



## **Dunmow U3A** (and surrounding area)

**Minutes of the Meeting of the DU3A Committee held on Wednesday 19<sup>th</sup> September 2018  
at 9.30 am at The Hub, Stortford Road, Dunmow.**

**PRESENT:**

John Versey (JMV)	Chair
Jane Tadman (JT)	Vice Chair & Welfare Officer
Anita Davey (AD)	Secretary & Beacon Administrator
Mike Best (MB)	Membership Secretary
Amanda Brown (AB)	Groups Co-ordinator
Marilyn Hammond (MH)	Newsletter Editor
Jenny Versey (JRV)	Press Secretary & Group Leader Mentor
Pat Kelly (PK)	Speakers Organiser
Peter Watson (PW)	Outings Co-ordinator

**In attendance:**

Avril Nelson (AN)	Minutes Secretary & Associate Committee Member
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1. **Apologies for absence** - Colin Bradley (**CB**) Treasurer, Terry Parker (**TP**) Events Organiser and Group Leader Mentor
2. **Minutes of the Committee meeting on 18<sup>th</sup> July 2018** – the Minutes were signed as a true record by the Chair.
3. **Matters arising not on the Agenda** – None.
4. **Correspondence** –
  - a) **AD** has received some regional correspondence, requesting volunteers to provide training for committee members of regional U3As in U3A matters. Some initial training will be provided for the volunteers. **AB** may possibly be interested.
  - b) X has forwarded an issue from an attendee of the X group who is accompanied and driven to the event by his wife (also his carer). The attendee is a U3A member but not of Dunmow U3A and queries why he should need to join Dunmow U3A as an associate member when he is simply attending a get together with friends in a private space. All of these activities are run as U3A group events where members enjoy regular benefit from each others' company. The rules state that 'Only DU3A members are eligible to join and attend groups' although a maximum of two taster sessions are allowed before joining. It was

agreed that it would create an unfair precedent to waive the rule for this case. Only one associate membership is required as his wife may attend as 'carer' status. It was agreed that this wording should be made clearer in the Policy Document. **AD** will respond to X accordingly.

## 5. New Business

- a) **Chair's Report – JMV** has contacted Third Age Trust (TAT) about policy for advertising and sponsorship. He has drafted a proposed advertising policy which was circulated for consideration before the meeting. The Committee agreed a few changes to tighten the wording. The Committee agreed that Dunmow U3A should not endorse any commercial organisation. It may however endorse a charitable organisation or sponsor a charitable activity. An activity can be advertised during a meeting, or in a Dunmow U3A publication, provided it is clear that this is an advertisement and not an endorsement. Advertisements may be included in the newsletter but these will be chargeable and they must be clearly marked as advertisements. Similarly advertisements may be included on the notice board at general meetings. Dunmow U3A retains discretion to determine whether a particular advertisement is suitable to be included or not. This policy was unanimously agreed by the committee and will be incorporated into the Dunmow Policy Document.
- b) **Compliance Officer's Report – JMV**: The committee discussed policy for PAT testing of electrical appliances. It was agreed that all U3A owned electrical equipment should be tested annually. The assets list is held by **TP** who should arrange for the annual tests then report back to **JMV**.
- c) **Vice Chair's Report – JT**: Nothing to report.
- d) **Welfare Report – JT** highlighted the issues arising from the Safeguarding Policy and Procedure document, which she had circulated. After some discussion, it was agreed that the Dunmow U3A Safeguarding document should be compiled and held separately from the General Policy document. **AN** would edit the template to create the Dunmow U3A version, which would be signed by **JMV** then filed centrally with all other such documents by the Secretary (**AD**). **AD** would extract sections with personal information and would publish the safeguarding document on the website (minus the personal sections). **AB** would circulate the information to all Group Leaders. **JMV, JT** and **AD** agreed to be the 3 named persons, any of whom could be the contact point for Group Leaders if a safeguarding issue arose.
- e) **JRV** also raised the Group Risk Assessment forms. **AB** advised that there is a standard template on the website for Group leaders to follow, before inserting the specifics for their group. The signed copies will be issued to **JMV** as Compliance Officer then filed centrally by **AD**.
- f) **JT** ran through her draft document for a Dunmow U3A Health and Well Being event, to be held on March 27<sup>th</sup> 2019, at the general meeting in place of a speaker. The event would comprise short 10 minutes talks (on topics such as

