

## Meeting of the Mansfield & District U3A Committee

The Stanhope Centre, Bridge Street Methodist Church, Mansfield, NG18 1AL

Friday 15 June 2018  
10.00-11.35am

### MINUTES

ATTENDEES	Title	15.9.17	13.10.17	17.11.17	12.01.18	16.02.18	16.03.18	13.04.18	11.05.18	15.06.18	13.07.18
<b>Sheila Whalley</b>	<b>Chairman</b>	√	√	√	√	√	√	√	A	√	
Alan Miller	Committee Member	√	√	A	√	√	√	√	A	√	
Amanda Kingswell	Committee Member	√	√	√	√	A	√	√	√	√	A
Bob Longden	Member with Special Expertise	A	A	A	A	A	A	A	A	A	
Carole Harrison	Minutes Secretary	√	√	√	√	√	√	√	√	√	
Jacqui Hampshire	Vice Chairman	√	√	A	√	A	√	√	√	A	
Linda Leivers	Groups Co-ordinator	√	√	A	√	A	√	√	A	A	
Lynne Payne	Committee Member	√	A	√	A	√	A	√	√	A	
Marilyn Dibble	Membership Secretary	√	√	√	√	√	√	√	√	√	
Mike Allen	Business Secretary	√	√	√	√	√	√	√	√	√	
Sheila Pegg	Assistant Treasurer	√	A	√	A	√	A	√	√	A	
Val Jeffries	Speaker Finder	A	A	√	√	A	A	√	A	A	
Yvonne Kennison	Treasurer	A	A	√	√	√	√	√	A	√	

\*A denotes apologies and D Deputy in attendance

Number	Item	Action
<b>1/06/18</b>	<b>Apologies for Absence</b>  Apologies for Absence were noted as above.	
<b>2/06/18</b>	<b>The Minutes of the Mansfield &amp; District U3A Committee Meeting held on Friday 11 May 2018</b>  The Minutes of the Meeting were <b>AGREED</b> to be an accurate record, signed off and placed on the website.  <i>Proposed by Alan Miller and seconded by Yvonne Kennison</i>	<b>Mike Allen/Carole Harrison</b>
<b>3/06/18</b>	<b>Matters Arising from the Previous Meeting:</b> <ul style="list-style-type: none"> <li>• The draft EGM Minutes from Tuesday 15 May 2018 were <b>NOTED</b></li> <li>• The Updated Constitution was <b>NOTED</b> and will go on the website and in the Chairman's folder</li> </ul>	<b>Mike Allen/Sheila Whalley</b>
<b>4/06/17</b>	<b>Treasurer's Report:</b>  The Treasurer's Report for the end of May 2018 was as follows:	

	<p>Current Account                      b/f                      £6,165.78</p> <p>Liabilities                      :</p> <p>One Call Stadium                      -£190.00</p> <p>Stanhope Centre                      -£25.00</p> <p>Newsletter                      -£93.75</p> <p>Speaker                      -£75.00      est</p> <p>Licence for photocopying                      -£60.00</p> <p>Total for June                      <b><u>£5,722.03</u></b></p> <p>Group Account                      <b><u>£3,717.83</u></b></p> <p>We made £590 profit at the Coffee Morning and have received £15.50 as the first instalment from the Robin Hood Lottery. 18 people have signed up for it.</p> <p><b>Coffee Morning</b></p> <ul style="list-style-type: none"> <li>• Savings of £100 had been made by providing our own refreshments</li> <li>• The room was light and airy and had been attended by the usual regulars but not many of the new members</li> <li>• Problems had been caused in that the gate from the car park was not open but this will be resolved for new year</li> </ul> <p><b>Book Table</b></p> <ul style="list-style-type: none"> <li>• Marion Walker will be providing a Book Stall at U3A Meetings when Lillian and Terry stand down</li> </ul>	
5/06/18	<p><b>Business Secretary's Report</b></p> <ul style="list-style-type: none"> <li>• Mike Allen will be standing down as Business Secretary but will continue to attend the NNNG Meeting and Carole Harrison <b>AGREED</b> to attend the Network Meetings</li> <li>• Yvonne Kennison confirmed that the cheque had been cashed for the licence but she had not received it as yet</li> </ul> <p><b>Pensioners Fair</b></p> <ul style="list-style-type: none"> <li>• Ben Bradley, MP, was holding a Pensioner's Fair at the Civic Centre on Friday 13 July</li> <li>• Mike Allen had emailed Mr Bradley but so far no response had been received</li> <li>• Mike had also been in touch with other local U3A's to hold a joint stall</li> <li>• Sheila Whalley had the tablecloth, Jane Pavier and Mike Allen had pop-up banners and Jenny Wright from Forest Town was providing publicity material</li> <li>• It was suggested that newsletters be available and either photographs or a laptop showing photographs and the website be available</li> </ul>	<p>Mike Allen to check</p> <p>Mike Allen to discuss with Bob Longden</p>

