

## **Rutland U3A Committee Meeting Wednesday 29 March 2023 at 10.00 Wisteria Hotel**

Attendees; Ros, Hedley, Bob, Diane, Sharon, Janet, and David

### **Agenda**

- Apologies

from Mike, Lucy and Wanda

- Minutes of the meeting 25 January 2023

Approved - one amend of date re membership lapse; corrected to 28.3.23.

- Matters arising and actions

TAT response to Hedley re Risk Assessment still o/s

- **Chairman**
  - Chairmen's Report

Voluntary Group via CAB - no opportunity or action for U3a; contact details passed on for their future reference.

Phil Grimley attended Rutland Voluntary & Community Sector meeting 15th March - NHS Alliance are to provide local funding for charity working in support NHS aims. Links neatly to work created by Mike Shea and Sue Morecroft; on that basis committee agreed unanimously to participate/register; possibility some funding may arise to support the work aforementioned - no costs for U3a.

Beacon training sessions are regularly available; attended 24th March and very worthwhile. Next one is 4th April. Recommended to all committee.

Chair will resign position this year at AGM (8th June); David suggested as replacement and encouraged to do so by unanimous backing within room. ACTION - David to meet with Ros to discuss

- Network Report

Attended Network AGM 16th February - Retirement Planning Group seeking to establish relationships with large employers by survey. Forwarded our approaches and contacts (e.g. Lands End and Rutland Plastics) to Robert Mansfield for info/ action.

Also to be noted - East Midland trustee vacancy has now been filled - John Lewis.

Next meeting 22nd June at Glenfield

- **Treasurer**
  - Treasurers Report

Suggested and agreed we absorb the .40p charge on cheques for next years membership round.

The 'Standard Paragraph' re payment methodology and refunds was agreed between meetings - to be published across all media/mechanisms available to us including Rutland U3A website and Facebook, via emails, application process, membership renewals, event booking forms and any other outlet where payment requested.

- **Financial Policy Feedback**

As requested by the committee a reference document is required where all aspects of financial policy are listed.

Such obligations being necessary for the appropriate financial conduct of a registered charity such as Rutland U3a including;

- Third Age Trust
- Charity Commission
- HMRC
- HSBC
- Company Law
- Financial Accounts regulations
- Clients' Money regulations
- Money Laundering
- Data Protection
- General Accountancy conventions

The final version will be complete and available prior to AGM

**ACTION** - Rutland CC to be asked to remove U3A subscription rate from their own website, and to embed link to our website, membership page instead

- **Speaker Secretary**

- Verbal Report

NB Wanda away for April and May monthly meetings; David has made contact April speaker and all in hand.

Wanda is to continue in role through 2024.

- **Membership Secretary**

- Verbal report

708 members as at day of meeting, including 39 new members. 111 outstanding renewals.

15 members have decided not to renew.

Processing and reporting to TAT all in hand

Informal meet and greets for new members continue to take place

- **Groups Coordinator**

- Verbal Report

76 in total; note Pétanque now running two separately.

**ACTION** - Reminder to be issued to check that members have renewed in order to continue participation

- Risk Assessments for group activities

**ACTION** - to provide information in next newsletter and to signpost on national website See Matters Arising above

- **Social**

- Verbal Report

Quiz attendance / booking is such we remain below capacity ; on that basis committee agreed that event needn't be u3a members only.

A number of other events planned / in hand; details will be published in usual places

- **Data Protection/Safety/Safeguarding**

- Verbal Report
- PAT Testing draft

Asset Register has been compiled - all items to be tested; **ACTIONS** - Hedley to arrange

- **IT**

- Written Report 21/3/23

Circulated in advance meeting by Mike; Beacon, Website and Health all referenced

Also see Phil Grimley document previously circulated concerning website redevelopment. Noted also that some photos not reestablished from downtime - given changes to come ACTION for Sharon to tell groups/members not to upload any new material for the time being. ACTION Hedley to invite Phil future meeting

ACTION - Additionally need to ensure Anti-Virus, Bit Defender etc are up to date.

- **Secretary**

- Verbal Report continued poor responsiveness from TAT
- Succession planning; Ros position known prior meeting (see above). Two further resignations post meeting - Bob as Treasurer, Sharon as Groups Co-ordinator.
- Accessibility Guidelines; feedback received, document to be updated accordingly
- Date of AGM 8th June

- **Any other business**

Opportunity exists to refresh Rutland U3A brand in step with website redevelopment; Facebook, Newsletter etc, and to review mechanisms of communication with members via committee

- **Date of next meeting**

10th May 2023