Home Safety and Diabetes Prevention) in the main hall and workshops (on topics such as Dementia Friends and Healthy Eating) in the adjacent rooms. There would be a reduced area of general seating in the main hall, surrounded by stands for related organisations (such as Age UK, Uttlesford CVS, Alzheimer's/Dementia Alliance, U3A groups). There would also be events such as Road Traffic Collision advice from the police with a simulator, a raffle (only healthy prizes!), mobile health checks and healthy refreshments. The Committee agreed and endorsed this as an excellent plan.

- g) **JMV** suggested that this might be merged with the Dunmow Stroke Awareness day. **JRV** recommended that the emphasis should be on the positive benefits of healthy living. **MB** noted that this date would be the first membership renewal day and it was noted that the messages of U3A and Healthy Living were closely related. It was suggested that the event should be open to all, not restricted to U3A members and that it might occupy the whole day, but run as 2 sessions to allow attendance by those unable to attend in the morning or afternoon. It was agreed that **AD** should book the whole hall for the full day and that the event would need to be widely advertised. **JT** will firm up her draft ideas and has plenty of contacts to contribute to the sessions. **AN** suggested that the Parkinson's exercise group would be happy to contribute and will forward details to **JT**.
- h) **Treasurer's Report – JMV (for CB)** noted that Charitable Account balance is in excess of £13K and that the Social Account balance is in excess of £5K. Subscription Income exceeds £7K. **JMV** noted that a thank you letter to the Council for the Town Grant was due and he committed to sending this.
- i) **Beacon Administrator's Report – AD** explained that the system was working very well with no complaints other than the known gift aid issue. It is now understood that membership renewals cannot be entered into the system before the start of the new year (1<sup>st</sup> April). Work was well in progress in dealing with those last year payments which had been entered in advance of the new year and caused difficulties. **MB** has determined that membership renewal will start a month later for 2019/2020, on 27<sup>th</sup> March, rather than late February. The committee discussed the implications of the later start for membership renewals and 'lapsed membership'. It was agreed that unpaid members would not be deemed lapsed until 1<sup>st</sup> May, rather than 1<sup>st</sup> April. A further 3 weeks grace would be allowed for practical purposes.
- j) **Membership Secretary's Report – MB** reported that membership currently stands at 494. **JRV** will handle membership requests at the September General meeting in **MB**'s absence and monies will be passed to **AD**. As agreed at the last meeting, members will still be expected to present membership cards at the meetings but this will cease to be so critical after the first 3 months, with the new controls in place regarding lapsed members.
- k) **MB** gave notice that he did not wish to continue with the membership secretary role after next January/February owing to the pressure of his other commitments. Suggestions as to a likely replacement were discussed, and one

prospective candidate identified. Committee members agreed with **AD's** advice that Membership Secretary should continue to be a Committee Member role.

