



West Bridgford u3a Highlights

August 2022

This is your way to keep in touch with all our members. So, please send your stories, poems, pictures, information or memories to **Pat**: wbu3aeditor@gmail.com

Deadline for contributions to the next edition is Friday 9th September

Save This Date! Thursday 22nd September at the West Bridgford Baptist Church

u3a 40th Anniversary Celebrations – the u3a movement has been active for 40 years! In celebration of this, our Open Meeting on **Thursday, 22nd September** will be a little different.

1.30 pm: Sign in

2.00 pm: Fools Gold – A performance of folk music and tales

The handover of the beacon from Beeston u3a, as it arrives in West Bridgford, having travelled around the county.

Presentation of West Bridgford u3a's 15 year Certificate

3.00pm: Cream Tea and u3a music

Free to all members, we hope you can join us. Please RSVP to wbu3aexec2@gmail.com indicating if gluten free.

Future Open Meetings

22nd September: Fool's Gold Acoustic Steve & Carol Robson "Bang Up To The Elephant"

27th October: Mark Barron "We're Going to the Pictures"

24th November: Stephen Finders "Terror From the Skies January 31st 1916: The Night the Zeppelins Came."

15th December: David Skillen "Can You Hear Me Mother? The Art of the Monologue."

Photography Group – June's topic A Walk in the Countryside

Photos by Howard, Judy, Lynne, Keith, Kathryn, John, Rosemarie and Rachel.



Just Joe

Dear member of West Bridgford u3a

My hot topic this month is recruitment. The backstory is that West Bridgford u3a grew fast during the first years of its life. Even before Covid lock downs, this rapid growth was slowing. The effect of lock downs was to reverse the trend and reduce our numbers. As an individual member, you might not notice this reduction, as long as your interest groups continue to operate. Yet the contraction is not good news. Fewer members means fewer leaders, fewer groups, fewer people benefiting from what we offer and fewer choices for the existing members.



We are aiming to grow our membership with a recruitment drive, and we have set up a sub-group to focus on this issue. Although a lot of the effort will be put in by your committee, there are also things that you can do as a member.

First, I have been surprised over the years by the number of people that I talk to who have either never heard of the u3a, or think that we are an academic-related organisation with teachers, qualifications and even exams. So I am asking you to check out with your non-u3a friends and acquaintances whether they have heard of us, and do a spot of marketing on our behalf by explaining who we are and how we operate. We can't take it for granted that because we know all about the u3a, so does the rest of our community.

Second, if you have a great idea about some action that we could take that would help recruitment, let me know via the email below and I will put it to the recruitment team. Please don't assume that we have already thought of it!

This is not going to be like throwing a switch and suddenly accelerating our growth; we will take a range of actions to increase awareness of what we have to offer, and this will eventually make a difference.

Thanks, Joe

Joe Colls. Chair, WB u3a.

Email: wbu3achair@gmail.com



Brian James

It is with sadness we learn of the passing of our friend Brian James. He had been in hospital since the beginning of the year and the on-going news was not good. He was a member of the u3a Committee and for many years quietly shared his IT expertise keeping track of all our IT equipment, keeping it up to date and in working order; no mean feat when so many groups are taking items in and out of the store every week and not always putting them back as they found them.

Brian was always gentle, wise and competent. When I was Chair of the u3a I never had to worry that the Speaker wouldn't be heard or the projector wouldn't work at the Open Meetings. All was always well because Brian set it up and monitored it.

I have always said he was the most important person in running the history group. Every month he would put out the projector and laptop for us and it worked. It is just so sad that such a lovely man is no longer with us. The u3a is going to miss him greatly.

Our very best wishes and condolences go out to Sue and her family.

Carol W

Recycling Update from the Climate Change Group

Do you still use some sort of writing implement? A quill perhaps? Well, once it has served its purpose, or dried up because it hasn't been used, don't throw it in your general waste bin.

Pens – any brand of pen, felt tip, highlighter, marker, correction fluid pot, correction tape, but not wooden pencils or crayons.



Either, take them to 52 Holme Road Lady Bay and pop in the basket outside the front door.

Or bring it to the Open Meeting and the climate change group will take them off your hands.

