

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

CC remarked that LH was joining us on Zoom from Melbourne, Australia.

1, Apologies for absence

Bryan Webb, Stephen Rixon.

2. Any New Business

CC wanted to say a few words. It was an important time for us coming up to the AGM and the prospect of a new Committee and that we should look again at the ground rules regarding our interaction with each other, respecting opinions etc. We need to keep emails to a minimum and only copy to others when strictly necessary. Our workload has increased with the pandemic and we should try to make each other's life easier and less stressful. She thanked us for all our work for our u3a.

3. Groups operating on a commercial basis

CC thanked LH for bringing this to our attention. The concern arose from a Yoga Group which had a paid tutor but also has non u3a members taking part. The Group is advertised as an u3a Group and even has an email address which includes 'u3a' though the address hasn't been set up by us. The Group had been in operation for a long time. This item has arisen because of confusion over a non u3a member attending and whether a refund could be paid.

CC noted that Groups can operate as follows:

1. U3a and non u3a groups with a paid tutor
2. Groups just for u3a members but with a paid tutor for particular specialisms
3. Yoga Groups being advertised as part of our u3a operating on a commercial basis but open to members of the public on a fee paying basis.

There was a need to clarify our approach to these situations and come to a decision as a Committee.

RM said that when tutors are paid, we need to ensure that they are insured. Any refund was a secondary issue. If non u3a members took part it shouldn't be an u3a Group.

CC drew attention to Causeway u3a's Agreement for paid tutors and that it was an agreement for Contract for Services and NOT an Employment Contract.

JH supported LH's principle that for an u3a Group everyone should be an u3a member and that the cost of u3a membership was very reasonable. He thought that if all Group members agreed, then a Commercial Tutor was appropriate though the Group Organiser should be an u3a Member. RM said that it was vital that the professional tutor had professional insurance. LH confirmed that the Yoga Tutor does have professional insurance.

MC said that we need to be clear about the situation. The tutor is benefiting so we need to have in place something along the lines of the Causeway u3a Contract. RM said that TAT may offer guidance but that we are charity of our own and so we should decide what we need for ourselves.

CC summed up the situation by saying that Groups sometimes need to pay for tutors but her concern was that they shouldn't advertise as u3a if open to non u3a members. She suggested that such Groups could continue but not as an u3a Group. LH agreed. CC was concerned that the Group in question was using an u3a email address, thereby giving a wrong impression and also possibly blurring responsibilities. MC said that the Group Organiser should be persuaded to disallow non u3a members and if not, not to describe the Group as an u3a Group. JH agreed that that would remove uncertainty about insurance while not alienating any group members. RM suggested approaching Monty, the Tutor, and asking all u3a members to be put in one Group if that were possible.

CC proposed writing to Monty, on behalf of the Committee thanking her for all that she's done but pointing out that the Group should be regarded as a commercial operation and not an u3a Group. RM added that we should explain what our problem is and either consolidate classes into u3a or non u3a. MC agreed. LH felt that this has already been offered as an option but perhaps Monty doesn't understand what the problem is. IM suggested explaining the problem. JH said that this could be along the lines of 'we have discussed at Committee, consulted with TAT and looked at other u3a's approach, and this is what we now think'. CC would explain that the situation had developed historically with little oversight, which we very much regret. It's now the unanimous view of the Committee that the Yoga Group should be operated as a commercial Group, not as an u3a Group. JH added that we should check the situation for all other Groups. There was a query about the Ballet Group.

MC suggested that we should adopt a Contract similar to that of Causeway u3a for all Groups with paid tutors.

CC will let LH see her draft email to Monty before sending **Action CC**.

The subject of paid tutors for u3a Groups should be placed on the June Agenda when we'll have a new Committee **IM to note**.

4. Minutes of 1 mar22 Committee Meeting

OS said that there was no mention of her suggestion that there should be a separate Minutes Secretary. She also thanked IM for his comprehensive explanation of why he couldn't attend in person. The minutes were approved with these amendments.

JH noted, as a matter arising, that there was no mention of the need for a designated Publicity and Communications Officer and that it would help if someone new came forward for this role.

