



Exmouth & District u3a Minutes of Committee Meeting Held 07 March 2023

Present

Christine Chittock (Chair), Lyn Holmes, John Hunt, Alice Robson, Ann Newby

Non-Committee: Brenda Craig (Minutes)

Observers: Olivia Pyne, Mike Turff

Apologies for Absence

Steve Rixon, Olwen Smith

Minutes of Committee Meeting held on 07 February 2023

Agreed by all present as a true and accurate record with minor amendments.

New Business

Health and Safety on Exmouth u3a outings

NB: AR had raised this under AOB and CC recommended that this was discussed at the beginning of the meeting; all agreed.

- A 'Personal Members Risk Assessment' form was circulated to committee members for discussion. There is also available a Day Risk Assessment.
- The level of responsibility u3a should take for members attending u3a trips and how much individual members should take for themselves was discussed. It was agreed that the level of u3a responsibility for members on outings could be challenging.
- CC advised that the national u3a guidance had been updated and suggested the information should be made available for members on the website.

Other items discussed:

- Should a risk assessment form be sent at the same time as the ticket information?
- Members' responsibility for themselves needed to be more prominent on trip information.
- Separate requirements were needed for groups and trips.
- Personal information was very important as a safety net in case of emergency, but further guidance was needed. Next of kin information could be stored on Beacon. Data protection was discussed as a possible issue, but it was confirmed that data stored on Beacon was secure, there was limited access and all measures were taken to ensure this continued.
- A maximum number of 50 was suggested for outings.
- Any carer accompanying a member on trips would need to purchase a ticket.
- CC recommended the committee should discuss risk assessment at the April monthly committee meeting and national information should be put on the website. She also recommended adopting the H&S questions set out on the Basingstoke u3a site. This was agreed but that H&S information should still be sent out to members before the April meeting and that any trip information should have clear and prominent H&S information at the start.
- Relevant documentation to be sent to the Social Committee.

Finance

Policy Note 5 'Guidelines on Committee Expenditure'

- The committee had a majority agreement on adopting the change from 'gift not exceeding £20' to 'gift not exceeding £25'.
- The committee had agreement on adopting the change from 'lunch not exceeding £20' to 'lunch not exceeding £25'

Policy Note 6 'Expenses for travel and subsistence'

- A discussion took place on Item 5, Claims Procedure. A decrease in the amount for a single claim from £100 to £50 was not agreed by the committee at this meeting. Given that two officers would need to give advance agreement, it was felt that there was a satisfactory safeguard for the amount to remain at £100. CC recommended further discussion on PN6 at the next meeting.

Bank Balances at 28.02.2023

- HSBC: £5,331.64
- Lloyds: £5,412.41
- Total: £10,744.05
- Net Movement: -£78.23

Invoices

At the time of the meeting, all invoices have been paid, apart from one which will be actioned after the Guest Speaker's talk on 09.03.2023.

AGM Arrangements and Timetable

- Bulletin 1 amendments have been made and agreed by the Committee.
Action JH to send revised Bulletin to all members on 24.03.23.
- Nomination Form agreed by the Committee.
Action JH to send Nomination Form with Bulletin 1 on 24.03.23.
- Reconfirmation that AGM Minutes will be taken by either BC or new Minutes Secretary, Liz Geach.
Counting votes
- Before the start of the AGM, meeters and greeters to count how many present to ensure quorum number.
- Meeters and greeters to count votes from hands indicating abstentions and against.
- Hospiscare volunteers to wear Hospiscare sweatshirts to avoid being counted in the vote in error.
- Votes by proxy need to be advised.
- Committee agreed CC to write Press item but agreement will be obtained from the Committee before the item is sent.
- Maurice Chittock will be available to take photos.

Trustees Report for the AGM

AR thanked CC for an excellent report.

The Committee agreed the Trustees Report should be sent on 11.04.23 with the Agenda.

Succession Planning Updates

- **Chair:** Mike Turff confirmed he is happy to stand for the role of Chair.
- **Secretary:** Olivia Pyne confirmed she is happy to stand for the role of Secretary. It was reconfirmed that OP would not have to do Committee Meeting Minutes as Exmouth u3a would have a Minutes Secretary. It was also confirmed that the Secretary was responsible for arranging and booking dates for the monthly meetings in Exmouth Pavilion in liaison with the Speakers Coordinator who arranges the speakers for the monthly meetings.
Action CC to send OP a link to training video.
- **Minutes Secretary:** Liz Geach to be invited to the April Committee Meeting.
Action CC for invite and BC, as current Minutes Secretary, to liaise with LG.
- **Assistant Treasurer:** Still under discussion
- **Communications & Technology:** No interest shown in Core Committee member. However, Rachel Cockell could be co-opted on at a later stage if she is interested.