Sue

Climate Change group at the Lark in the Park

u3a West Bridgford Climate Change group had a stand at the Lark in the Park on Wednesday 3rd August and what a day it was.

David, Pat, Carl and I set up the stand at 8:30 am on a blustery but bright morning amidst candy floss, rugby trials and the cat rescue people with a gazebo and displays. We didn't want to focus entirely on recycling, important though this is, it is also important to raise awareness of the BIGGER Picture.

David produced a marvellous display of 20 questions, things people always ask such as 'Why bother when China, Russia and India are just carrying on' and we had 20 answers! The questions and answers are available by following this link: <http://tinyurl.com/U3aWBClimateChange>

We met the Rushcliffe representative Ed Leddy-Owen, the Team Manager for the Environment and he can be seen in the photograph with Pam, David, Pat and Carl. He stayed for some time and was very impressed with our display and enthusiasm.



Then the Mayor came, with another councillor.



We were the showcase site and many other organisations, and some u3a's have asked us to go and present our display to them.

We collected over 100 names on our petition to open more recycling features at the shops on West Bridgford High Street. We have our eyes on M&S who only provide a tub to recycle batteries and will exchange their own shopping bags, not good enough in our opinion as they continue to sell us goods in plastic bags and boxes.

Children were encouraged to complete the Veolia 'what goes in which bin' quiz and this was a great success, they were very well informed.

We had produced various handouts about 'What can I do' offering suggestions about alternative things people could do to make a small, but, cumulatively, significant difference. The sort of things you have all been doing for years, like repurposing clothes in charity shops and using public transport rather than the car, or even getting on a bike, have a shower not a bath, and buy local produce whenever you can.

We were kept on our toes from 10 until 4 and were very grateful for some u3a visitors who stayed and helped or brought tea, of particular note were Friedel, Janet, Di, Pam, Wendy and Tricia, in addition u3a friends popped in to say 'hello' and tell us we were doing a grand job.

And we did – a grand job, that is. Well done us, team work in action.

Sue B

Can You Help?

Mackiev family tree maker

Do you have a disc copy of this software for any year from 2009 to 2019?

If so Ray would like to borrow it for a few days only.

If you can help, contact Ray jaray31@gmail.com

Beginner's Bridge

There's a new group starting on the Tuesday 9th August at the Baptist Church. Ron is starting a beginner's bridge group.

In a series of twenty sessions, members will learn the game of bridge, assuming no prior knowledge of the game. They will start with rubber bridge, suitable for playing socially with friends and family, before progressing on to duplicate pairs which is the most popular competitive form of bridge played in bridge clubs.

For more details, contact **Ron** 0115 9234176

Orienteering Walking Group

“Jubilee Walks” – May & June

Our Group’s May & June walks had a Jubilee feel to them.

In May we visited Black Rock & Cromford Moor, Derbyshire for our Golden Jubilee (50th) walk. Physically this walk was the most demanding we’ve undertaken so far, with numerous ascents & descents of a steep hillside.

In places, seasonal undergrowth – nettles & bracken – provided additional challenges, on top of the more navigational ones. Nevertheless a good day was had, in for the most part, what was a fine sunny day, with glorious views of Cromford & the Peak District.



Our Jubilee theme continued with a visit to Kingsbury Water Park, Warwickshire in June. The area was not named after a future or recent King, but is a reference to an Old English word meaning “the King’s Stronghold”





By the time Her Majesty hopefully becomes the world's longest reigning sovereign, by passing Louis IV of France to take the No 1 spot, our group should have passed her numerically, if we count walks & reigning years respectively.

John

Another Date for your Diary!

Saturday 24 September 2022 : U3A 40th Anniversary Celebrations

Highfields Park, University Boulevard, Lenton, Nottingham, NG7 2RD

If travelling by car, free parking on Saturdays. Tram stop – Highfields Park.

- 1 pm: Worksop u3a Steel Band
1.30 pm: Welcome from the Lord Mayor of Nottingham
Beacons from three routes in the county arrive
Followed by Flash Mob!
2.30 pm: Worksop Steel Band (maybe dancing)

There is also a children's play area, Arts Centre, café and toilets.

Everyone is welcome! Mingle with other u3a members. Relax and chat. It's going to be a day when seniors take over and have some fun. Hope you can join us!



