

SUDBURY GROUP OF THE THIRD AGE TRUST
Minutes of the Executive Committee meeting
Via Video Conference - Tuesday, 8th June 2021

Present: Brian Orton, Chairman
Janet Cruttenden, Secretary
Jennie Leech, Groups Co-Ordinator
Bruce Clegg, Publicity
Nicola Godwin
Richard Thomas

Tony Lee, Treasurer & Vice-Chairman
John Freeborn, Membership Secretary
Brian Hemmings, Webmaster
Colette Bentley, Speaker Secretary
Dee Hoile

1) Apologies for Absence: Sue Campbell

2) Minutes of the Meeting held on Tuesday, 13th April 2021

The minutes were adopted and will be signed by the Chairman as a correct record of the meeting.

3) Matters Arising:

Matters Arising from Earlier meetings to be actioned once out of lockdown: -

St Johns 1 st Aid Courses	- NG (c/f)
1 st Aiders within U3a and those interested in a course	- AF (c/f)
Non-disposable cups	- AF (c/f)
Sashes	- JC (c/f)

Matters Arising from 8th December 2020 meeting

Wendy to be provided with updated logo

ACTIONED

New committee labels have been printed but do not have their group leader details. Brian will speak to Wendy to rectify this

ACTIONED

Dropbox storage decision

The current Dropbox is on single access and controlled by one individual. At present this is the Treasurer and its data capacity is limited. To purchase a Group Dropbox with 5GByte capacity, has access rights for 5 not under individual names, but would be under the control of the committee only, has an annual cost of £160/£170. A central storage area would give security to documents and meet GDPR requirements. Training would be required for members transferring data from their personal PC to Dropbox and accessing documents held. Tony and Richard working together to confirm:-
the annual cost to the Chairman; that there was no cancellation fee; they are able and happy to organise the set-up of categories and train members.

It was **AGREED** to purchase a Group Dropbox once the above points were clarified.

Tony said there were a couple of software options which he would look at again and report back at our August meeting

ACTION: TL

Matters Arising from 13th April 2021 meeting

4 Vaccination policy from National

- BO

Brian had contacted National who would not issue any advice until details had been issued by the Government. Brian said it was up to individual Group Leaders who were holding meetings in their own homes to decide whether they required members to have received 2 doses of the vaccine before they could join a meeting.

Group Leaders Zoom meetings

- JL

ACTIONED

- | | | |
|--|------------|--------------------|
| Feather banner | - BO/BC | ACTIONED |
| u3a Day table design | - BC/SC | ACTIONED |
| Labels with Sudbury u3a details on tri-fold leaflets | - BO | |
| <i>These leaflets were so out-of-date they could not be used and therefore had been disposed of.</i> | | |
| Purchase Sudbury u3a mobile 'phone | - BO/RT | ACTIONED |
| <i>The 'phone will be held by individual committee members for a period of 2 months. It was principally for new enquires and it was AGREED that the number was to be placed on promotional material only and not appear on the website or in Su3an.</i> | | |
| Poster at Sudbury station noticeboard | - RT | ACTIONED |
| Julie Thomson's details to Bruce | - SC | ACTIONED |
| Amendment of poster | - BC | ACTIONED |
| Resumption of coffee mornings/monthly meetings and St Peters on 26 August | | |
| <i>Coffee mornings and monthly meetings will resume once Government directives permit. St Peters has been cancelled and the deposit returned.</i> | | |
| 7 Actions for July speakers meeting | - CB/BC/BH | ACTIONED |
| Reminder for April meeting | - BO | ACTIONED |
| Putting Manager Quay in touch with GL Film Group | - CB | ACTIONED |
| 10 Update scrolling banner updated | - BH | ACTIONED |
| 11 Beer Group photos | - SC | No longer required |
| 13 Remove Beacon from future agenda | - JC | ACTIONED |
| 16 New Model Constitution to be placed on 12/10/21 agenda | c/f | |

4) Chairman's Report

Previously circulated. Brian said u3a Day would be covered under item 13; 21/06/21 under item 7; Risk Assessment under item 16 and Holiday forms under item 15.

Delivery of Su3an – Brian said Rod Gray had made contact indicating he and his team were willing to resume hand delivery of Su3an's. Before Indigo Ross provided fulfilment, we had purchased envelopes on which the labels John provided were adhered and Su3an inserted. These were delivered to the Rugby Club, sorted into streets and those not collected at the time taken by Rod's team for delivery. It was **AGREED** Brian will contact Rod letting him know John will send the list of members who receive a printed Su3an so he can advise how many can be hand delivered. A decision will then be made by the Chair and Treasurer as to whether it is more cost effective to hand deliver or continue with IR's fulfilment package.

ACTION: BO/JF/TL

5) Treasurer's Report

Previously circulated. Tony said expenditure was likely to rise as we emerge from lockdown. However, he does not expect us to exceed the budgeted amount. He said there had been little movement on the Holding Account and it was agreed that the Theatre funds should remain in the hope a new Group Leader was forthcoming and theatre trips restarted. On a query as to where the £238 donation funds came from, he confirmed that £100 was the u3a Day grant from National, £100 was a member donation and Lloyds had compensated us with £38 following a complaint to them.

6) Secretary's Report

The secretary had not tabled a report. She informed the meeting that arrangements had been made to attend an induction session at the Friends Meeting House the following day. She will report back to the key members running the Coffee mornings.