	<ul style="list-style-type: none"> <li>As it was on the same day as our Committee Meeting, Mike Allen, Yvonne Kennison and Carole Harrison were available to attend during the afternoon if needed</li> </ul> <p><b>U3A Strategic Plan Questionnaire</b></p> <ul style="list-style-type: none"> <li>It was <b>AGREED</b> that Mike Allen would complete and submit by 29 June 2018 <i>Proposed by Amanda Kingswell and Seconded by Sheila Whalley</i></li> </ul> <p><b>Room Bookings</b></p> <ul style="list-style-type: none"> <li>Mike Allen had sent details of next year's meeting dates to MTFC and Claire Harris at the Stanhope Centre in order to book the venues</li> <li>Yvonne Kennison had also contacted Claire Harris by letter, and Claire had agreed that as from August she would be invoiced monthly on behalf of the five groups who meet here and a cheque sent for payment</li> <li>This new payment method would be announced at the monthly meeting and members would also be emailed with details</li> <li>Groups Leaders would pay money for room bookings direct to Sheila Pegg to credit to their accounts</li> <li>Mike Allen gave the sad news that Jan Dawes, the Manager of the Stanhope Centre, had sadly passed away. Amanda Kingswell had sent a Thinking of You card to Jan previously</li> <li>The Committee would like to send the family a bereavement card and Yvonne Kennison would find out details of the address for Amanda to send the card</li> </ul> <p><b>Duplication Books</b></p> <ul style="list-style-type: none"> <li>Mike Allen had priced up the cost of printing duplication forms and for 10 blocks it would cost £70.00 so it was <b>AGREED</b> that Yvonne Kennison would purchase duplication books for Group Leaders</li> </ul> <p><b>Safeguarding Policy</b></p> <ul style="list-style-type: none"> <li>The Charity Commission had requested a Procedure for compliance with Safeguarding to ensure we provide a safe and trusted environment</li> <li>Marilyn Dibble had provided a Procedure that can be considered and adapted by Mike Allen</li> <li>The Policy will be brought to the July meeting and once agreed will be placed on the website</li> </ul> <p><b>Christmas Lunch</b></p> <ul style="list-style-type: none"> <li>Yvonne Kennison had booked the Christmas Lunch for 120 for Friday 7 December at the Hostess</li> <li>If we can sell the 120 tickets when we would have the room to ourselves</li> <li>The cost is £17.50 for a three-course meal, tea/coffee, gratuities and entertainment</li> <li>The time is 11.30 for 12.00</li> </ul>	<p>Mike Allen</p> <p>Mike Allen</p> <p>Yvonne Kennison/Amanda Kingswell</p> <p>Yvonne Kennison</p> <p>Mike Allen</p>
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	<ul style="list-style-type: none"> <li>• A £2.00 deposit is required by the end of June</li> <li>• Amanda Kingswell to ask new members about the lunch to see if they wished to attend</li> <li>• Yvonne Kennison to provide a date by which she would collect money before the meal and would <b>TRY</b> and sell any tickets if members could not attend</li> <li>• Mike Allen would provide details in the July Newsletter</li> </ul> <p><b>New Committee Members and Group Leaders</b></p> <ul style="list-style-type: none"> <li>• Discussion about ways of attracting members to participate more in these positions</li> <li>• Sheila Whalley to ask Jacqui Hampshire to speak to members at the next meeting about the requirements of her current role and also ask a Group Leader to update on what was involved in being a Group Leader</li> </ul> <p><b>Data Protection</b></p> <ul style="list-style-type: none"> <li>• Mike Allen had produced a draft Policy using the U3A template</li> <li>• The highlighted changes were discussed</li> <li>• It was <b>AGREED</b> by Mike Allen that passwords do not have to be changed as Access information is restricted to the Chairman, Business Secretary, Members Secretary and Groups Convenor</li> <li>• The Policy would be placed in the Chairman's Folder, on the website and copies brought to Tuesday's meeting</li> </ul> <p><b><i>Proposed to accept the Data Protection Policy by Amanda Kingswell and seconded by Marilyn Dibble</i></b></p> <p><b><i>Alan Miller proposed thanking Mike Allen for all his hard work on the Policies and this was seconded by Marilyn Dibble</i></b></p> <p><b>Privacy Policy</b></p> <ul style="list-style-type: none"> <li>• Updated copy of the Policy will be provided at Tuesday's meeting</li> </ul> <p><b>New Members Form and Renewal Form</b></p> <ul style="list-style-type: none"> <li>• Marilyn Dibble will amend the font on the Membership Form and send to Amanda Kingswell</li> <li>• Both forms to be amended to show First Name / Surname and forwarded to Yvonne Kennison who will place them on the website</li> <li>• Will require a renewal form to be completed for each member</li> <li>• Renewal Forms to be provided at the next three meetings and also in the Newsletter</li> <li>• It was agreed that a voluntary disclosure for health would remain on the form noting that this was felt to be an intrusive question</li> </ul>	<p>Amanda Kingswell</p> <p>Yvonne Kennison</p> <p>Mike Allen</p> <p>Sheila Whalley /Jacqui Hampshire</p> <p>Mike Allen</p> <p>Mike Allen</p> <p>Mike Allen</p> <p>Marilyn Dibble/Amanda Kingswell Mike Allen/Yvonne Kennison</p> <p>Mike Allen/Marilyn Dibble</p>
6/06/18	<p><b>Chairman's Report:</b></p> <ul style="list-style-type: none"> <li>• Sheila Whalley reported that when she had attended the</li> </ul>	

