

Rutland U3A Committee Meeting Wednesday 10 May 2023 at 11.00 Wisteria Hotel

Attendees;

Ros, Hedley, David, Janet, Bryan, Sharon, Bob, Wanda, Diane, Una, Keith and Gill

Agenda

- Welcome to Visitors

Keith, Una and Gill attending as prospective committee members.

Three others had expressed an interest via contact with Chair; unable to attend

Hedley outlined scope and duties of committee

- Apologies

Mike Shea - IT

- Minutes of the meeting 29 March 2023

Signed off (NB - ACTION for minute taker to ensure Actions are associated to a specific individual)

- Matters arising and actions

Chair met with David to discuss taking over role; latter has agreed to do so - subject to nomination process via AGM

Hedley to action communication with Rutland CC regarding information on their website re U3a

Sharon actioned reminder to Group Leaders re need to ensure participants have renewed / joined as a member - additionally advised not to upload photos / new materials to website for time being

Risk Assessment information provided via newsletter, and reference to national website sent to Group Leaders

Asset Register - Hedley has in hand, to be completed

- **Chairman**
 - Chairmen's Report

NB No May Newsletter as Jill, who compiles and edits, is away

Citizens Advice Bureau - Rutland;

recent email to committee refers, this information will be inserted into next newsletter

CAB 'cost of living' survey has been shared on our website; thanks to Phil Grimley

Peter Hammond has offered notice regarding his assistance with Audio Visual, for speakers etc, at Victoria Hall - another vacancy for us to fill as soon as possible

- **Speaker Secretary**

- Verbal Report

Thanks to David for chaperoning the last two speakers in Wanda's absence

Feedback on April speaker had been noted, and will be taken into account regarding future bookings

Wanda away for October meeting also, so will require a back up again ACTION - volunteer required

Two exciting bookings for 2024 (dates tbc) - both local subjects; the Roman Mosaic discovery and the Dinosaur in Rutland Water

Keith has a talk on Astronomy which he would willingly provide - potentially as a back up if a speaker were incapacitated or unable to attend at short notice

- **Membership Secretary**

All none renewed members were lapsed on 29th March; this does not affect ability to rejoin/renew at the discounted £1 rate at any point during 23/24

646 current members (of which 638 contactable via email), 78 outstanding/non renewed
23 associate members

11 new members processed in April - bringing it up 50 new year to date

Wifi issue at Victoria Hall In April required a small number of subscriptions to be taken in cash, and we also received 4 cheques that month; otherwise all payments have been made by card or bank transfer.

The TAT return is due by May 14th

A final renewal reminder will be sent before end May

- **Groups Coordinator**

- Verbal Report

76 groups as before. Two new potential groups;

Digital Photography

Pickleball (a sport that combines elements of badminton, tennis, and table tennis. Played both indoors or outdoors on a badminton-sized court and a slightly modified tennis net. Two

or four players use solid paddles made of wood or composite materials to hit a perforated polymer ball, over a net)

- Risk Assessments for group activities/recent incident

Scrabble club member broke bone - venue being Lord Nelson. Member considered themselves at fault, nevertheless group is to meet at Wisteria in future

- **Social**

- Verbal Report

Quiz night was ultimately a well attended and successful event

Future events - either available already or in advanced planning include;

Petanque at Whissendine in August

Tolethorpe (Lady in the Van) - all tickets sold

Grantham Canal Trip in October

Evita theatre trip in January next

- **Data Protection/Safety/Safeguarding**

- Verbal Report
- Safeguarding Policy progress

ACTION - Comments upon draft to be reviewed by Hedley

- Legitimate interest doc update

Information has been added to our website

- **IT**

- Written Report supplied in advance by Mike Shea

We have developed a near-final version of the online survey and also have a printable version for members who would prefer to complete the survey on paper rather than online

- we will be asking members of the Committee to help us to test the online survey and review the paper survey
- we plan to make the online survey available from the Ru3a website, and the paper survey available at the next couple of monthly meetings (also downloadable from the website)
- we will ask members to return completed paper surveys at a monthly meeting or to post them -
- Hedley has agreed that members can send the paper survey to his address
- we plan to publicise the project and the survey to members by email this month and at the June monthly meeting.

Once we have received and processed the results of the survey, we plan to meet with one or two GP practices and discuss the results and also what we can do to help them.

Following that, we will design and run some workshops, open to all members, about the use of technology to support members in their dealings with the NHS.

- **Secretary**
 - Verbal Report
 - Succession Planning

In light of three committee members departing this year, and the need for nominations, and the additional workload upon existing treasurer in (a) creation of financial policy and (b) recent issues with bank (see below) it was agreed that AGM will now be held 6th July.

The nominations form was issued to all members by email on 16th April - ACTION; Hedley will resend as a reminder.

NB1 it is necessary for a minimum of 15% members to vote

NB2 it is necessary for nominations for each committee role to be submitted by another member on their behalf.

For continued encouragement of new committee members Hedley will ensure they are kept up to date on committee matters and roles needing filling (ACTION - Ros to thank them for interest, share list of names and contact details with Hedley and to send nominations accordingly)

It was discussed that some roles could be shared (but not Treasurer) as this might encourage broader support and a 'soft' introduction to roles

- AGM Programme

The original cut off dates for documents for AGM will be amended; however accounts will still be done for 1st June

ACTION - Agenda - including last years minutes, vacancies, nominations/voting etc, accounts to be created by Hedley

- **Treasurer**
 - Final Accounts approval for AGM

The final accounts documents shared with committee thus far will see some (non material) alterations when back from auditor. ACTION - Bob to circulate committee for views at that point.

Our balance is c£16000, the surplus is down from around £4000 to £1000 as a result of our membership offer for 23/24.

The 5 year rolling projection continues to show a healthy balance.

- **Examiners Report**

Final accounts have been delivered to auditor (Diane Sharp); circumstances such that she commenced review a little later than last year and also a few more questions raised; meeting being held between treasurer and auditor on 12th May to resolve and hopefully to sign off

- **Finance Policy progress (letter from Secretary).**

The document is now complete (subject to some typos and paragraph numbering amends) and is as definitive as can be.

The policy allows us to demonstrate to all appropriate authorities (e.g TAT, Charities Commission, HMRC) we are compliant with their requirements - whilst also offering consistent, safe and secure processes and management of monies for all sub committees (of which Social is the principal), groups, leaders, and members.

On that basis we intend to continue with a single bank account.

It recognises the retail banking environment and movement away from cash; as such adherence to the policy should reduce the possibilities of error or fraud.

A sub section of the policy is the 'standard paragraph' pertaining to payments and refunds - upon final publication of the policy it will be an ACTION (for both Secretary and Groups Coordinator) to notify and instruct that all sub committees, group leaders etc must use this in any communication that includes a payment request

Bank Account

Recent issues;

HSBC Bank had declined to honour cheque in payment of bill for Fish & Chips on Quiz Night; considered 'suspicious'! Upon enquiry this concerned 'unidentified' signatory. NB Payment was subsequently made by bank transfer on 10th May

The Village Hall has yet to present their cheque for same evening; ACTION - Diane to request return and to offer payment online instead

HSBC Bank also removed access to online account causing inability to pay May speaker; NB Payment was subsequently made by bank transfer on 10th May

Access issues are now resolved - including a request for a deposit card; however new signatories and named / designated account accessors will be required post AGM and new officers appointments.

- **Any other business**

None

- **Date of next meeting**

12th July at 10am, Snug, Wisteria Hotel