



UTTOXETER & DISTRICT u3a [Charity Commission number 1121369]

UTTOXETER THIRD AGERS COMMITTEE MEETING MINUTES
24th January 2024

The meeting was held at Wilfred House and started at 11.36 am. The Chair welcomed members to the gathering.

Those Present:

Rob Hawkins [Chair], Jenny Lingham [Secretary], Pamela Merrett, Caroline Derry, Carol Hogan, Graham Goodall, Margaret Bellchambers, Kevin Mason, Paul Kempson & Lesley Law.

Item 1 - Apologies

Gerald Higginbottom. Christine Brewster [Treasurer], Andy Matthews, Hazel Glover & Simon Haas.

Item 2 – Minutes & Matters Arising

The Minutes from 22nd November 2023 were accepted as a true & accurate record of that meeting. There were no matters arising.

Item 3 – Chair's Report

The Chair's report had been circulated in advance.

The Chair commented on the fact that we provide a wide range of activities for our members, with good attendances.

He then referred to the changes to the model Constitution provided by the Third Age Trust for use by u3as, which were circulated to the u3a Chair's Council meeting in December. These changes probably reflect pressure from member u3as who are finding it difficult to appoint and retain officers and committee members.

The Chair said that he needed someone who could attend TAT zoom meetings when he is unable to attend himself.

Item 4 - Secretary's Report

The secretary's report had been circulated in advance.

Some issues were brought to our attention during the very well-attended talk on the Staffordshire Hoard. The following issues need to be addressed for future such events:

- We must ask members of the audience to switch off their mobile phones
- It had been noted that noises from the kitchen hatch area were very audible in the main room where the talk was taking place. We are aware that not all of our Open House visitors wish to attend talks but may just come for a coffee and a chat. It was suggested that these people could be accommodated in the Handicrafts Room and that "Quiet Please" notices could be put up near the hatch.
- The Membership and Visits tables could also be moved into the Handicrafts Room on these mornings. We would need to consult with the management of Wilfred House about this.
- We would also have to liaise with the singing group leader, as her group books this room from 11.45am on Wednesdays.

Dogs at u3a events: There have been recent concerns expressed regarding members bringing their dogs to group meetings and to Open House. It was agreed that assistance dogs, with appropriate coats indicating them as such, should continue to be welcome at Open House. The general feeling of the meeting was, however, that it would not be appropriate for other dogs to be brought to our meetings. We have members who are allergic to dogs, or feel uneasy in their company. Concern was expressed about whether or not we would be insured if someone suffered a dog bite during one of our events. The secretary agreed to look at the TAT website to see if there are any Health and Safety regulations in place that we need to take note of, or any insurance implications. The marketing leader offered to write a draft risk assessment. The committee will make an informed decision and then agree on the best way to inform our members of the outcome. Any decision made by the committee will apply to all of our venues.

Item 5 – Treasurer's Report

The Treasurer's report had been circulated in advance.

In the absence of the Treasurer, the Chair commented on her report. He pointed out that a sum of £557.62 was claimed back by us as Gift Aid and was paid into our bank account in December 2023. He will email her to thank for her work in making this possible and also in preparing her report despite her present ill health.

He said that we will have a review of "Fee-free" months at our next committee meeting.

Item 6 – Membership Secretary's Report

Since Christmas we have had 80 new members and 393 renewals.

The Membership Secretary has compiled a new membership application form , which is being brought into use very soon. The Chair expressed his approval of the new form and thanked the membership secretary for preparing the new version of this form. It was suggested that it should include the question: "How did you hear about the u3a?". This information would be useful for us to have. The membership Secretary agreed that she would add this to the form and then circulate it to committee members.

Item 7 – Web Manager’s Report

The Web manager’s report had been circulated in advance.

- **Car Parking:** The Web manager raised the issue of car parking facilities at our venues, some of which are very limited. He would like to include details of available car parking on our website, possibly with an accompanying map.
- **Security:** In the wake of a recent security issue, the Web Manager said that he would like to be given email addresses of all those of us who are contactable via the “blue bird” system on the web site. He would then be able to inform us in a timely fashion of any future problem. It was agreed that the Group leader liaison manager would contact all group leaders asking for their permission to give their email addresses to the Web manager.
- **Photographs:** The aim is to make the website appear “friendlier”. To help with this, the Web manager asked the committee if they would be happy for their photographs to appear on the website. Everyone at the meeting agreed to this.

Item 8 – Work Group Reports

(i) **Marketing Group:** Reports from the November and January meetings had been circulated in advance.

It was reported that the Web manager is now a member of the team.

The team are working towards an Easter publication date for our forthcoming in-house magazine, with a second magazine to be published six months later. There will be a print run of 1000: 500 to be distributed to u3a members and 500 to go out to the public. The team leader would appreciate suggestions for a “short and punchy” name for the magazine. She announced her intention to write an article about her Exercise for All class to send to group leaders as an example of a possible article for the magazine and to encourage them to submit their own articles. She would also like to include personal profiles of committee members. It was suggested by a committee member that the inclusion of a recipe would be a good idea.

(ii) **Events Group:** This report had been circulated in advance.

A group called the “Inclusion Choir” have offered to come and sing for us at an Open House. The events group leader will talk to the choir’s leader about a possible date.

(iii) **Trips and Visits:** No report was presented this month.

A Denstone pantomime trip is currently being organised and the team will be meeting next week to discuss future trips. All trips and visits have been very well supported and have been a great success.

(iv) **Group Leaders Liaison:** There was nothing new to report.

A committee member asked if it would be possible to prepare a shortened version of the bulletin, which could be passed on to members not equipped to receive the electronic

version The Web manager commented that he found the bulletin, in its present form, extremely useful in providing him with information for the web site..

Item 9 – Any Other Business

There being no other business, the meeting closed at 12.42 pm.

<p>The next meeting will be @ Wilfred House, 11.30am, Wednesday 28th February 2024</p>
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*Jenny Lingham,
Secretary
24th January 2024*