

**Present:** Christine Chittock (Chair), Ian McLauchlin, Maurice Chittock, John Hunt, Olwen Smith, Lyn Holmes, Richard Morgan, Maureen Phillips, Alice Robson.

### **1, Apologies for absence**

Bryan Webb, Stephen Rixon.

### **2. Any New Business**

MP mentioned progress with Exmouth in Bloom and this would be dealt with under Item 9 on the Agenda.

### **3, Constitution**

CC explained that IM, JH and herself have looked at this first by exchanging emails and then together on a Zoom call. They have examined our existing constitution and the New Model Constitution (NMC) and compared each of the clauses. The criteria used in the comparison were: fitness for purpose, the need to allow online AGM and voting, noting that the NMC went into a lot of detail not previously included and, importantly, had been cleared by solicitors. They had prepared a final draft copy (FDC), based very much on the NMC and this had been circulated to Committee Members.

All who wanted a printed copy had been sent one.

JH shared his screen showing the draft new version. This was discussed nominally clause by clause, with attention drawn to significant clauses where appropriate. The FDC was made up of Parts 1 and 2.

It was agreed that we should keep the Object in Clause 3 and delete the red text (the Object in the 2018 Constitution) included for comparison.

There was discussion on the consequences of various changes, for example the requirement for Charity Commission approval. IM pointed out that we were not proposing any changes to the existing Constitution but putting forward a new Constitution for adoption.

Part 1 was agreed. CC then moved on to Part 2.

Clause 10 – General Meetings, was noted and that it allowed Online and Hybrid meetings which weren't allowed in our present Constitution. This was a necessary improvement.

Clause 12 – Quorum, was discussed. The existing Constitution required 20% of the Membership. The NMC and the FDC changed this to 10%. Discussion then turned to the question of Proxy voting (Clause 15) and the tenure of Officers and Trustees. (Clause 16). After some discussion, it was felt that the proposed periods of tenure were appropriate and allowed for a turnover of Trustees with each limited to a suitable time in office. This may also help to encourage other members to put themselves forward for Committee posts. It was noted that 16.8 was a significant change and affected CC especially. CC concluded that we should seek a Speakers Co-ordinator. MP pointed out that a reduced tenure would possibly lead to new blood and new ideas. RM discussed a possible lack of clarity in 16.7 and 16.8, dealing with total period of service and how this should be divided. CC thought that an accompanying note would be useful. CC thought that there was nothing contentious in the rest of the document and that it would future proof our u3a. After some discussion on what approvals may be required in order to adopt the Constitution formally, MC

suggested the wording "This u3a adopts this New Model Constitution (=FDC) subject to Approval by the Charity Commission."

CC proposed that we adopt the document (FDC) especially as it formalised the ability to hold Online and Hybrid AGMs. All agreed subject to formal approval by the Charity Commission.

CC thanked IM and JH for all their work on this and RM for his input related to the Charity Commission information.

OS pointed out that Clause 19 – Powers of Trustees would have allowed us to deal more satisfactorily with the earlier request from the Quilting Group and so that in itself was an improvement.

#### **4. Minutes of 4jan22 Committee Meeting**

All agreed these Minutes.

#### **5. Actions from 4jan22 Meeting**

1. Best printing deal – LH done.
2. Committee to contact Sheila Clarkson with dates for New members Meetings – LH has spoken to Sheila Clarkson. JH will contact re-12apr meeting. CC noted that she had met a New Member who had found these meetings useful.
3. Liaise on Guidance Document for Interest Groups – CC hadn't been able to find anything from other u3as which would help us and the model one from the trust was out of date. LH thought we should put this on hold for a couple of months (**IM to note.**) CC would try to get this on the Agenda of a future Devon Link Meeting. **Action CC.**
4. Pavilion Café loyalty card in Newsletter – JH will mention this in the Feb22 Newsletter.
5. Add new Trustees to website – IM done.
6. Provide DoB and addresses – IM has had the information from AR and forwarded to RM who will deal with the matter.
7. Write Procedure for Hybrid meetings – JH done.
8. Liaise on u3a email addresses – Ongoing between IM and MC.
9. Include changes to Jan22 Meeting arrangements in Jan Newsletter email – IM done.
10. Preferred words for safeguarding document – MP done.
11. Contact u3a Safeguarding Officer etc. – CC had tried to contact the Trust Safeguarding Officer but the post was now vacant, remained unfilled and she had had no reply. She will follow this up. MP thought this was important and should be pursued.
12. Tree Planting arrangements for 10<sup>th</sup> Anniversary – on present Agenda.
- 13–17. Future Agendas – noted.

#### **6. Reports from Committee Members**

Treasurer – CC thanked RM for liaising with SR. There were no questions.

Secretary and Facebook – JH remarked that he enjoyed the graphs.

Membership – OS had circulated her Membership Report showing Membership Beacon Statistics and CC said that it was good to have new members joining.