NEWSREEL

Do you watch the rolling display when you come to the Open Meeting? NEWSREEL shows at the Open Meeting each month.

This invaluable source of information is screened in the 'coffee' room where you can sit and watch what groups are doing in the upcoming months.

Any group leader can advertise their groups here and the display is on a continuous loop that keeps going until the speaker is in action. So you won't miss anything as it will be coming around in the NEWSREEL.

Just another way that your u3a is keeping members up to date. Any group leader wanting to be included in the NEWSREEL should send details to sue456bailey@gmail.com preferably one week in advance of the open meeting.

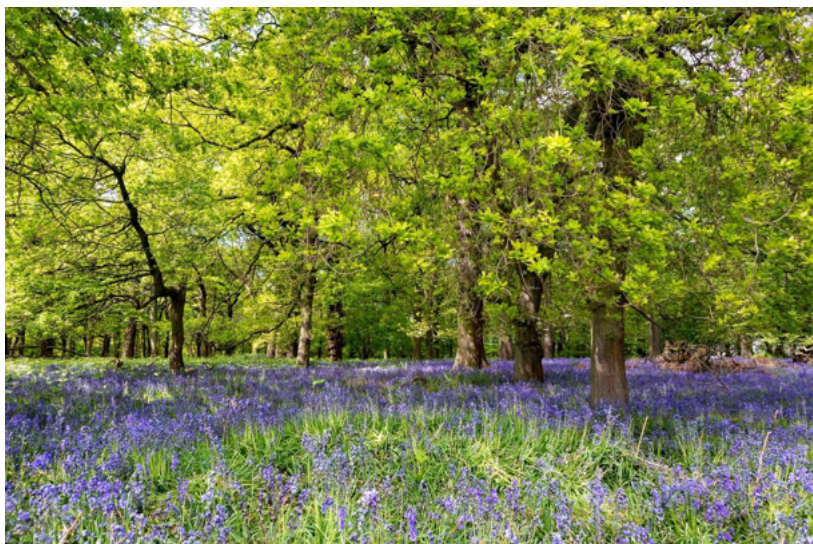
Remarkable Women

This group looks at some of the women overlooked by history, but who have made contributions to the world. Each month one of the group decides on an area they would like to learn more about and then other members of the group help to find the information.

Not all members of the group do research. It's also okay to come along and just listen.

The next meeting is on Thursday 15th September at 2pm when members will have the opportunity to tell us about the woman, past or present who interests them, whether it's admiration or disapproval.

For more information, contact **Pat** 9146670 or pag6be@gmail.com



Local History Group

Our last 2 'meetings' were played away from the Baptist Church. The first on 13 July was held in the Long Room of the Pavilion at Trent Bridge cricket ground and took the form of an illustrated talk by their Heritage Manager Steve Lamotte, an enthusiastic and knowledgeable speaker, under the title It's Not Just Cricket, which did not lie – the talk ranged over a number of other subjects linked to the site. Our 25 members were joined by 20 members of other local branches as bookings had been disappointingly slow. It was a beautiful afternoon and we had glorious views over the pitch and as well as enjoying ourselves, we all learned something we didn't know beforehand!



The second away day, on 3 August, was to the hidden gem that is Thrumpton Hall, a well-preserved Jacobean mansion, where 24 of us had a guided tour by the current owner Miranda Seymour who grew up there and is a great storyteller, as befits an acclaimed biographer and authoress.



The highlights are the sumptuous staircase and glorious saloon but every room had its own treasures – the library with an important collection of reference works which the owner uses for her research, notable works of art and historical interest throughout and a priest hole. A stroll in the lovely garden and extensive grounds rounded off the day nicely.

We won't be having a meeting in September as there is so much going on but will have news of future events shortly.

