

## **MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 8 NOVEMBER 2017**

**Present:** Jan Harper Shea (Chair), Keith Phillips, David Gingell, Alice Robson, Melanie Parker, Lyn Holmes, Cliff Rebbeck, Nigel Day.

**1. Apologies:** Richard Morgan, Mary Solway, Marion Ricketts

### **2. Minutes of meeting held on 11 October 2017**

These were agreed without amendment and signed by the Chair.

### **3. Matters arising**

Jan confirmed that a storage cabinet at Albion Court is available and would be arranging to secure it. A replacement with a larger unit is being considered.

**Action: Jan**

Alice reported that the Christmas meal was now sold out and the rest of the money should be collected at tomorrow's monthly meeting. Cheques have been passed to Richard.

A suggestion to have an additional table at The Royal Beacon for those on the waiting list was considered. It was decided not to pursue this at the moment but the idea would be reviewed next year.

Jan reported that the Co-op do not need feedback on the Local Community Fund until the project is completed.

**Action: Keith (for forward agenda)**

The purchase of Microsoft software is under investigation. **Action: Richard**

Keith confirmed that the minutes from May 2017 onwards had now been posted on the website.

A copy of the Code of Conduct for U3A Trustees to be circulated. **Action: Keith**

### **4. Reports**

Reports (previously circulated) from Jan, Richard, Melanie & Nigel were noted, for filing with the minutes.

The following points were noted/raised:

- The new members meeting on Monday 6 November had been successful with about 23 attending. Thanks to Nigel for organising the meeting and the new format.
- New data protection regulations will be introduced next year and there is a safeguarding policy on 'vulnerable adults'. Further information and guidance on both is required. **Action: Jan**

- Feedback on the Devon Link meeting on 31 October to be circulated.  
**Action: Jan**
- There are now 789 members. Attendance at the October meeting was 178 including 8 new members and 8 visitors.
- Income and expenditure for October and the year to date was summarised. The bank balance as at 31 October was £10,769 after deducting income of £1168 for the Christmas lunch and £1428 for the study day.
- There are currently 95 groups of which 62 have vacancies, with several new groups proposed.

## 5. Study Day

It was reported that all 150 tickets have now been sold. Jan considered we should acquire two body mics for the speakers (as used at the Honiton study day). This was agreed. Details to be supplied to David. **Action: Jan/David.**

## 6. Monthly meetings.

Cliff is liaising with Wendy Bishop on the January meeting entitled 'Entertainment through the Eras'. **Action: Cliff**

The October 'Open event' would require co-ordination (perhaps as a sub-committee) between Cliff, Nigel, Mary and Lyn. **Action: Keith for forward agenda**

## 7. Communication with members.

After some discussion it was agreed that Jan, Nigel, Mary and Marion would meet to discuss this. It was generally considered that the website could be used more effectively by members and Marion may need some support. **Action: Jan/Nigel/Mary/ Marion**

## 8. Succession Planning.

Jan reported that so far nobody has come forward expressing interest in the two Committee vacancies. Duties of the posts to be prepared and publicised.  
**Action: Jan/Melanie**

## 9. Dealing with disruptive members

Nigel mentioned two recent problems which now appear to have been resolved. Jan referred to the national guidelines which stressed the need to follow set procedures and keep records. It was agreed that the Group co-ordinator should liaise with organisers in the first instance. Consideration should be given to having a policy note. **Action: Nigel/Jan/Keith.**

**Next meeting: 10am Wednesday 17 January at Albion Court.**

**Signature:**

**Date:**