



Committee Meeting

Held on Friday 13 October 2023
9.00-11.05am

MINUTES

ATTENDEES	Title	15.07.2022	16.09.2022	14.10.2022	11.11.2022	13.1.2023	17.02.2023	17.03.2023	14.04.2023	12.05.2023	16.06.2023	14.07.2023	15.09.2023	13.10.2023
Carole Harrison	Committee Member	√	√	√	√	√	√	√	√	√	√	√	√	√
Elaine Huckerby	Chair		√	√	A	A	√	√	√	A	√	A	√	√
Gill Mallinder	Treasurer	√	A	A	A	√	√	√	√	√	A	√	√	√
Jean Hatton	Membership Secretary/Helping Hand	√	√	√	√	√	√	√	√	√	√	√	√	√
Kathryn Henshaw	Business Secretary		√	√	√	√	√	A	√	√	√	√	√	√
Hilary Miller	Committee Member											√	√	√
Philip Tucker	Speaker Finder	√	√	√	√	√	√	A	√	√	√	√	A	√
Sheila Pegg	Groups Treasurer	√	√	√	A	√	√	√	A	√	√	A	√	A
Irena Dubowski	Vice Chairman											√	A	√
Bob Longden	Website	A	A	A	A	A	A	A	A	A	A	A	A	A
Mike Allen	Website & advice	A	A	A	A	A	A	A	A	A	A	A	A	A
Sarah Spurry	Facebook Officer (Co-opted Member)	A	A	A	A	A	A	A	A	A	A	A	A	A
John Lawes	Committee Member											A	A	√
Stella Hall	Groups Co-ordinator											√	√	√
Susan Ford	Committee Member											√	√	√

* A denotes apologies and D Deputy in attendance

Number	Item	Action
1/10/23	Apologies for Absence Apologies for absence were noted as above.	
2/10/2023	The Minutes of the Mansfield & District u3a Committee Meeting held on Friday 15 September 2023 The Minutes of the Meeting were AGREED to be an accurate record, signed off and placed on the website. <i>Proposed by Jean Hatton and seconded by Kathryn Henshaw.</i>	KH
3//2023	Matters Arising from the Previous Meeting: Card Readers: Deferred to Agenda Item Affiliated Members Form: Copy sent to all committee members. To be placed on website and Elaine to mention at Members Meeting. Wreath Laying: No response to further emails. David Drew will continue as planned by invitation at ceremony.	EH DD
4/10/2023	Treasurers Report: September Report: Book brought forward £10,195.53 Receipts for September 1271.03 Payments for September -951.69 Book figure £10,514.87 Statement figure £10,844.87 Cheques not presented 1861 Ltd £200.00 G Harris £110.00 J Lawes £20.00 Statement figure £10,514.87 There is around £2200 in Tickets already sold most of which will need to be paid out to venue etc. Also cost of laptop. We will still be in a good position financially. But we need to bear in mind that most of subscriptions for year have been paid. Monthly meetings cost us approx £320 per month and Membership fees to The Trust approx £2000 Group Accounts Income £588 Expenditure £957.50 (Rents £239.50, Garden Group Speaker £125, Tai Chi Instructor £275, payment to theatre £318)	

	Gill reported that most membership fees had now been collected and the Bank Account is looking healthy.	
5/10/2023	<p>Business Secretary's Report</p> <p>Policies for Approval:</p> <ul style="list-style-type: none"> • Accessibility • Equality, Diversity & Inclusion • Financial • Privacy • Safeguarding <p>There is an annual or bi-annual review required for all policies and this year Elaine, Carole and Kathryn carried out the review of the above policies (with the exception of the Financial Policy which had already been completed by Gill) and noted that we did not meet all of the requirements in respect of providing Induction Packs. These have now been completed using the u3a Templates.</p> <p>All updated policies were agreed by the committee. Kathryn will add and diarise review dates before the website is updated.</p> <ul style="list-style-type: none"> • Data Protection <p>Gill raised the fact that she is currently named in this Policy as the Designated Officer in line with good practise. The committee requested that she retain this role and Gill confirmed her agreement. The Policy will be amended to reflect the decision and diarised for review along with the other policies.</p> <p>Laptop purchase for Business Secretary Role:</p> <p>Kathryn confirmed that the purchase and transfer of files has now been completed and the new laptop has been added to the Asset Register. Kathryn to consult Google for best practise on disposal of the old machine and report back at next meeting.</p> <p>U3a Diaries 2024</p> <p>Only 2 diaries have been purchased this year. There had been low interest due in part to the increased postage costs.</p> <p>Update on Risk Assessments:</p> <p>Elaine explained the legal requirement for Risk Assessments to comply with Insurance cover.</p> <p>We do not want to deter Group Leaders who may not be comfortable with Risk Assessing and therefore all committee members are requested to help encourage and complete the assessments. Stella agreed that she will do as much as she can when visiting and</p>	<p>KH</p> <p>KH</p> <p>KH</p>

