thinking about joining us on the subcommittee. David and I have both thanked Maggie for her long service on the subcommittee but feel she would appreciate a word of thanks from the Chair.</p> <p>Wednesday, September 27th: Jo Livingston will present her PowerPoint presentation on Changing London at HH Baptist Church Hall. She is member of Bexley u3a and is an experienced u3a speaker. She will bring her presentation on her own laptop but will need help with the projector. Neil has agreed to help as David is unable to be with us on this occasion.</p> <p>Wednesday October 18th: Naomi Clifford PowerPoint presentation on Mrs Meredith, the Prisoners Friend at HH Baptist Church Hall. She is a historian and writer, and ‘likes to give voice to those whose lives have not been told.’ I heard the inspirational story of Mrs Meredith at a Carnegie Library event earlier in the year and approached her to talk to us. Mrs Meredith’s story is part of her book of essays on 18th and 19th century women called “Out of the Shadows” and she will have copies available to sell.</p> <p>Wednesday, November 8th: Anwar Akhtar from Brixton-based Samosa Media will talk about Diversity in the Arts and Education, with a focus on plays, films and arts organisations he has been involved in. Julia Bairstow and I spent a morning in Brixton exploring possible venues for this meeting, and after looking at three and considering two others we came to the conclusion that none of them fitted our criteria i.e. size, accessibility of bus routes etc. The Baptist Church Hall is booked now, and we are planning on displaying a poster, to be designed by David Beamish, in Brixton, Herne Hill and Peckham, as well as in the local newspapers and magazines. www.thesamosa.co.uk</p> <p>Monday 11th December Annual Festive Quiz at St Barnabas. Susan Elias and Diana McInnes devising and running the Quiz as usual, and there will be a special tea.</p> <p>Sam Taylor who had to postpone his talk on London Wildlife Trust and Sydenham Hill Wood in June, has been rebooked for Tuesday 16th January 2024</p>	

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	<p>SN also reported that she has a list of suggestions for future speakers and would welcome any comments from the committee before we book them.</p> <ul style="list-style-type: none"> • Edward Ochagavia (D &D u3a member) has offered a talk about his experiences in his youth in Stalingrad during WW2. • Simon Keable Elliott, who has spoken at many other u3a groups, has a fascinating tale to tell about his missionary grandfather Robert Keable and his scandalous novel written in the 1920's. I met Simon at his talk at the Carnegie Library a few months ago and can recommend him personally as a speaker. See www.robertkeable.com. • Sophy Alexander from the Marie Curie charity has written to us offering a talk. She says "raising awareness of how to access free services when dealing with a loved one with a terminal illness could be very useful for members." She offers trained speakers and says they have delivered some really successful talks to u3a groups. • Christine Webber has written to offer a talk on Positive Ageing. She says her talks are lively and fun but are designed to get people really thinking about living as well as possible for as long as possible. She says she really enjoys talking to u3a groups as they are full of men and women already doing so much to keep their minds and bodies active. <p>There was some knowledge of some of the speakers which was discussed. "Downsizing" was also suggested as a possible topic.</p> <p>Other matters to make meetings run smoothly include:-</p> <ul style="list-style-type: none"> • Buying wine for the speaker each time. TP agreed to do this. • Setting out the chairs for the meetings, asking for volunteers. TP and no doubt other attendees will come early to set out chairs. • Collecting and setting up PA system and running the PowerPoint presentations. <p>The payment for the Summer Party on 14 July at Bell House was discussed at the meeting (and subsequently) and TP would speak to David Beamish who had initially arranged the venue.</p> <p>On the question of publicity:-</p> <ul style="list-style-type: none"> • David Beamish has offered to design a poster for the 18 October and 8 November meetings. TP suggested this might be extended to all meetings. • NA recommended publicising on social media sites and would circulate his list of such sites and said he would prepare an "advert" for the 18 October meeting to help test how many non-members attend. • NA also suggested ticking off the names (and possibly addresses?) of non-members who attend. • SN volunteered to sign in attendees on 18 October meeting and JB will do same for 8 November meeting. 	<p></p> <p></p> <p></p> <p>TP</p> <p>TP</p> <p></p> <p>TP</p> <p></p> <p>NA</p> <p>SN, JB</p>

