

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

### 1, Apologies for absence

Bryan Webb.

CC thanked SR for agreeing to fulfil the Assistant Treasurer post.

### 2. Any New Business

None.

### 3. Minutes of 7dec21 Committee Meeting

AR clarified that, for Item 10, her 10<sup>th</sup> Anniversary work would be confined to the Social Committee. JH said that in Item 6, he sent reminders only to Connect and Learn members. Other than that, the Minutes were agreed.

### 4. Actions from 7dec21 meeting

1. Send JH photos of winter scenes for Newsletter – received from Maurice Colyer, Hazel James and IM.
2. Work on New Model Constitution (NMC) – IM had circulated a document with Tables which included the editable NMC against columns for comment, existing version etc. LH asked about printing this when nominally complete. Four members would like printed copies and IM asked that these should be single, not double, sided. CC asked that LH seek out the best printing deal. **Action LH.**
3. Liaise with Sheila Clarkson (SC) on New Member's Meeting dates – CC thanked LH for circulating dates. Committee members to let SC know which sessions they could attend. **Action Committee**
4. Provide JH with list of 2022 Speakers for the Newsletter – done and all can present via Zoom.
5. See if u3a Head Office had recommendations on Safeguarding – CC had spoken to Jane Bailey and is waiting for a definitive answer.
6. Help with Safeguarding Zoom sessions – AR was willing to help.
7. Liaise on Role Description for Groups – CC had spoken with LH and will review in Feb22. **Action IM for feb22 Agenda.**
8. Thank you session for Group Organisers and Meeters and Greeters – CC agreed that this was a good idea and that we should consider later in the year (because of the current covid situation), for example by sep22. **Action IM for summer Agenda.**
9. Guidance document for interest groups – CC said that there was a lot of information online but we should try to make it read in a more friendly way. She will liaise with LH on working on this. **Action CC.**

10. Letter to Pavilion on venue costs – CC had written to The Pavilion and had just received a reply. There could be no changes to the stated fees. It was also pointed out that the café had a loyalty card system which could be stamped, eventually entitling the holder to a free drink. CC said that we should let members know about this. JH would include in the feb22 Newsletter. **Action JH.** There was discussion of The Pavilion administrative structure, accounting and their response. After noting that some District Councils had been forced to close their Leisure venues completely because of shortage of funds, it was agreed that we should accept The Pavilion's hire costs.

11. Tree planting for 10<sup>th</sup> Anniversary – dealt with on the Agenda.

## **5. Reports from Committee Members**

Treasurer – JH asked about the TAT Licence fee. RM said that we were covered by The Pavilion's licence.

Groups – CC noted that we had new Groups mentioned in the Newsletter. JH had circulated the draft jan22 Newsletter with an update of LH's Group News.

Membership – CC remarked that the small increase in membership numbers was good. OS reported that she had received emails asking how to join. MC added that he will update Beacon in March with a tick box for 2022. LH noted an example of a 'member' who'd attended a Group meeting when they weren't even a member and emphasised that we need to look out for such occurrences.

Secretary and Facebook – On IM's query about Trustee Declarations, CC had sent appropriate information to AR and SR. IM would arrange to add details of new trustees AR and SR to our website. **Action IM.** AR and SR to provide Date of Birth and address plus any change of address in the last 5 years. **Action AR, SR.** There were no other questions.

Technical Team and Newsletter – JH had received replies from LH and AR on the proposed rescheduled date for the Christmas Lunch. He had summarised the Zoom Hybrid meeting and was grateful to Ian Bateman for the provision of expertise and equipment. We had received very good feedback on the Zoom broadcast of the dec21 Meeting. JH would write up a detailed procedure to allow others to perform a Hybrid Meeting when necessary/appropriate. **Action JH.** Following on from the success of that Hybrid Meeting it had become clear that we need to purchase a high quality microphone and extension cable. He thought that the cost would fall comfortably within the £200 sum previously agreed and he hoped to have these items available for the feb21 meeting. CC expressed her thanks to JH and others and confirmed our agreement to the proposed purchases using the Co-op money for accessibility as a primary funding source. She noted that Exeter u3a may be asking for our help on setting up Hybrid Meetings.