Averil and Yvonne

ORIENTEERING WALKING

Walk Dates and Locations:

Tuesday 23rd August – Fosse Meadows, Leicestershire with lunch at Nemo's, Stoney Cove Diving Centre, Stoney Stanton, Leicestershire

Tuesday 20th September – Kedleston Hall, Derbyshire with lunch at Kedleston Hall Cafe

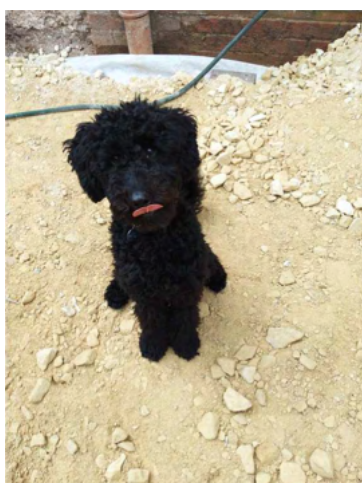
1. New members, irrespective of prior orienteering experience, are welcome to join the group.

2. For further details and/or to join the group's email distribution list, contact **John** – 07721 538057 or jpicklesclifton@aol.com

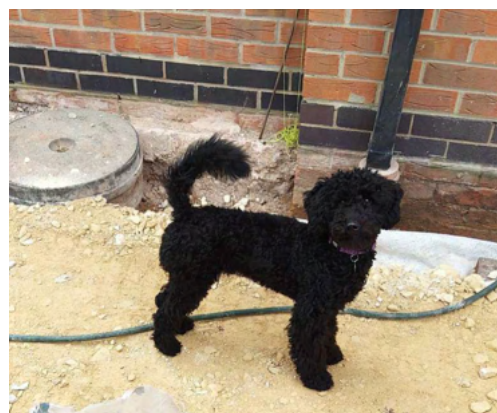
Rummikub Is Back!

The much missed Rummikub will restart on the same dates, same times and same place as before – the first and third Friday of every month from 2pm to 4pm at the Baptist Church. Nothing new except Trish and Keith will now be running it.

If you are interested in coming back or even coming for the first time please contact **Trish** – mparcher@btinternet.com or phone 0796 102 4931



This is my new puppy who is called 'Top of the Game' on posh days but regular name is Tommie! He is a black miniature poodle, full of fun and very sociable, also mischievous and bit of a rascal some days. If you see us around West Bridgford or surrounding places do say hello – Tommie delights in making new friends either furry or human. **Chris S**



Bird Watching Group

Programme June–December

For visits with our expert there is a charge of £30 for a full day or £36 including transport in the minibus. For some sites there is an entry charge. Final details will be emailed a week before each visit.

Date	Location	Leaders	Charge
Monday 22 nd August	Far Ings & Alkborough Flats	With Professional Expert	£30/36
Monday 12 th September	Rutland Water	With Professional Expert	£30/36
Monday 26 th September	River Trent & Gunthorpe Ponds	Led by Members of the Group	No Charge
Monday 3 rd October	Gibraltar Point	With Professional Expert	£30/36
Monday 17 th October	Whisby Nature Park Lincoln	Led by Members of the Group	No Charge
Monday 31 st October	Elvaston Castle	Led by Members of the Group	No Charge
Monday 14 th November	Attenborough Nature Reserve	Led by Members of the Group	No Charge
Monday 28 th November	Carsington Water	With Professional Expert	£30/36
Monday 19 th December	Watermead Country Park & Christmas Meal	With Professional Expert	£20/26

For more information contact: Pete 07828 647221 or Lynne 07811 707868

u3a Discussion Group – 2022

This group meets on the 2nd Monday of each month at 2pm. We have a membership of about 12 but as not everyone can attend every month, we are looking to increase the membership slightly to 16 to achieve what might be termed a “critical mass” of 7 or 8.

This interest group aims to facilitate wide-ranging discussions of current affairs in a friendly atmosphere. Everyone is invited to share their views, opinions and experiences on a specific topic and must be prepared to disagree with a different view, in as polite a manner as possible. Diversity of opinion is the foundation of a healthy and civilised society. We are never over-assertive!

Following an outstanding contribution by Pat Hill over a period of 11 years, to whom we are indebted for her friendly input, dedication and leadership, another Pat took over the administration and coordination of the group in September 2021. Members now take it in turn to host the group meetings in our respective homes or gardens (weather permitting), but there is no compulsion to do so.

Each member is invited to suggest a new topic for discussion, introduce the topic and give their opinion. The most interesting and rewarding aspect can be the research and gathering of evidence prior to actually meeting. This may be undertaken using newspaper articles, Google or other search engines to assess the pros & cons. It is surprising how often a prior personal view can change after such research, or indeed following an exchange of views with others in the group.

