



Committee Meeting

Held on Friday 16 June 2023
9.00-10.15am

MINUTES

ATTENDEES	Title	15.04.2022	13.05.2022	17.06.2022	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
Carole Harrison	Business/Minutes Secretary	√	√	√	√	√	√	√	√	√	√	√	√	√
Elaine Huckerby	Vice Chair					√	√	A	A	√	√	√	A	√
Gill Mallinder	Treasurer	√	√	√	√	A	A	A	√	√	√	√	√	A
Jean Hatton	Membership Secretary/Helping Hand	√	√	A	√	√	√	√	√	√	√	√	√	√
Kathryn Henshaw	Committee Member					√	√	√	√	√	A	√	√	√
Lynne Payne	Committee Member	√	√	√	A	√	A	√	√	A	√	A	A	√
Mick Kennison	Groups Co-ordinator/Safeguarding Officer	√	√	A	√	√	A	√	A	√	A	√	A	√
Philip Tucker	Speaker Finder	√	√	√	√	√	√	√	√	√	A	√	√	√
Sheila Pegg	Groups Treasurer	√	A	√	√	√	√	A	√	√	√	A	√	√
Yvonne Kennison	Chair	√	√	√	√	√	√	√	√	√	√	√	√	√
Bob Longden	Website	√	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
Sarah Spurry	Facebook Officer (Co-opted Member)		A	A	A	A	A	A	A	A	A	A	A	A

*A denotes apologies and D Deputy in attendance

Number	Item	Action
1/06/2023	Apologies for Absence Apologies for absence were noted as above.	
2/06/2023	The Minutes of the Mansfield & District u3a Committee Meeting held on Friday 12 May 2023 The Minutes of the Meeting were AGREED to be an accurate record, signed off and placed on the website. Proposed by Philip Tucker and seconded by Jean Hatton.	Carole Harrison

3/06/2023	<p>Matters Arising from the Previous Meeting:</p> <p>Yvonne Kennison reported back on a letter she had received from Mansfield Bowling Club regarding charges made for use of the bar at events.</p> <p>The letter said: "I am writing to confirm that there is no charge for the use of the bar if booked under the name of Mansfield u3a".</p> <p>Secretary Eleanor Lake, dated 5 June 2023.</p> <p>Irena Dubowski to be informed.</p> <p>The Committee thanked Kathryn Henshaw for resolving the issue.</p>	Elaine Huckerby
4/06/2023	<p>Treasurers Report:</p> <p>May 2023</p> <p>Book brought forward £7,082.88</p> <p>Receipts for May 923.90 Payments for May 1933.46</p> <p>Book figure £6,073.32</p> <p>Statement Figure £6,073.32</p> <p>Liabilities 1861 Ltd £200 Speaker £55 Money taken for Social Events £1165 I have paid Annual Trust Membership fee of £1072</p> <p>Group Accounts Income £416 Expenditure £562.50 (Rents 167.50, Speaker for Garden Group £120, Tai Chi Instructor £275)</p> <p>Yvonne Kennison confirmed that we are still in a sound financial position.</p> <p>Gill Mallinder and Yvonne had received the new Finance Policy which had come from the Third Age Trust. Gill would make any amendments and then forward to Carole Harrison.</p> <p>After delays caused by making herself the authorised signatory, Gill had now received £440 back from Gift Aid.</p>	Gill Mallinder
5/06/2023	<p>Business Secretary's Report</p> <p>Updated Policies following the Network 'Keeping it Legal Workshop' on 24 May 2023</p> <ul style="list-style-type: none"> • Accessibility Policy 	

	<ul style="list-style-type: none"> • Data Protection • Equality, Diversity & Inclusion • Finance Policy • Privacy Policy • Safeguarding Policy <p>The Policies had been sent out with the agenda. Elaine Huckerby had identified several actions required from the policies and it was agreed to set up a Sub Group to review them. This would comprise of Kathryn Henshaw, Carole Harrison and Elaine.</p> <p>Guidance had also been received regarding Same Sex Groups and this would be discussed by the Sub Group.</p> <p>The main actions included making venues more accessible, holding Inductions for the Committee and Group Leaders and having an Accessibility/Safety Link. This would ensure that we comply with insurance requirements.</p> <p>Jean Hatton noted that in the Accessibility Policy it mentioned new members identifying any needs they had. It was agreed to add a line to the new Membership form.</p> <p>Risk Assessment checklist</p> <p>Group Leaders to be asked to complete a Risk Checklist for their groups to ensure we comply with insurance requirements. There are examples on the TAT website. These are to be printed off.</p> <p>Jill West had previous experience of completing these, so Elaine Huckerby would discuss with her to see if we can provide draft checklists that each Group Leader could be encouraged to complete.</p> <p>Role Descriptions</p> <p>The Third Age Trust had updated their Role Descriptions for Committee posts including Chair, Vice Chair, Treasurer, Secretary and Membership Secretary.</p> <p>These are to be downloaded and sent to the current incumbent to review and amend. Then they can be given to the new Committee members.</p>	<p>Jean Hatton</p> <p>Carole Harrison</p> <p>Elaine Huckerby, Jill West</p> <p>Carole Harrison</p>
6/06/2023	<p>Chairman's Report</p> <p>Proposed New Committee for 2023/24</p> <ul style="list-style-type: none"> • Elaine Huckerby Chairman • Irena Dubowski Vice Chairman • Kathryn Henshaw Business Secretary • Gill Mallinder Treasurer • Sheila Pegg Group Treasurer • Jean Hatton Membership Secretary 	

	<ul style="list-style-type: none"> Philip Tucker Speaker Finder Stella Hall Groups Co-ordinator John Lawes Committee Member Hilary Miller Committee Member Susan Ford Committee Member Carole Harrison Committee Member <p>The Group Co-ordinator is currently the Safeguarding Officer and Yvonne Kennison wondered if it might be helpful to combine this with the Accessibility Officer post and see if one of the new Committee could take on the joint role.</p> <p>Jean Hatton suggested asking new Committee Members to the July Meeting and this was agreed.</p> <p>Yvonne would be at the July Committee Meeting but was on holiday for the Members Meeting and Kathryn Henshaw would be chairing.</p> <p>Membership Renewal event on Tuesday 15 August</p> <p>It was agreed to have available 150 x Membership Forms, 50 x Gift Aid Forms and 150 x new Membership Cards.</p> <p>Kathryn Henshaw agreed to provide a leaflet advertising the event which could be placed in supermarkets, Doctors surgeries etc.</p> <p>Yvonne Kennison to take some of the u3a leaflets to the Members Meeting to ask members to take a few for their friends who were not members.</p>	<p>Yvonne Kennison</p> <p>Bill Harrison</p> <p>Kathryn Henshaw</p> <p>Yvonne Kennison</p>
7/06/2023	<p>Membership Secretary's Report</p> <ul style="list-style-type: none"> Jean Hatton reported that things had been very quiet but she expected a potential new member to attend the Members Meeting on Tuesday We currently have 274 members in total 	
8/06/2023	<p>Speaker Finder's Report:</p> <ul style="list-style-type: none"> Philip Tucker said he hoped to have the list of speakers for 2023/24 available in the next two weeks to appear on the Membership Card The speaker, Wendy Davenport, requires a small table at the meeting The July speaker was unable to attend but had suggested Hannah Sylvester in her place, and her fees were higher at £112 and this was agreed 	<p>Philip Tucker</p> <p>Carole Harrison</p>
9/06/2023	<p>Group Convenors Report:</p> <p>Group Leaders Meeting</p> <ul style="list-style-type: none"> Mick Kennison had arranged the Group Leaders Meeting for Friday 8 September from 10.00am at the Bowling Club. He reported that the Indoor Curling Group needed a new leader but also that it needed an influx of members to be viable. It would be promoted at the general meeting but if no 	

	<p>new members came forward together with a Group Header it may have to be suspended for the time being.</p> <ul style="list-style-type: none"> The previous meeting's agenda and minutes to be forwarded to Mick 	Carole Harrison
10/06/2023	<p>Social Group Report</p> <ul style="list-style-type: none"> Elaine Huckerby reported that the Social Committee would be promoting the Quiz which will take place on Friday 13 October at the Football Club. The uptake has been slow up to now, as sixty people are needed to make it viable. Yvonne Kennison agreed to put a notice on the powerpoint presentation at the Members Meeting with all the details. <p>(NB. Report from the Social Group Meeting held on Tuesday 13 June 2023 sent out following this Committee meeting)</p>	<p>Yvonne Kennison</p> <p>Carole Harrison</p>
11/06/2023	<p>Publicity/Facebook Report</p> <p>Nothing to report</p>	
12/06/2023	<p>Website/Newsletter/Printing</p> <p>Website</p> <ul style="list-style-type: none"> There was nothing further to report. <p>Newsletter:</p> <ul style="list-style-type: none"> There was nothing new to report. <p>Printing</p> <ul style="list-style-type: none"> There was nothing further to report 	
13/06/2023	<p>North Notts Neighbourhood Group</p> <ul style="list-style-type: none"> The next meeting would take place on Thursday 29 June 2023 The proposed Reciprocal Agreement would be signed off The latest copy to be sent out with the Committee Minutes for approval <p>North Notts Network of u3as</p> <ul style="list-style-type: none"> The meeting on Wednesday 19 July will be via Zoom in order that Alan Wormsley, the Third Age Trust Vice Chair, can join the meeting and update on future changes Carole Harrison will attend and feedback 	Carole Harrison
14/06/2023	<p>Any Other Business:</p> <p>There were no other items for discussion.</p>	
15/06/2023	<p>Date and Time of Next Meeting: Friday 14 July 2023 commencing at 10.00am at Mansfield Bowling Club, Chesterfield Road South, Mansfield, Notts. NG19 7AP</p>	