	<p>introducing herself to Group Leaders as their new Groups Co-ordinator.</p> <p>Risk Assessment Templates are already on the system for different types of activity and venue and are quite straightforward.</p> <p>There is a specific requirement for Day Trips but holiday breaks are covered by the travel company.</p> <p>It was agreed that the following people would take responsibility for giving support to ensure completion of risk assessments for the following groups:-</p> <p>Afternoon Teas: Elaine</p> <p>Antiques & Collectables: Stella</p> <p>Bird Watching: Not sure Ken is doing this at the moment?</p> <p>Classical Music: Kathryn to email Mike Allen with template.</p> <p>Curling: Not currently running</p> <p>Motoring: Elaine</p> <p>Reading 1: Philip</p> <p>Reading 2:</p> <p>Reading Aloud: Sylvia Slack hosts a few different groups in her Home. Elaine will discuss all with Sylvia.</p> <p>Spanish Group: Stella (if this goes ahead)</p> <p>Garden Group: Carole – to include Day Trip requirements</p> <p>Kathryn will collate the completed RA's and diarise for review dates.</p>	<p>SH</p> <p>EH</p> <p>SH</p> <p>KH</p> <p>EH</p> <p>PT</p> <p>EH</p> <p>SH</p> <p>CH</p> <p>KH</p>
6/10/2023	<p>Chairman's Report</p> <p>Elaine reported that the u3a week membership drive at Four Seasons this year attracted some interest but there is little footfall there. Committee Member have been asked to think about a different format/venue and advertising campaign for next year.</p> <p>Committee responsibilities and specific roles</p> <p>Some "Roles" have been identified from the recent policy reviews. These can be covered by Committee Members or any other u3a members if necessary.</p> <p>Accessibility Officer: links to the policy and will include checking venues . Stella volunteered to take on this role as she has already committed to visiting new and existing groups.</p> <p>Publicity: Someone needs to lead on this topic but can expect help and support in carrying it out. Elaine will ask for volunteer at the next meeting.</p> <p>Almoner/Welfare Officer: Jean already covers this role.</p>	<p>ALL</p> <p>SH</p> <p>EH</p> <p>JH</p>

