

**Present:** Christine Chittock (Chair), Ian McLauchlin, John Hunt, Olwen Smith, Lyn Holmes, Alice Robson from 14:08.

**1. Welcome to Alison Jackson as observer**

CC welcomed Alison Jackson (AJ) to the meeting and thanked LH for introducing her.

**2. Apologies for absence**

Ann Newby, Steve Rixon.

**3. Any New Business**

None, though JH mentioned his update on the Devon Link Meeting and on housing our equipment, to be dealt with later in the meeting.

**4. Minutes of 5jul22 Committee Meeting**

All agreed that they were a true and accurate account.

**5. Actions from 5jul22 Meeting**

1. Information leaflet – Agenda item.
  2. Other u3a parking and travel expenses – AN had reported that our payments are towards the top of the range of those paid by other u3as.
  3. Piece on Groups Open day for FB – **Action continues LH/Deirdre Mackness.**
  4. Provide AN with words on providing PowerPoint files by Speakers – JH done.
  5. Send IM, JH information on 14jul speaker topic – AN done.
  6. Send JH topics for next (jul) Devon Link meeting – All completed.
  7. Sign cheques – OS, IM done.
  8. Albion Court Hire Agreement and Invoice – IM completed – Invoice paid and Agreement signed. CC thanked IM for making sure that this was finally done.
  9. Select best quality AV samples from 10th Anniversary Celebrations – IM done. They're on Google Drive if anyone wants the links. LH has asked Group Organisers for photos.
  10. Send OS photo of Raffle Quilt – CC done. OS will use for Sep and Oct Meetings.
- CC thanked IM for his notes for future Agendas and noted that some of these have been done and so can be removed. Also, she thanked LH for her contributions to the Group Organiser's Thank you session and noted the work of Tony Lin and that Ian Bateman had been very pleased to be invited.

**6. Groups Open Day 13oct22**

LH noted that all was progressing well. Responses to emails were good with 15 volunteering, including provision of a model railway display. LH had ordered more leaflets from the printers and proposed asking people to take some for neighbours, libraries, The Pavilion and Doctor's Surgeries. Cost was £45 for x500. CC asked JH to send photos of different Groups to her. **Action JH.**

We would use the bar area for drinks. Coffee and tea would be provided free of charge (paid for by our u3a). LH would send the leaflet announcing our Group Open Day to IM for FB and JH for publicity. **Action LH, IM.** **Action CC** to request at the Sep monthly meeting that members take 5 leaflets each to distribute to neighbours and to ask in their local surgery if the leaflet could be displayed.

## **7. Reports from Committee members**

Treasurer – CC had talked at length with Richard Morgan (RM) about the handover. It was regrettable that we still hadn't had a Detailed Statement of Accounts. Aware of this, IM had downloaded the transactions from our Lloyds Bank Statement for the period 1 May to 3 Sep 22 and constructed a spreadsheet which he had circulated to Committee Members. LH was pleased to get this information. CC thanked IM for this and also OS and LH for arranging to pay bills by cheque. RM will continue his own Lloyds Account Access arrangements until SR gets back. CC thought that it would be useful to get a detailed Financial Report for our November Meeting when our Treasurer was expected to attend. **Action SR.**

CC wished to thank RM for his help during this extended Treasurer's handover.

OS mentioned a slight concern about potentially running out of cheques and paying in slips.

Following a request from SR for the committee to discuss the storage of former year's financial records CC raised the question about storage. Currently, as previous Treasurer, RM is looking after these but understandably needs to pass them on to our new Treasurer. IM noted that he has all the Secretary's documentation, CC has the Chair's documentation, Olwen has all the membership documents and that it's part of the job of the Officer to look after previous year's documents. JH agreed stating that he was storing some u3a equipment. All agreed that SR should store the financial records.

There followed a discussion of the HSBC account and whether we could close it and transfer funds to our Lloyds Account. HSBC signatories are thought to be CC, RM and IM. Apparently members pay their SOs and DDs membership subscription into this account so we need to keep it open.

Pickleball – LH had been involved in setting up a new Pickleball Group and, particularly as it's a new sport, no-one has their own equipment. She had circulated a document explaining the background prior to the meeting. The question then arose as to whether u3a should contribute to paying for equipment for this Group. CC had researched this and found that there were facilities at the Kenn Centre and at Wonford. LH said that a starter kit cost £210 and that she had bought a kit to enable the Group to start playing. She would either get the members to reimburse or, alternatively, the u3a could fund that.

There followed a discussion about whether our u3a should pay for this equipment. JH pointed out two alternative arguments. 1. Our funds should be available for projects which can be accessed by ALL members. 2. We may be setting a precedent and we could consider each case on its merits and the Committee decide for each case.

(AR joined the meeting at this point.)

AJ suggested that we have a criterion for consideration of such future similar occasions and suggested perhaps a minimum number of members who benefited and a maximum amount of money, e.g. £500. AR noted that any physical activity should be regarded as something to encourage for our u3a. CC said that we need to have specific wording for this proposal and it would be better if we had a detailed Financial Statement to help assess the situation. She put

forward the Proposal that we pay for the starter kit in order to get the Pickleball Group up and running but this shouldn't be regarded as a precedent for the future. All agreed this proposal. LH added that some are joining our u3a in order to play Pickleball and wished to thank Chris Woodward for the information and Bob Nicholls for getting the Group off the ground.