- l) **Group Co-ordinator's Report** – **AB** has been approached by an enthusiast in Zumba Gold who would like to give a demonstration. This is a possibility for the 10 minutes speaker slot. **AB** is waiting to liaise with the French Group leader about the possibility of a new French Beginners group. **JMV** reported that there were potentially 4 new beginners for Spanish. He was planning to allocate 15 minutes at the session start for the beginners but suggested to **AB** that there might be sufficient interest for a new Spanish Beginners group. The Craft group still struggles to maintain numbers. **AB** is still trying to get agreement in the History group about their events. She is hoping to organise a local history talk to get the group moving.
- m) **JRV** had a meeting with the Science group in June. Few attended although there is some enthusiasm. They agreed to schedule an event each month, whether a visit or lecture, and to aim to start in October. **JMV** observed that they should just choose an event, set a date and see if that gets the group going.
- n) **AB** hopes to organise 2 more London History walks in October and November, on a new shorter route. She is also hoping to schedule similar walks in places such as Cambridge, St Albans and Colchester. Flower Arranging needs a new larger venue as the group is growing. Mah Jong has 3 new members and **AB** is approaching **CB** for a grant to fund lighter replacement tables. Canasta and Scrabble are also thriving. Gentle Exercise has started but with fewer numbers than expected. A U3A member is prepared to take the class, which will keep costs down and it is hoped that numbers will grow.
- o) **PK** reported that Moat House are keen to integrate activities with U3A and that they have a croquet lawn which could prove popular. **PW** reported that a Group Leader is needed for the Bookworms group. **JT** advised that Nature walks are now having their third excursion.
- p) **Outings Co-ordinator's Report** – **PW** reported that Outings are going well. The Duxford trip is being cancelled owing to insufficient interest. There is only 1 place outstanding on the Burghley House visit. The last week of November is particularly busy with trips to Thursford, the Burne-Jones exhibition and the Bury Christmas Fair. **PW** is soon to be starting on the next year outings plan. **PK** reported that the timings for 'King and I' were very tight as they arrived with less than an hour before the performance.
- q) **Press Secretary's Report** – **JRV** queried whether Dunmow U3A should also be advertising in the Canfield Quarterly newsletter and the Felsted insight. She requested that contact details be sent her of any other suitable newsletters.
- r) **Newsletter Editor's Report** – **MH**: Nothing further to report.
- s) **Speakers Organiser's Report** – **PK** has organised all speakers for 2019 except for November. **AD** suggested arranging a Rock Choir performance and involving the Dunmow Wind Band. **JT** suggested that this might be organised as a Christmas

event for 2019. **PK** reported that the 10 minutes speaker slots were harder to arrange. **JMV** reminded **PK** that these need only be scheduled if a slot is requested and that she need not search for these speakers. She has had feedback that 10 minutes is insufficient time for even a short talk.

- t) **Events Manager's Report – JMV for TP** thanked everyone involved in setting up the gazebo and stands for the Carnival, especially **MB** and the Scouts. It was agreed that **JRV** should send a special thank you to the non-committee member who had helped throughout the whole day. **PK** suggested that it would be appropriate to send a thank you letter to Priors Hall for the loan of the tables. It was noted that anyone manning the stall needed to be proactive in approaching people and offering them newsletters otherwise most people would walk straight past. It was agreed that there was too much information available which was not used. For future Carnivals, the newsletters, the banners, the information boards and some pictures were the main requirements. **AB** suggested that an attraction was needed, such as a game, to encourage people to the pitch.
- u) **Website Administrator's Report – PW** noted that some areas were very out of date. **JMV** is to update his report.

#### 6. Any Other Business

- a) **PW** noted that the final Thursford payment was due this week. **AD** asked that he should obtain an invoice and their bank details and she would make a direct payment.
- b) **AD** advised that the TAT Report and Statement of Accounts contained much of interest. She passed this to **JMV** initially for perusal, suggesting that it then passes on to the other Committee members in turn at each Committee meeting.
- c) **PK** noted that only one member of staff dealing with refreshments at the next monthly meeting would be on her own. **AB** offered to assist her and **JMV** promised to request refreshment volunteers at the meeting.
- d) **AB** reported that a representative from the Thaxted Disabled centre would be present at a table in the Talberd Room for the monthly meeting.
- e) **AB** reported that there were several group items for advertising at the meeting. She will also be promoting the Rowena Davey Centre Open Morning on Saturday 13<sup>th</sup> October as part of their 25<sup>th</sup> Anniversary celebrations. This will include refreshments and meal tasting opportunities.

Date and time of next Committee meeting – Wednesday 24<sup>th</sup> October 2018, at 9.30 am at the Hub.

Signed Chairperson ...John Versey Dated .....24<sup>th</sup> October 2018.....

Original Minutes signed – this copy data protected