Groups – CC noted that some Groups were still struggling and LH wondered whether these would ever get back to normal. MP recommended a book by Paul McKenna on staying positive and motivated. CC mentioned u3a information on how Groups were getting by during the pandemic and will send this to LH. **Action CC.**

Technical Team and Newsletter – CC remarked that JH was doing a superb job. JH would like feedback and LH thought that maybe the Newsletter could be produced less often. CC said that Exeter u3a produce theirs bi-monthly. This should be discussed on a future Agenda. **(IM to note.)** JH thought that we could review this after the AGM. JH had discussed with Ian Bateman the purchase of a good quality microphone for Pavilion Hybrid Meetings. It had been concluded that a wired microphone was best and wires could be covered by a specialist rubber mat. CC thanked the Technical Team and Ian Bateman.

Social Committee – LH said that the post-Christmas Lunch numbers were down to 82 from 99. CC asked whether we knew the reason. LH replied that a number of members were going away and no-one had mentioned Covid. AR asked CC how she had got on with the request from the Beacon about the risk assessment as she hadn't heard back. CC said that she hadn't received a Risk Assessment from The Beacon Hotel despite a number of communications. AR noted that the Government had changed Plan B and so we were in a different situation now with restrictions dropped. She said that she had had information that all venues were regularly inspected by Government Representatives. There would therefore be no written response from individual venues.

AR mentioned the two coffee mornings 17 and 21 mar22. JH asked whether it was possible to spread these out across the year as discussed last month. CC noted that May and September had been suggested at the last committee meeting. AR mentioned that it was not possible to secure future dates from the Beacon Hotel at the moment and CC noted that it was useful to know that. CC mentioned National u3a week 17 to 26 sept 22 and AR mentioned the Stuart Line Cruise in September which would be good for national u3a week.

AR went on to say that the Social Committee members were upset at what they perceived to be the negative approach from all the Committee with regard to Covid precautions. AR asked LH whether she agreed and LH replied that that was the feeling of the Social Committee. CC noted that these had been difficult times during the pandemic and indeed she had spoken to a member recently who had made a special point of thanking CC and the Committee for all that they'd done for the Membership in the past two years. CC also said that it was our responsibility to do our utmost for our members during the pandemic and that other u3as were also continuing to take sensible precautions re. Covid and had not held public meetings in jan22 even though they'd held them in dec21. OS said she believed we were out of the pandemic. IM said that he thought that may be a politician's interpretation of the science but he believed it wasn't a scientist's interpretation and the pandemic definitely wasn't over yet. He said that it was very much more serious than 'flu and cases in East Devon were still rising.

MP said that people had experienced the pandemic in many different ways, each responding in their own way. That as time had passed people were having to come to terms to the many changes covid had brought.

AR interrupted MP by overspeaking and raising her voice, saying that she had more experience in mental health than MP will ever have.

MP left the meeting.

Chair and Speakers – CC had circulated her Chair's Report dealing with monthly Meeting arrangements and 10th Anniversary matters – see Agenda.

## 7. Role Description – Vice Chair and Groups' Co-ordinator

It was decided to defer this item to another Meeting (**IM to note.**)

## 8. Monthly Meeting Arrangements and Updates

All agreed that we should hold the feb22 Meeting in the Pavilion. The arrangements listed as bullet points in the Draft feb22 Newsletter were discussed. OS thought we shouldn't continue with the requirement for members to provide their attendance details on slips of paper. MC thought that removing the requirement was premature. OS noted that some slips provided at earlier meetings had been blank. JH thought that we should keep the first (do not attend if unwell or had a positive test) and the last (Contact us if test positive after the meeting) bullet point. OS thought that the recommendation to wear masks should stay. CC had ascertained that Lateral Flow Test kits (LFT) were now available in Exmouth and JH thought that we should therefore continue to make this recommendation. It was agreed that we should discontinue the separate Entrance and Exit arrangements but that the Ventilation precautions should stay.

RM left the Meeting.

## 9. 10<sup>th</sup> Anniversary

JH mentioned MP's involvement in arranging our u3a Sponsorship of an Exmouth in Bloom contribution and thanked her. CC was following up the possibility of planting trees locally. LH thought this was a good idea and wondered how this fitted with our Constitution. JH noted that we didn't currently have a Publicity Officer, but thought spending around £200 on two plaques in The Strand would be good for publicity. All agreed.

CC was assembling a Working Group of Linda Parsons, David Hemmings and Wendy Groves who would aim to meet in The Ocean to get things off the ground for the 10<sup>th</sup> Anniversary Celebrations on 9<sup>th</sup> June 22. She asked anyone who would be happy to be part of that Working Group to get in touch with her. **Action All.**

The planned Stuart Line Cruise in September could link with the National 40 year Anniversary. CC also noted that the Beacon Hotel was unable to book advance dates after our 17<sup>th</sup> and 21<sup>st</sup> March bookings. AR will check with the Social Committee and will ask again about bookings further ahead. **Action AR.**

## 10. A.O.B.

LH wanted the Committee's opinion next month (**IM to note**) on Groups and how they should be run. She mentioned one Group running as a Commercial business. RM and SR need to discuss this. **Action RM, SR.**

It was suggested that next month's Agenda should include 10<sup>th</sup> Anniversary and Role Descriptions near the top of the Agenda in March (**IM to note**).

**11. Date of next meeting** 13:00, 1 mar22 by Zoom.

*Ian McLauchlin, Secretary*

*Version date 1 mar22*

Signed:



Date: 1 mar22

pp. Christine Chittock, Chair