

## **Rutland, U3A committee meeting, Wednesday, the 30th of August 2023 at 10.00 Wisteria Hotel.**

### **Attendees;**

Ros Kenny, Hedley Greaves, Janet Bilby, Bob Bennett, Wanda Allen, Keith Townsend, Christopher Clark, Gill Cawte

### **AGENDA**

#### **Apologies**

Bryan Howard, Stuart Mason.

#### **ACTIONS**

### **Minutes of the meeting of the 12<sup>th</sup> July 2023**

The minutes were approved and signed by the chairman.

### **Matters arising**

Enquiries are continuing regarding new noticeboards.

**WA**

Contact will be made with Tony Bianchi to establish whether he still wants to remain on the committee

**HG**

Although an independent examiner is not required by our U3A, due to the income falling below the threshold prescribed by the charity commission, the provision of an examiner needs to be kept under review.

**ALL**

### **Chairmans report**

The Chairman had submitted a written report to the committee prior to the meeting. Additionally, enquiries have been made with Barnsdale regarding the cost of a Christmas lunch. This was quoted at £47. This was thought to be too much for U3A members. Barnsdale are to review their pricing.

A request will be made to Barnsdale to refund our deposit of £100 as the conditions at the restaurant have changed so much in terms of ownership and price.

**RK**

Ros notified the committee that there will be a network meeting on the 19th of October. Christopher Clark agreed to attend this meeting.

**CC**

Ros confirmed this would be her last meeting before handing over to Stewart Mason. The committee thanked her for all her good work over the past years.

### **Speaker secretaries**

It was discussed whether the Marie Curie charity could give a presentation at a monthly meeting. This was not thought appropriate but a five-minute presentation was agreed for the March meeting.

## **Membership Secretary**

Janet stated that the club now has a total of 663 paid up members.

Two members have completed an application form but have declined to pay. Janet requested that check that they are not attending group meetings which will infringe our insurance. **CC**

## **Groups Coordinator**

Members of each group can be registered on Beacon but this does not appear to be working at the moment. Mike Shea will be consulted by Janet to free up this facility **JB**

Christopher Clark has now taken over from Sharon and is established in his new role.

Christopher requested that a typical example of a completed risk assessment be provided for the benefit of group leaders. **BH**

## **Social**

There is currently no social committee.

## **Data protection/safety/safeguarding**

The handover is still taking place between Bob and Keith Townsend. Bob still requires access to the Beacon system which is only available to a member of the committee. Bob was therefore unanimously voted as a co-opted member of the committee until the treasurer handover is complete.

The legitimate interest document has now been finalised and re-dated.

The safeguarding policy document has been circulated to the committee and approved. This will now be posted on the website. **HG**

## **IT**

A written report was provided by Mike Shea.

The access to U3A data systems has been removed from old committee members and established for the new members. IT training for these members has commenced.

Details of Beacon training have been circulated.

Mike Shea and Sue Moorcroft have launched an initiative to survey members regarding health and technology. A questionnaire is currently being trialled.

## **Secretary**

Trustees have been changed on the Charity Commission website but this has been slowed by the necessity to create a new account.

PAT testing is to be investigated and will be implemented within the next few weeks for the club electrical equipment.

## **Treasurer**

The following signatories are required for HSBC accounts.

Robert James Bennet, (existing).

Rosalind Kenny (existing)

Hedley Greaves (new)

Keith Townsend (new).

HG has been issued with a debit card for emergency purchases. The details for the use of this card are required to be updated in the financial policy.

Janet Bilby confirmed that she has been issued with a paying-in card.

## **AOB**

It was requested when replying to committee emails that any replies are also circulated to those on the original email.

## **Date of next meeting**

The next meeting will be held on Wednesday, the 1st November at 10 am at the Wisteria Hotel.

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Hedley Greaves, Secretary

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Ros Kenny, Chairman