5. Actions from 1 mar22 Meeting

1. John Petty's information on Strand Active Travel Day – JH has included in Newsletter.
2. Mention Review of Member and Trustee Codes of Conduct in Newsletter – JH will put in next month's Newsletter.
3. Make Codes of Conduct consistent and put on website – IM done.
4. Let RM, SR know costs of 10th Anniversary events – CC had circulated a list. AR mentioned Stuart Line costs and RM was dealing with it. MC wondered whether costs would increase following fuel price rises. RM said that the coach arrangements for the Delamere House trip had reserved the option of applying a fuel price increase if necessary.
5. Chair and Vice Chair Role Descriptions – lower case u3a – IM done.
6. PAT testing – IM had had no reply from Phil Drew and would chase up. **Action IM**.
7. Inventory of u3a Equipment – IM had obtained a list. Possible storage locations were discussed.
8. Circulate AGM timetable to Committee – IM done.

6. Reports from Committee members

Treasurer – JH pointed out that the Co-op column in the Accounts should show the cost of the recently purchased microphone. RM will adjust and pointed out that we will need an auditor for next year's accounts – apr23. IM mentioned that he was intending to send out the Annual Accounts on 12apr22. RM would send but they would be unaudited.

Members – OS said that 25 would not be renewing. Total is currently 903. She was part way through dealing with renewals and all cheques had been banked. A number of people had paid twice. OS then needed to leave the meeting and CC thanked her for all she's doing.

Chair – CC introduced her Trustees Report. All were happy for it to go forward for the AGM. CC wished to thank Camilla Benyon for all the work she's been undertaking arranging printing and posting to members without email. Also for phoning members to keep in touch. MC asked whether we were aware of increased postage costs. CC mentioned also Speakers parking and travel expenses and asked for this to be on the Agenda for the new Committee **IM to do**.

Speakers – All were happy and IM said that the Speakers Nomination for the AGM had just been received.

Secretary, Facebook and Technical – There were no comments.

Newsletter, YouTube and Technical – Again, no comments.

Groups – No questions.

Social – No comments.

Database – MC noted that he had done an Introduction to Beacon for SR but only managed 30mins. In general Beacon and Database work had been minimal recently. There had been one potential candidate to take over but doesn't want to be on the Committee. RM thought that it should be a committee post because of Data Protection implications. IM added that Code of Conduct matters were also relevant.

CC wondered whether we should put out a plea for a Database Co-ordinator and also a Publicity Member. She asked RM to draft a short piece explaining the Role of Auditor **Action RM**. RM thought that it would take 3 to 4 hours per year. There was a cut off point of £25K, above which we needed someone with relevant financial experience. RM would contact David Gingell via email. **Action RM**.

7. 10th Anniversary arrangements and Budget

CC noted the cost of refreshments for the 9jun22 event and asked whether we should ask for contributions. JH thought that most members would be happy to contribute.

CC then turned to the tree planting plans and noted that parts of the Estuary trail were too dry. The option for 10 trees for 10th Anniversary was agreed.

CC then mentioned the quilt and that Clare Dawson would like raffle tickets to be printed in advance. She would like money to be used for member's accessibility e.g. transport to aid attendance or home visits, and for there to be a tangible connection with the use of the proceeds. The Committee also felt it would be a good idea for some of the funds to be used for the purchase of trees as members would have something tangible to see over the years. RM mentioned that 'Tickets 4 u' charged £25 per 1000 printed tickets.

8. AGM arrangements

The details of holding a Hybrid Meeting were discussed. MC asked about use of a microphone for members asking questions. IM thought that a common problem with questions in the Pavilion was that the question couldn't be heard by the audience. He said that the question should be

repeated from the stage. JH suggested that we need a separate technical discussion and would arrange this **Action JH**.

9. AOB

Marion Ricketts was happy to continue updating the website but would like to give up next year. Both JH and IM said that they would consider taking over.

There was no other business.

10. Date of next meeting 13:00, 3may22 by Zoom.

Ian McLauchlin, Secretary

date 19apr22

Signed:



Date: 4may22

pp. Christine Chittock, Chair