	<p>Sherwood U3A Meeting they had provided renewal forms for completion that day or members were removed</p> <ul style="list-style-type: none"> <li>• Mansfield U3A give members until September to renew and then Marilyn Dibble will email and phone members prior to removal</li> <li>• Sherwood U3A were celebrating their Ten Years with a party and free fish and chips/or jacket potato and entertainment as they had funds available to do so</li> <li>• It was <b>AGREED</b> to provide a certificate and flowers at the July Meeting to thank Lilian and Terry for all their hard work on the Book Stall</li> </ul>	Sheila Whalley
7/06/18	<p><b>Membership Secretary's Report:</b></p> <ul style="list-style-type: none"> <li>• Marilyn Dibble reported that this was a quiet time, with any enquiries being placed on the waiting list and people were still applying</li> </ul>	
8/06/18	<p><b>Speaker Finder's Report:</b></p> <ul style="list-style-type: none"> <li>• There was nothing further to report</li> </ul>	
9/06/18	<p><b>Group Convenor Report:</b></p> <ul style="list-style-type: none"> <li>• There was nothing further to report</li> </ul>	
10/06/18	<p><b>Social Group Report</b></p> <ul style="list-style-type: none"> <li>• Mike Allen thanked everyone involved in the Coffee Morning on 18 May at St Phillip Neri Church Hall, including all the stall holders, helpers and in particular to Yvonne Kennison who ran the Refreshment Stall and for initially suggesting the venue</li> </ul>	
11/06/18	<p><b>Newsletter/Website Report</b></p> <ul style="list-style-type: none"> <li>• There were quite a few newsletters left over from the May meeting</li> <li>• Nothing further to report on the website</li> </ul>	
12/06/18	<p><b>North Notts Neighbourhood Group/Notts County Network</b></p> <ul style="list-style-type: none"> <li>• The next NNNG meeting would take place in July and Mike Allen would be attending</li> <li>• The October Meeting would focus on Disabilities</li> <li>• A report from Liz Drury, who had been absent from the last meeting, was provided for information</li> </ul>	
13/06/18	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>• The Charity Trustee Welcome pack had been provided for information</li> <li>• Marilyn Dibble agreed to email new members to see if anyone was interested in becoming a Committee Member or Group Leader</li> <li>• Alan Miller announced that he would be retiring from the Committee at the end of August</li> </ul>	Marilyn Dibble
14/06/18	<p><b>Date and Time of Next Meeting: Friday 13 July 2018 commencing at 10.00am at the Stanhope Centre, Bridge Street Methodist Church, Mansfield, Notts. NG18 1AL</b></p>	