- **Database Coordinator:** Alison Hazell has agreed to take on this role in a non-committee position, with Melanie Parker supporting as required.
- **Speakers:** Two potential candidates, one of whom would prefer to work from home. AN meeting both members on Thursday and Friday. This is not a committee role.
- **Meeters and Greeters:** **Action LH** to follow up further with Jane Stephens and also with Shirley Reid for possible future interest.
- **Newsletter Editor:** Rachel Cockell has agreed to take on this role with Cecilia Jenkins as Assistant. RC may also consider the role of Zoom Administrator in the future.
- **Publicity:** No interest shown to date. LH liaising with Jane Stephens on possible interest in a low key form. CC is happy to take photos if no other member shows interest.
- **Thursday Zoom Coffee & Chat Meetings:** JH will continue as Group Organiser for this and the member presentations until May 2023. Bryan Webb and Ian McLauchlin will take on this role when JH steps down.
- **Groups Organiser:** LH has covered all aspects of groups. Linda Rixon to eventually take on the role. Further discussion on member numbers/group capacities to take place due to many groups being full.
- **New Members:** Sheila Clarkson is continuing in the role. Meetings for new members are being planned for a Monday afternoon and a Friday morning each month. March has been arranged. It is hoped that some current members will attend these meetings.
- **Printing:** Camilla Benson has agreed to continue this role.
- **Succession Planning:** In her role as Vice Chair, LH to pull Succession Planning together.
- **Archive and Electronic Files:** JH to liaise with Ian McLauchlin re putting electronic files onto a memory stick. The archive paper files which IM inherited will be kept in the u3a's storage container for the required legal period and JH will liaise with SR about transferring these.

Chair's Report

CC thanked all Committee members for their dedicated hard work and for their respective reports at a busy time leading up to the AGM, membership renewals, end of year finance and many other tasks. Main points from the Chair's report are as follows:

- **Exmouth Journal** has continued to publish articles from CC. Member volunteers are needed to write articles for the Exmouth Journal from June 2023 and all aspects of Exmouth u3a publicity need to be considered. For the AGM, CC will cover some of the 10th Anniversary activities that have taken place.
- **The Quilt Raffle** will be held at The Pavilion on 08 June 2023. CC to write a publicity article and Maurice Chittock to take photographs. On the suggestion of AR the Committee agreed that CC, as the then past Chair, should draw the raffle tickets. **Action LH and AR** to liaise with Claire Dawson.
- **The 2023 Regional Quiz Championship** will be hosted by Exmouth u3a, date to be decided. Possible helpers to contact Pam Day. For new committee to discuss.

Vice Chair's Report

The formation of a new Core Committee was passed in November 2022. A new Chair, Secretary and Minutes Secretary was required and members have offered to take on these roles as detailed in Succession Planning. Member helpers are being, or have been, recruited to aid the current roles.

Committee Member Reports

Groups

Several new groups are starting this month. A new group list will be circulated. More group leaders have supplied updates in reply to an email from LH.

Membership

- Current membership number at 04 March 2023 is 1014. A breakdown of Associate, Discount, Individual and Joint numbers was included in the report. Membership numbers are still rising, although approximately ten members will not be renewing in April 2023. This number may rise due to ill health or a move away from the area.
- The annual membership renewal procedure is underway; an email reminder has been sent to all members with that facility and letters have been sent to those that have not. No membership payments will be processed until the renewal date of 01 April 2023.
- General duties continue; personal information is updated as required, ordering of TAM magazine for 618 members, sending out information as requested.

Speakers

AN thanked JH and CC for their help during February. Further information included in Succession Planning. **Action AN** to update LH with list of speakers.

Technology & Communications

Newsletter

- JH detailed his thanks to all those involved in the newsletter.
- Deadline of 24.03.23 for receipt of items for the April edition.

u3a website

The committee approved up to £10 extra for the next three months to cover any additions necessary to share the link for the proposed new website with the committee and the website team. Exmouth u3a needs its own website to avoid challenges encountered previously. Further feedback from JH in April.

- **Action JH** to discuss the best contract with appropriate members.
- **Action SR** to arrange payment

Zoom Streaming

- The speaker at the next monthly meeting on 09.03.23 cannot be recorded for copyright reasons.
- The presentation by Laurence Chittock in February is available on the YouTube channel on a restricted basis but for the benefit of all members.
- The presentation on 23.03.23 will be given by Bob Cooper, an Exmouth u3a member. Full details in the newsletter.

Exmouth & District u3a Facebook Group

- Ian McLauchlin, Administrator and JH, Moderator.
- Number of members now 379.
- Total number of posts last month – 149.

Exmouth & District u3a YouTube Channel

The new link (handle) is: <https://www.youtube.com/@exmouthu3a>. This should be used in preference to the old one.

A total of 51 videos have been posted since start up on 7 March 2021 (one restricted). The top three most viewed are 'The Hills of Devon', 'Things to do with a Crisp Packet' and 'Make your own Postcard'.

Exmouth & District u3a Connect & Learn website

63 users since 01 February. Most popular page is the Home page.

Finance

A fully detailed Financial Report is needed from SR for the April meeting for year-end accounts. **Action SR.**

Equipment Inventory

JH was thanked for his work in compiling this inventory. The two components detailed were general equipment and specialist equipment. In the absence of any member taking on storage of equipment held by JH and BC, this equipment will be transferred to the u3a storage container. The new committee to decide on whether to keep or dispose of any or all of this equipment. There may be items not on the inventory about which JH is unaware.

Actions:

- OS to arrange for banners to be put into storage.
- BC to liaise with Anthony Cline on possible transfer of projector and extension lead, Geology being almost the exclusive user of this equipment.
- JH to hold on to canvas holdall containing the specialised equipment required for streaming events on Zoom until another member is willing to take it.
- Head mikes need to be looked at.

AOB

Health and Safety and Risk Assessments were discussed at the start of the meeting.

Next Meeting

Tuesday 4th April 2023 at 1:30pm
Radcliffe House, Burnside, Exmouth