

Minutes of Meeting of Great Glen U3A Committee

31st January 2023 at 2.15 p.m. in the Ruth Warner Room

Present: Peter Russell, Sue Russell, Roger Edwards, Janet Fanko, Robert Mansfield, Patricia Mansfield, Di Richardson, Lynda Williams and Elizabeth Cooke

1. **Welcome and Apologies:** PR welcomed Committee members to the meeting.
2. **Minutes of Meeting 3rd January 2023:** Accepted.
3. **Matters arising.**
 - a. **Group Leaders Meeting-** PR said there is no need for one at present, to be raised again in July 2023.
 - b. **Group Leaders Handbook** – this has been updated where necessary. The last page has a list of alterations. **DR to inform group leaders of the update.**
 - c. **Table tennis Table** – this has not yet been moved. **When PR has inspected it for damage it is to be offered to the university or given away.**
4. **February Monthly Meeting- 8th February.** PM reported that the speaker Bharat Patel did not need any kit. He has written a book which will be for sale with the proceeds going to Hope Cancer Research. A small table will be required on which to display this.
5. **Access to Committee Meetings**– A policy has been drafted. **This is to be reviewed by the committee for any adjustments required which are to be notified to PR and RM so that the policy can be approved at the next committee meeting.**
6. **Membership Matters** - JF reported that there were 8 new members in January to give a total of 361 (3 members died in January) of which 31 are associate members. Renewals would be ready to send out mid-February.
7. **Finance Matters** - RE reported there is £13,000 in the bank after the rental has been paid to the church.

RE had submitted a written report on increasing bank interest income. It was resolved that Great Glen u3a Interest Groups approve opening of a Hundred-day notice account with United Trust Bank. Account to have two of three signatories to sign: Roger Edwards, treasurer; Robert Mansfield, vice chairman and Lynda Williams, newsletter editor. The account to be opened on repayment of funds on 30 days notice.

 - a. **New Savings Account-** It was agreed that roughly half the money in the Bath Building Society £5,000 which is a 30 day notice account should be transferred to a 100 day notice account in order to obtain a better rate of interest leaving roughly £6,000 in Bath Building Society. **RE to give notice for this tomorrow.**
 - b. **Insurances-** RE had attended an insurance webinar which had highlighted several potential issues:
 - i. Our website needs reviewing for any copyright rule breaches.
 - ii. Accidents- we need to keep good records of even minor incidents.
 - iii. Retention of names and addresses which are kept for over 6 years for safeguarding rules should be considered in view of GDPR rules – **carried forward to next meeting.**
8. **Status Reports** –
 - a. **Financial Controls Review** – the updated version is now in Dropbox. **RM & EC to review.** RM has scrutinised Bath Building Society Account statements.
 - b. **Asset Register Review** – PR/RM have asked relevant holders to confirm assets , it has now been updated and is in Dropbox. There are still 3 or 4 items which have to be clarified and their locations noted. **Some items need to be marked.**

c. **Risk Register Review** – Changes have been made and RM has reviewed, so it is now approved.

- 9. Review of Policies** – These have all been updated except for discipline policy which was reviewed in 2022. PR proposed policies only need to be reviewed every other year except if issues arise. Financial policies being reviewed every year. This was agreed.
- 10. Network Matters** – The AGM is on 16.02.2023 RM will attend. There are vacancies for trustees. RM is reporting to the Network on Enriching Preparation for Retirement paper. The Network had highlighted that everyone needs to produce ID if voting in any government elections and this should be made known to u3a members.
- 11. AGM Timetable**- Because the meeting is on Zoom it will have to be held at the Methodist Church for those with no access to zoom at home to be able to attend online. There will be a committee meeting on the same day as the AGM- 6th June 2023. **The Annual Report by PR will be prepared for the March committee meeting. RE will produce the Financial Report for the meeting before the 8th May when he goes away for a month. PR will produce the Chairman's Report.**
- 12. Next Year's Committee**- There will be a vacancy for a Chair as PR and SR will leave the committee. Non committee posts are Gift Aid secretary who will carry on and **Disability Officer who PR will ask.**
- 13. Development Working Party (DWP)** - SR reported only 15 attended the Tea & Trivia meeting on 30th January because it clashed with the funeral of a u3a member, but it went well.
- The Psychology group had 21 at the preliminary meeting and a volunteer administrator who did not want to be a leader. They will meet on 1st Wednesday of the month at 10.00am at Fox Ponds.
- The Gardening group is to have a meeting in the afternoon 23rd February at Fox Ponds, only 5 interested so far, but a notice will go in the newsletter.
- The next Open House is on 15th February 2023.
- There will be preliminary meetings of the following potential groups to gauge interest and viability: Birdwatching 2.30pm 14.03.2023; Poetry 2.30pm 22.03.2023; Local History 10.30am 06.04.2023 and photography 10.30am 26.04.2023.
- 14. Groups Coordinator's Report** - DR reported the second table tennis group will be meet on Friday morning 10th February 2023, the University has been booked, 6 or 7 are interested, as yet there is no leader.
- DR will go to the next bridge group meeting on 1st March 2023 to try to resolve the refreshment query.**
- DR has reviewed the group registers she has received and **they will be updated on Beacon.**
- The Art Appreciation group need a key. **This will be dealt with.**
- 15. Business Secretary's Report** - EC reported nothing to report except report from the network which RM had already covered and updates on the u3a website. As Walking Without Stiles group leader there had been an email re a holiday in Crete- it was agreed there was no need to respond to such emails.
- 16. Newsletter** - SR is preparing it this month to help LW, February's will go out on 1st February. A full list of all the groups will go out with it.
- 17. Coronation** – The big Help Out Monday (8th May). It was agreed we would be happy to join in with another group with say 'Tea & Trivia'. **PR to get more information from other groups.**
- 18. Any Other Business-**
- a. **Donations to costs to Landlords**– it was agreed none should be made as we pay rent.
 - b. **Open Day** – **date to be considered at the next meeting.**

19. Next Meeting: Tuesday 7th March at 2.15 p.m. in the Ruth Warner Room.

The meeting ended at 4.25 pm.