	<p>Safeguarding: Irena agreed to lead. Training will be sourced and Stella has asked to be included in this to assist in her role as Groups Co-ordinator.</p> <p>Buddy System:</p> <p>All agreed that a new description of this role and what it covers is required e.g. how long to spend with new members, where they will sit, etc. Carole agreed to lead on this with Kathryn to assist using Brainstorming Notes from Elaine as a starting point.</p> <p>Elaine circulated a hard copy of the Induction Packs and Declaration Forms from the Charity Commission for signature by new Committee members. The Induction Packs for Group Leaders and Committee Members can now be placed on the website.</p> <p>Card Reader for Payments:</p> <p>Discussion was held about the pros and cons of this type of payment and it was agreed that we have to take account of members views as they are asking for card payment options. As an organisation we would wish to be seen as a forward-thinking group and keep up with new innovations.</p> <p>As Treasurer Gill would be most affected by the introduction of a Card Reader and she expressed interest in becoming part of a North Notts Neighbourhood Group Treasurers meeting with a possible workshop to follow. Kathryn to share contact details.</p> <p>Elaine referred to the research she has carried out and confirmed that most people she has spoken to (including the One Call Stadium) use Sum Up. The more expensive option can produce receipts if necessary and does not require a link to a mobile phone. The cost of the transaction fees can be absorbed in the event costings and the cost of the initial set up can be covered from current funds.</p> <p>Elaine to purchase Card Reader.</p>	<p>ID & SH</p> <p>CH & KH</p> <p>KH</p> <p>GM KH</p> <p>EH</p>
7/10/2023	<p>Membership Secretary's Report</p> <p>50 reminders have been sent out for outstanding renewals. Only 21 replies even though the e-mail asked for a response if renewal OR No renewal was required.</p> <p>There are currently 266 members but this will be confirmed when compared with Treasurers figures.</p>	JH & GM
8/10/2023	<p>Speaker Finder's Report</p> <p>Philip confirmed that Catherine Macateer will attend on Tuesday (table for speaker booked) and that her talk named "From Russia With Love" was named before the current conflicts.....!!</p> <p>Co-Op Legal Matters in November has been titled "Tax, Care and Toyboys" A very popular and informative presentation.</p> <p>Alison Drew has confirmed that she cannot accept payment for her talk and the £90 allocated for this can be withdrawn.</p>	

9/10/2023	<p>Group Convenors Report:</p> <p>Stella advised that she has now received the list of names and contact details for the Group Leaders and will be in touch with them in the next few months. Stella confirmed that she is planning more than one annual meeting and may change the format of the meetings.</p> <p>Stella is attending a new group formed by the NNNG for Group Co-ordinators on the 2nd November. The meeting is planned for others in the same or similar roles to share knowledge and experience and give advice and support. Initially there will be attendance from 4 groups and then a possible workshop.</p> <p>Carole advised that a similar support group for Business Secretaries existed as a whatsapp group and Stella might find this can work for the new Group Convenors too.</p> <p>Stella asked for a list of the Risk Assessments that are missing for venues.</p>	KH/EH
10/10/2023	<p>Social Group Report</p> <p>Irena confirmed that the group is very busy and have spent a lot of time making follow up calls to confirm attendance/payments etc. This has led to a new procedure being adopted which means no deposits will be accepted. Full payment on booking only to secure a place. This will be communicated to members.</p> <p>Irena confirmed that she is working closely with Irene Brooks and Lesley Henstock to ensure numbers for joint events.</p> <p>Irena attended the NNNG meeting and will be working with the other groups on the John Fretwell Event in June 2024.</p> <p>At Tuesdays meeting Irena will feedback about the planned event and members will be asked if anyone else would like to perform at the event in June.</p> <p>Other details in Social Group attachment already circulated.</p>	ID
11/10/2023	<p>Publicity/Facebook Report</p> <p>John understands that Facebook access is reserved to members to meet the Privacy Policy but feels that a public page could be used to publicise the u3a to a wider audience.</p> <p>Perhaps the new Publicity Role Leader could look at this in the future.</p>	
12/10/2023	<p>Website/Newsletter/Printing Website</p> <p>Newsletter:</p> <ul style="list-style-type: none"> • The first Newsletter from Yvonne and Mick Kennison has been very well received. • Yvonne and Mick have asked for contributions by 20/10/23 for next edition. • 	

13/10/2023	<p>North Notts Neighbourhood Group Lynn Jackson from Ashfield u3a has contacted Stella and asked for permission to advertise our groups. They use Beacon. All agreed that this was not a problem and sharing this information is a positive reciprocal action.</p> <p>A deposit of £25 is required from each u3a taking part in the John Fretwell event. This may be refunded if a grant is forthcoming. This payment was agreed and Gill has details to make online payment.</p> <p>North Notts Network of u3as</p> <ul style="list-style-type: none"> The next meeting would take place on Wednesday 25 October 2023. Carole and Kathryn will both attend. 	<p>SH</p> <p>GM</p> <p>CH & KH</p>
14/10/2023	Any Other Business:	
15/10/2023	<p>Date and Time of next Meeting: Friday 17 November 2023 commencing at 10:00am at Mansfield Bowling Club, Chesterfield Road South, Mansfield, Notts. NG19 7AP</p>	