We have covered many topics over the last year such as "The NHS: Is it fit for purpose?", "How can we stop illegal migration across the channel?", "The challenge of Wokeism and Cancel-culture", "Will the SNP succeed in breaking up the United Kingdom?", "Should the UK aim to become a cashless society?" "Was Mary Whitehouse correct after all?" Every month seems to highlight a new issue to explore and debate, as we career from one international or societal crisis to another.

The Group will have a table at the U3A Open Meeting in September, if you require further information.

If you would like to join us please contact Pat as follows:

Pat (Group administrator) E: wbu3aenquiries@gmail.com T: 0115 871 1810

Critters Workshop

This group started in April with the aim to make your own choice of stuffed toys and their clothes. You only need a basic sewing kit. Patterns and specialist materials can be provided, or you can use your own.

The group also could widen it's scope to other sewing such as dressmaking or home textiles if there is sufficient demand.

So, if you are interested, contact **Sylvia** 07981655553 sylvia.a.andrews@gmail.com

Cycling Group

Ride Programme: July to December

Date	Ride	Miles	Leader	Phone	Start Point
Friday 26 th August	Vale of Belvoir	34	Graham & Christine	07803 123339	Welbeck Road West Bridgford
Friday 9 th Sept	Silverhill & Five Pits Trail	20	Pete	07828 647221	Brierley Forest Park
Friday 23 rd Sept	National Forest	15	Helen	07980 351529	Measham
Friday 14 th October	Trent Lock Sawley & Clifton	25	Hugh & Di	07880 962135	Welbeck Road West Bridgford
Friday 28 th October	Edwinstowe Vicar Water & Sherwood	15	Pete	07828 647221	Edwinstowe
Friday 11 th Nov	Bestwood to Newstead	17	Pete	07828 647221	Bestwood Country Park
Friday 25 th Nov	Whisby Nature Park to Lincoln	20	Graham & Christine	07803 123339	Whisby
Friday 9 th Dec	Clifton Grove & Rushcliffe CP Christmas Meal	14	Pete	07828 647221	Welbeck Road West Bridgford

All rides start at 10.00am

The Group continue to cycle on the second and fourth Friday each month. More details on each ride, including where to meet, will be emailed about a week before the ride.

Please let the Ride Leader know in advance that you will be coming and bring a spare inner tube, your Membership Card and Personal Medical Form.

Pete 07828 647221 **Graham** 07803 123339

Radcliffe on Trent Aviation and Aerospace Group

This group has a thriving membership but is ready to welcome more people. They meet on the afternoon of the first Tuesday of the month and the next meeting will be in September.

Meetings are from 14:00 to 16:00 on the first Tuesday in the month (excluding the month of August) and cost £2 per session. Unless otherwise stated the venue is The Grange Hall in Radcliffe.

The autumn meetings are:

- 6th September: Celebrated cases of metal fatigue
- 4th October: Visit to RAF Cranwell and the International Bomber Command Memorial Centre
- 1st November: Life as a fast jet pilot

For more information, contact **David A**: Tel 0115 9334304 or 07818276490

		1						
					7		3	1
	7	2	5			9		
			3			5		6
					5			
4	1		9			3	8	
	5	7		9	6			
								9
3				1		7		



Folk Fiddle Group

Unfortunately Gill has had to step down from leading Folk Fiddle group. Up to now, the small but enthusiastic group has been meeting once a month on Zoom.

If you think you could take over this group, please contact Joe, wbu3achair@gmail.com

New Spanish Taster Group

Do you want to learn Spanish?

There will be a Spanish Taster group starting on Thursday 1st September at 10am. This will consist of 1 hour weekly sessions, spread over 4/6 weeks, to see if people want to progress to the Spanish Conversation group. The taster course will be quite intensive so will require some commitment.

For more information, contact **Graham** 0115 923832 or grahamlyas@hotmail.com

The Wave

A wave that lands on England's shores, washes away those that came before, the lives of those people we adore, them that we shall see no more.

Causing people mental pain, locked in houses day after day, they dare not from their prisons stray, frightened the wave may come and wash them away.