Groups – LH wanted to discuss our Database and said that not having a Database Manager (DM) was affecting the running of our u3a. She suggested that herself and OS could take over the job with help from two others should a problem arise. AR thought this was a welcome offer but cautioned that we were expecting too much of Committee Members. JH agreed and pointed out that we all were operating under a tremendous workload. It was noted that we had an offer from Alison Hazell to take up the post from May23 but we do need an interim person. CC said that the need to operate within the Data Protection Regulations led us earlier to conclude that the post should be covered by Trustee Role requirements and hence a Committee post. AJ asked whether we could decide that it ISN'T a Committee post? CC had recently had further information from SWR representatives. For some, DM was a committee post but not for others. CC was therefore happy to relax the Committee post requirement and this was approved by the committee. LH mentioned that when we first advertised for the database admin, two u3a members had come forward but didn't want to be on the committee. **Action:** LH to ask these two members if they would be interested in the post now that there was no requirement to attend committee meetings.

It was proposed that we accept LH's offer to take over the post of DM whilst waiting to hear back from the two u3a members who had expressed an interest following the May AGM, with assistance from MC as necessary, until a permanent DM was appointed in May23. All agreed with this proposal. CC thanked LH and offered the Committee's appreciation for her offer.

Chair – CC said that the cost of the fruit trees at Lower Halsdon Farm, that we'd agreed to fund through the National Trust, had increased but RM had said that the money originally earmarked for Budleigh in Bloom was now available and that would offset the price increase. The 10 fruit trees would now cost £230. It was noted that this included planting and ongoing maintenance and so was very good value. Moreover, they would be permanent whereas the Budleigh in Bloom contribution would only have been temporary. All agreed to go ahead with the tree purchase. CC mentioned that she might not be available to chair the Oct meeting. JH agreed to volunteer for this one meeting.

There were no further questions on the Chair's report.

Secretary and Facebook – CC thanked IM for his work sorting out the Albion Court Invoice and Hire Agreement. JH recommended that everyone should look at IM's 'Angel of the North' talk on YouTube and thanked IM for that item.

Membership – OS brought up the subject of a discount at LED available for members. This was an Agenda item which was now brought forward. LED offered a discount to u3a Members for Aqua and All-in Membership (but not for Core Membership). They were happy to accept the u3a Membership confirmation email as proof of u3a Membership. There was discussion about whether we needed to include this in the Membership Secretary Role Description.

Social – there were no questions.

Speakers – AN's report said that everything was progressing smoothly. Two new members had heard about the Coffee mornings and wished that there was more opportunity for chatting informally. **Action IM for future Agenda.** CC reminded us that we have said that if we ever wanted to book additional sessions we could meet in Budleigh Salterton Public Hall.

It was noted that there was a Devon Link meeting on 25oct22 16:00 to 18:00. AR was happy to attend this. (The meeting will use our own Zoom link.)

## 8. Publicity leaflet

JH shared his Draft leaflet on the screen. He had taken the u3a branding leaflet as a base and reconstructed it for our u3a. CC supported the use of generic photos as then we don't have to seek permission from our own members. All agreed to print a number ready for our Open Day. JH would include a reference of 9/22 to distinguish from later versions. LH has printing quotes and it was agreed that we should purchase 1000 copies on good quality paper and in colour.

## 9. LED Member Discount

See Membership report above.

## 10. Thursday morning Coffee and Chat Zoom sessions

CC thanked IM and JH for their work every week in making the Zoom Coffee and Chat meetings happen. IM said that Bryan Webb had contacted him after our session on 18aug22 as he was struck by the way discussions on IM's 'Angel of the North' presentation had broadened to include a wide range of related topics. He felt that no other way of meeting would have enabled that to happen and wanted to express his thanks and appreciation to the Committee for enabling those Thursday morning Zoom sessions which members looked forward to so much. In fact he felt that they had been a lifeline for so many attendees. IM had summarised his long response and that summary made it into our September Newsletter. Subsequent to the summary, IM had received the following comment from a regular member:

"A real lifesaver during lockdown, no agenda and great humour. It seems like an extended family . . . . long may it continue."

Bryan wanted to let the Committee know how successful the Coffee and Chat sessions were, especially as some Committee members had never attended.

CC asked that IM thank Bryan Webb on behalf of the Committee (**Action IM**) and said that it was good to end the meeting on such a positive note. Finally CC thanked the Committee for their support during her absence.

## 11. AOB

JH suggested that we discuss the storage of u3a equipment at the next Committee Meeting. He had had an offer of help from Brenda Craig. **Action IM**.

OS had noted mention of a u3a horizontal hanging banner and thought that this would be useful for our Groups Open Day.

CC closed the meeting by thanking AJ for attending as an observer. AJ thanked her and said that she had found the meeting helpful and may possibly get more involved.

## 12. Date of next meeting 13:00, 4oct22 by Zoom.

*Ian McLauchlin, Secretary*

*date 12sep22*

Signed: C. A. Chittock, Chair

Date 25 Oct 22