7) Speaker Secretary Report

Brian said that we should know by July whether our monthly meeting may be held at the Rugby Club and whether any specific arrangements need to be put in place. Colette knows at least 3 meeters & greeters who can attend. Dee will be away – John will register members with Nicola. Janet will organise refreshments, providing we can use the kitchen. Prior to the meeting a check will be made on all equipment. Janet holds the PC its software has been updated. She also holds the screen and projector stored in the Friends Meeting House. Should Covid restrictions not be lifted Colette assured the meeting Simon Frampton could provide a Zoom presentation. Tony said our Zoom contract was paid until 6 July. A month's notice to terminate our contract is required. Tony will extend our Zoom contract to the end of August.

ACTION: TL

8) Group Co-ordinator's Report

Previously circulated. Jennie advised the meeting that a request had been made for a start-up grant to allow a Cribbage group to run. She had also received a request from Woodcarving following a change in the Group Leader to purchase essential tools. The committee **AGREED** to both requests. Purchase of the necessary items could be made by our u3a debit card via the Treasurer, or on production of receipts.

Jennie confirmed a few groups were without a Group Leader. She had contacted members of these groups where names were known and had placed several requests in Su3an. Brian H said that the new members induction day had worked in recruiting him. Such an event could not be held at present. Brian said the former Group Leader of these groups could be asked to suggest someone in order that a personal approach could be made. Unfortunately, this was not possible in all cases. Jennie was asked to place a paragraph in the next edition of Su3an stating that the groups without a Group Leader will be closed. She was also requested to approach local coach companies to ascertain whether they would be willing to run theatre trips.

ACTION: JL

9) Membership Secretary's Report

John said that he currently had 664 members listed of which 622 had paid. 142 unpaid members was slightly less than the 165 not paid in 2020. There had been 64 new members this year including the 16 recruited at u3a Day. The committee will consider at the August meeting whether non-payers should be contacted.

ACTION: JC for August Agenda

Brian said he had 14 members wishing to attend the Zoom Cybercrime presentation and he will check with John they had paid their membership fee. Richard had already attended this presentation and said it was excellent. Tony will ensure all requests for July's Zoom meeting are current members.

ACTION: BO/TL

10) Webmaster's Report

BH reported that it had not been an onerous month for him as Webmaster. National's website had had a slight glitch which had been sorted. He reminded the committee to advise him of any changes needed.

11) Communications

In future, Communications will also cover Publicity.

Bruce said that his concentration has been on producing material for u3a Day and ensuring the website is up to date. Over the next couple of months he will go back to his list of things to do. He will renew the A4 poster, give thought to an estate agents pack, keep a check on the 3 Facebooks sites in Sudbury where we have had a number of likes, produce press articles as necessary and do general housekeeping.

Brian said he had spoken to Jean who had nothing to bring to the meeting. He had praised the last issue of Su3an. Four articles from Group Leaders had not been included due to insufficient space. Jean is happy that Richard is responsible for proof reading Su3an and Brian has the final say.

12) Network Matters

Brian said no communications had been received.

13) National u3a Day – 2 June 2021

Brian had issued a report on our activity for u3a Day. The stand on Market Hill had resulted in 16 new members, some enquiries and information taken. Overall, the objectives of raising the profile of u3a and Sudbury, in particular, have been achieved. All items purchased with the help of National's grant can be reused at future events.

14) Re-Launching

With the cancellation of St Peters Brian said we have no future events planned. We need to review our relaunching strategy once we are fully up and running. The cost of hiring Sudbury Town Council's gazebo is negligible and we could do a similar exercise in September. Another banner will be needed to cover the STC wording.

15) Social Events & Travel

Holiday Requests—The Committee confirmed their approval to the request for an Art Visit to Bradford 26th-29th July 2021; an Oxford trip 15th-19th November 2021 and a Sheffield and the Peaks trip 28th – 1st April 2022. The North Wales Coast holiday taking place in September 2021 had been approved in October 2019.

Brian said that an updated version of social events and travel should be placed on the website to include everything that involves travel. He will speak with Jennie and they will organise details to be updated and Jennie will then distribute to Group Leaders. All travel where a coach is booked should have a completed 'Holiday & Excursions Form'. To avoid delay this should be sent to the Committee Secretary who will then circulate to obtain approval. Brian will contact National to clarify/obtain guidance on our public liability cover. **ACTION: BO/JL**

16) Risk Assessments

Brian mentioned the risk assessment meeting organised by Eastern u3a on Friday 25th June. Richard, Bruce and Tony agreed to register for this event. Brian said if it was not recorded then feedback to the committee was needed. Group Leaders need to be reminded to check their need for a risk assessment. The advice sheet appendices were last discussed at a Group Leaders workshop and need to be checked that they are current, amended as necessary for the website. **ACTION: JL**

17) High Street Project Add-ons

Jane had asked that the committee were aware of this project. Richard updated the committee on the High Street project undertaken by members of the Architecture group. They had concentrated on the original objectives set out by National. National had now suggested the involvement of other groups within Sudbury u3a. Richard undertook to speak to Jane and ask her to put something on the website or in Su3an on this topic. **ACTION: RT**

18) Members Items/AOB

There being no further business, the meeting closed at 12.10.

Date and time of next meeting

10th August 2021 at 10 am

Signed

Brian Orton, Chairman

Date

10/8/21