

MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 17 JANUARY 2018

Present: Jan Harper Shea (Chair), Keith Phillips, David Gingell, Alice Robson, Melanie Parker, Richard Morgan, Mary Solway, Marion Ricketts.

1. Apologies: Lyn Holmes, Cliff Rebbeck, Nigel Day.

2. Minutes of meeting held on 8 November 2017

These were agreed without amendment and signed by the Chair.

3. Matters arising

Richard reported that the Microsoft software had been acquired. and there would be a small annual charge.

Jan was obtaining quotes for the purchase of the speaker mics the cost of which would be met from the Local Community Fund. **Action: Jan**

4. Reports

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

The following points were noted/raised:

- there are 11 member of the Meeters & Greeters team and 5 members of the Time Team each with a co-ordinator
- the Social Events Group has 4 members with Alice acting as Committee liaison
- following the recent Third Age Trust letter concerning the Charity Commission, it was agreed to inform the TAT that we would seek approval to the revised 'Object Clause' at the AGM. **Action: Keith**
- Alice and Jan to attend the East Devon Link meeting on 26 January
- Newsletter postage charge agreed at £7.00
- There are now 820 members. Attendance at the November meeting was 162 members, 8 visitors and 8 new members (total 178). Attendance at the December meeting was 123 members, 9 visitors and 7 new members (total 139).
- In view of new Data Protection regulations, Melanie circulated revised forms for new members and membership renewal which all members will be required to complete. These were agreed and would be reported in the newsletter and at next day's Monthly Meeting. **Action: Melanie/Mary/Jan**
- Member application forms can be shredded if no longer required. **Action: Melanie**
- Income and expenditure for December and the year to date was summarised. The bank balance as at 31 December was £14881.70. This includes £2118 for the Christmas lunch and £1345 for the study day so the actual cash position is £11418.62.

- Richard reported that he was opening a new bank account at Lloyds which would come into effect on 1 April. The existing bank account would be kept open for the time being in view of the number of standing orders.
- There are currently 94 groups of which 62 have vacancies, with two new groups starting.
- With reference to a request from a U3A member in Bicester who was planning to move to the Exmouth area, it was agreed not to circulate details to members about rental properties or a house exchange. **Action: Keith**

5. Study Day

It was reported that the Royal Marines had been replaced by the Commodore of the Exe Sailing Club.

It was noted that there would be no membership renewals on the study day and Marion had agreed to be present in the foyer to meet members turning up for the usual monthly meeting rather than the study day. This will also be mentioned at the Monthly Meetings in January and February. The Monthly Meeting posters are to confirm that the March meeting is by ticket/invitation only. **Action: Lyn/Marion/Jan**

6. Financial Matters

The new advice on financial matters from the Third Age Trust was discussed with the main issues being:

- hire of halls - these should be paid out of the U3A bank account. It was agreed that Richard would draft an initial email to establish how many groups rent halls or other accommodation and the details of the hire arrangements. Instructions on future arrangements would then need to be considered. **Action: Richard (in liaison with Nigel)**
- paid tutors - these are contrary to the U3A ethos and involve risks. A directive from TAT states that paid tutors require a written agreement and checks on the tutor's employment status, public liability insurance and qualifications. There are 4 such groups in Exmouth and District U3A: latin line, line, tap dancing & yoga where tutors are used for health and safety reasons. It was agreed that Jan would inform the groups of the problem and seek their views for reconsideration at the next Committee meeting. **Action: Jan**

7. Succession Planning

Although there is interest in the database administrator, no one has come forward for Chair or Membership secretary. It was acknowledged that ideally the Chair should come from someone already on the Committee. Various ideas and contingency plans were considered. The posts would continue to be

advertised. Jan and Melanie are to consider short job descriptions for next month's newsletter and the website. **Action: Jan/Melanie**

8. AGM

Keith mentioned the timescales for the AGM and the requirement for a quorum. If there is no quorum then the decisions required at the AGM would be deferred until the June meeting (21 days notice required) when it was not necessary to have a quorum. To avoid the possibility of a deferment, every effort needs to be made to attract more members to the AGM. Further information on the requirements and procedures to be circulated. **Action: Keith**

9. Communication with members.

Deferred until the next meeting.

10. Problems and grievance policy

Deferred until next meeting.

11. Safeguarding vulnerable adults

Deferred until the next meeting.

Next meeting: 10am Wednesday 7 February at Albion Court.

Signature:

Date: