

MINUTES

Committee Meeting Wednesday, 17th January, 2024

Present:

Stuart Kirkman (Chair)

Stephen Doyle

Janice Parr

Robert Baker

Sue Jones

Ted Southworth

Pat Bright

John Latham

Kate Williams

Roger Darling

Irene Molyneux

1. Apologies

Apologies for absence were received from Jane Clarke, Marie Gornell and Sam Hoyle.

2. Minutes

The minutes from the December meeting were agreed as an accurate record.

3. Matters Arising

- 3.1 The new membership cards have been printed with a green colour band. Carole proposes to open the online portal from the 1st February. Members would then be able to renew in person at the Community Morning from 7th February onwards.
- 3.2 The issues with the stage lights have now been resolved.
- 3.3 New boilers have arrived and installed on 24th January.
- 3.4 Stuart has asked Gurby to ensure that the issue of cancellation of bookings by MVH be placed on the next agenda of the next committee meeting of the Trustees. Assurance is required that if a class is cancelled that involves a paid professional tutor that MVH will cover the cost of the tutor's fee. We have already been informed of an event in July which will mean not having the use of the hall on the Wednesday afternoon, all day Thursday and Friday morning. Pat is liaising with group leaders to ensure groups are cancelled during this period.

4. Business Secretary's Report

- 4.1 All communications received regarding speakers advertising their talks will be forwarded to Stephen.
- 4.2 The U3A Newsletter Express has been sent to all members.
- 4.3 A thank you email to all officers of U3As has been sent.
- 4.4 Gillian Russell, our link person to headquarters, has sent the northwest newsletter to all members.
- 4.5 U3A sent information regarding Advice and Volunteering – seemed to be more to do with developing U3A's.

5. Treasurers's Items

Nothing to report.

6. Storage of Records of Attendance by Roger

All records of attendance must be retained for a period of three years. Group leaders will be informed of this at the Group Leaders' lunch. If they do not wish to keep them then they should be passed to Roger who will retain them for the required period. Pat has sent an email to all group leaders reminding them that they must keep a register of all people who attend their group.

7. Data Portal for "Third Age Matters"

There are issues with the Third Age Matters magazine which is being sorted out nationally.

8. PAT Testing

PAT testing of all U3A equipment will take place in the spring at the hall. Ted will coordinate this.

9. Group Leaders' Lunch

Sue has ordered sandwiches and cake for 55 members. Following a complaint by one group leader that the heating in the coffee lounge was inadequate for his meeting, Stuart will inform the group leaders at the lunch how to boost the heating in the coffee lounge and the annexe.

10. Insurance and Liabilities for Walk Leaders

Ted wanted to discuss this matter. Roger located the relevant section in the insurance document and it was then agreed that a risk assessment should be done and a disclaimer form completed by all persons undertaking the walk. Kate has this in hand. This will ensure that walk leaders will not be held liable if anything untoward should occur on their walk.

11. Any Other Business

Committee members were asked not to put away any tables at the end of the Community Morning that have items on them. On a couple of occasions items have been removed from tables and misplaced.

Date of next meeting: Wednesday, 21st February, 2024

J. Clarke