Social Committee – CC wished to thank the Social Committee for their work and in particular the rearranging of the Christmas lunch. A new date will be communicated to JH for the Newsletter immediately confirmation is received. CC was concerned about crowding at The Royal Beacon, especially in the bar area, as covid cases were now rising again. It was pointed out that there was a roomier bar upstairs but this would only open half an hour before eating. LH mentioned that she will need to email members who've paid and asked about refunds. RM said that he had processed 4 refunds already. CC was concerned about the increased rate of covid cases and said it was

important that we should receive the legally required Risk Assessment from the Beacon Management. AR said that she will mention this to the Beacon when she contacts them on 5jan22.

Database – MC had mentioned to AR and SR the need to assign an Exmouth u3a email address. He would liaise with IM on the current state and number of such Committee email addresses. **Action MC.**

Chair and Speakers – There were no questions.

## **6. Monthly Meeting Arrangements and updates**

CC had written to The Pavilion cancelling the January Meeting. OS would like a form of words to send to members and CC said that the Committee, having taken into consideration the recent large increase in covid cases in the country and indeed locally, had taken appropriate action to protect members and the jan22 meeting would now be held by Zoom. IM would mention this at the start of the Newsletter email to be sent out the following day. **Action IM.** Similarly JH will include in his 12jan22 email prior to the 13jan meeting. CC suggested that we ask for members to take a Lateral Flow test (LFT) before attending the feb22 meeting and LH thought that was a good idea. Though it was currently reported that there was a shortage of LFTs, all agreed to the inclusion of the suggested requirement for LFT testing. SC had said that she would like to request this too for New Member's Meetings.

CC asked whether Group Organisers are aware that they can't collect or hold data on who's been tested? LH to follow up.

It was agreed that we should discuss requirements for the feb22 Meeting at our next Committee Meeting in feb22. **Action IM for feb22 Agenda.**

OS thought that mar and apr22 will be a busy time for Membership renewals as our jan22 Meeting in The Pavilion, where many renewals were processed, is cancelled.

## **7. Safeguarding**

CC had circulated a set of slides and document u3a-KMS-POL-005. The forms weren't obviously available on the National website although adopted by a number of u3as. MP commented on apparent inconsistencies and unwise statements in Sections 3.1 and 3.2 of the u3a document. She suggested deleting 'it was not their fault' and the phrase in brackets after 'Be sympathetic'. Discussion followed on whether to delete the wording. SR noted that as the sample document was prepared by the u3a nationally that they would have expertise in safeguarding and that it would be best to keep it as set out. CC asked MP to email her with her reasoning for deleting the wording as discussed and she would then contact Jane Bailey Safeguarding Officer at the Third Age Trust to ask her to explain the reasoning behind 3.1 and 3.2. **Action MP, CC**

CC has added Exmouth u3a's name to the document and updated one of the telephone numbers. SR suggested that we could agree but seek u3a approval in parallel. All agreed that we should adopt the document as discussed.

## **8. Meal for Committee**

OS suggested that we put this on hold until the covid situation improves. All agreed.

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

JH had not heard back from East Devon District Council on the subject of tree planting. Those with Action 11 from the last meeting will continue to follow this up. **Continuing Action CC, JH, MP.** LH mentioned the possibilities of 2 coffee mornings and a party on the Stuart Line boat. CC suggested that coffee mornings should be arranged later because of covid and JH proposed waiting till the warmer weather. CC said that May and September should be better. LH suggested a boat trip end of jun/beginning jul22. JH liked CC's idea of 10 events and suggested that one of these could be an AV presentation. CC was going to produce an Advent Calendar and proposed making a list of events, each with a number. OS suggested that Groups could be responsible for an event. Help with costs was mentioned and RM said that there was a precedent as we did provide money for our 5<sup>th</sup> Anniversary. LH asked about funding drinks at the post Xmas lunch. RM said that we couldn't pay for wine at the Christmas lunch as this wouldn't fulfil the criterion of being available to all members. CC mentioned funding for the celebration cake and proposed that we use an outside caterer for this to avoid covid risks. CC noted that our next Committee Meeting would be busy as we'll have the New Constitution proposals to deal with as well as Role Descriptions for Vice Chair and Group Co-ordinator. **Action IM for feb22 Agenda.**

## 10. A.O.B.

None.

11. **Date of next meeting** 13:00, 1feb22 by Zoom.

*Ian McLauchlin, Secretary*

*date 9jan22*

Signed:



Date: 6feb22

pp. Christine Chittock, Chair