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11	<p>Interest Group Matters CK reported that the Convenors' Meeting had been arranged for 18 September at Herne Hill Baptist Church.</p> <p>She also reported that several new groups have been set up during late July/August and most have started running:-</p> <ul style="list-style-type: none"> • Vamos a hablar – Spanish Conversation • Play reading 3 • Welsh Conversation • Chinese Language – yet to meet for a session • Italian Andante • Italian Conversation – a new group to set up with a meeting scheduled for 26 September. • Painting for Beginners: the instigator of this group has withdrawn her offer to teach and the initial meeting scheduled for 9 September had to be cancelled at the last minute. A few members might form a self-help painting group. <p>JB added the following:-</p> <ul style="list-style-type: none"> • The new Diversity and Inclusivity Visits, Walks and Talks Group was also set up in July, when we held our first visit to the 'Slavery & the Bank' exhibition at the Bank of England. 	CK/HR
12	<p>Asset Register CH had circulated the Asset Register. NA had already provided much useful information in reply. The register is a Work in Progress and is on the agenda for the Convenors' Meeting on 18 September where TP will speak on it.</p> <p>CH will develop an asset log which will be issued to Convenors after the Convenors' Meeting for Convenors to complete so that we can identify any assets their Interest Groups hold.</p> <p>KB noted that any high value items may need to be mentioned in the Accounts.</p>	TP CH
13	<p>Shared Folders – passwords CH outlined the background, including the fact that the website including shared passwords are potentially not safe. CH is preparing to change the master password and needs to reset permissions.</p> <p>TP noted that this is a long-term issue. We will discuss further, including Google Drive, Shared Folders etc, at next TEC meeting.</p>	CH
14	<p>u3a SiteWorks update CH reported that the Third Age Trust is in the process of replacing the current "Sitebuilder" platform for maintaining u3a websites with a new platform "SiteWorks". The onboarding of u3as' websites will involve online training and will be implemented on a phased basis. Dulwich & District u3a will need to sign new T & Cs in due course. CH will ask David Beamish if he will review the SiteWorks T & Cs. If he is unable to do so, AS will review in them in the first instance.</p>	CH

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	NA commented that some u3as have created their own website as the current national Sitebuilder was rather “clunky” and we may wish to consider if and how we can adapt the Third Age Trust’s offering.	
15	Pilot Council Agenda CH said the next meeting of this Council was on 12 October 2023 and its main aim is to get grass roots involved. The TEC confirmed we have nothing to input into the agenda for this meeting.	
16	PAT testing CH advised that electrical equipment at Rosebery Lodge (such as portable heaters) is tested by Southwark Council. Our PAT certificates are out of date. Any item with a plug potentially requires testing. The main issue is whether items owned by D&D u3a and used for group meetings in members’ homes should be tested. The meeting agreed that it was up to the TEC to take a view on this and not the “homeowner” and we agreed to seek advice from the Third Age Trust on this. We would also identify electrical equipment on the asset register currently being updated. CH will ask Diana McInnes to enquire of Southwark Council if our electrical equipment held at Rosebery Lodge can be included in the PAT testing that the Council is organising.	CH
17	Secretary Role Description CH had provided her role description. This was agreed by TP and CH. AS said that the description includes some actions carried out by the Treasurer and Events Organiser. TP said that if anyone had any comments to give them to CH. The next Role Description for preparation in due course would be that of the Treasurer.	All
18	Draft Environmental Guidance Note AS, TP and AD have worked on our draft Guidance Note on Environmental Issues. The draft will be included along with the agenda for the Convenors' Meeting on 18 September for discussion and where TP will speak to it.	CK, HR, TP
19	AOB <ul style="list-style-type: none"> • NA has been in contact with Dulwich Golf Club and the Wood House pub, Sydenham Hill for possible Xmas lunch venue. He will contact them again and also contact the Greyhound pub, Kirkdale and the Crown & Greyhound pub, Dulwich Village for availability, menu and price. • TP said there was a Zoom meeting of u3a Chairs on 18 September but he was unable to attend. He will report back after the Notes of this Zoom meeting have been circulated to Chairs. • HR will submit a request to RC for 6 packs of playing cards for the Bridge Improvers Group. • The TEC recorded its thanks to Maggie Smith for her role on the Events Sub-Committee. TP will also thank Maggie in person and send her an email. • TP noted that u3a week will take place between 16 and 24 September. 	NA TP HR TP
20	Date of next meeting 12 October 2023 at 10.15 am	
	The meeting closed at 12.30 pm	