Those that continue working hard, day upon day, more than just earning their pay, fighting to keep the torrent at bay, striving to to keep their patience, from drifting away.

The food banks gathering supplies of food. Volunteers packing and delivering, around the neighbourhood, to all those in desperation, alone, living a life of separation.

It ruined business and closed down shops, and caused havoc with food and crops. Supermarkets did their best to try, to deliver groceries to them that couldn't get out, to buy.

The TV and the Internet virtually helping to meet, all those that their loved ones are unable to greet.

Eventually it will come to pass, as the solution will be found at last, people of every colour, class and creed, will join together, to fulfil the need rise up as one enormous power, and force the wave to fade away, and forever History will say, this really was their finest hour.

R. H. Furlong

Groups Timetable

	Day	Venue	When	Leader	Phone	Status
	Monday					
AM	Bird Watching	Various	1 st /3 rd Monday	Pete	07828647221	
	Orienteering	Various	3 rd Monday or 4 th Tuesday	John	07721538057	
	Zumba	Baptist Church	Weekly	Joan	07847 209399	
PM	Discussion Group 2	Member's home	2 nd Monday	Pat	01159234285	
	History	Baptist Church	4 th Monday	Carol	07419317738	
	Finding Out About Music	Zoom	1 st Monday	Diana	07736 943339	
	Art Appreciation	Baptist Church	1 st Monday	Carol	07419317738	Full
	Cards and Games	Member's home	2 nd Monday	Janet/Paul	01159231352	
	Climate Change	Baptist Church	2 nd Monday	Sue	07900886765	
	Genealogy	Zoom	2 nd Monday	Paco	01159233109	
	Spanish Conversation	Member's home and Zoom	Every Monday	Lynda	07887392138	
	Wine Appreciation	Member's home		Rod	01159232019	
	The Crown	Zoom	4 th Monday	Sue	07900886765	
Evening	German	Zoom	Alt Mondays	Rita	0115 9841516	Full
	Tuesday					
AM	Art Appreciation	Baptist Church		Heather	01159232824	Full
	Greeting Cards	Baptist Church	2 nd Tuesday	Joan	01159818477	
	Painting and Drawing	Baptist Church	2 weekly	Pam	01159819238	Full

	Spanish Conversation	Member's home	1 st and 3 rd Tuesday	Graham	0115923832	Full
PM	Architecture Active	Baptist Church	3 rd Tuesday	David	07970059525	
	Beginners Bridge	Baptist Church	Weekly	Ron	0115 9234176	
	Cryptic Crosswords	Test Match	1 st Tuesday	Stephen	01159140255	
	Cryptic Crosswords	Zoom	3 rd Tuesday	Stephen	01159140255	
	Knit and Natter	Stratford Haven	1 st and 3 rd Tuesday	Joan	07847209399	
	Photography	Baptist Church	1 st Tuesday	Paco	01159233109	
	Scrabble	Test Match	4 th Tuesday	Ian	01159813110	
	Tai Chi	Scout Hut	Weekly	Lynn	07811 707868	
Evening	Etymology	Zoom	3 rd Tuesday	Joe	07760458791	
	Wednesday					
AM	Critters Workshop			Sylvia	07981655553	
	Short Walks	Various	1 st and 3 rd Wednesday	Christine	07434 614890.	
PM	Badminton	Rushcliffe Arena	Wednesdays	Chris Phil	07941509357 07505513556	
	Book Group	Member's home	3 rd Wednesday	Liz	0115 914 5642	
	International Folk Dancing	Baptist Church	1 st & 3 rd Wednesday	Joan	07847 209399	
	It's Good to Talk	Zoom	2 nd Wednesday	Trish		Full
	Lunch Club	Variable	Every Other Wednesday	Lorna	01159822546	
	Murder Most Foul	Poppy & Pint	4 th Wed	Laraine	0115 9235361	Waiting list
	Table Tennis	Baptist Church	2 nd and 4 th Wednesday	Glenys	01158370932	
	Local History	Various		Yvonne	07746668469	
Evening	French	Zoom	2 weekly	Anne	0115981 4196	

	Thursday					
AM	Beginners' Spanish	Member's home	Weekly	Graham	01159232832	
	Guitar Group 1	Member's home	Alternate Thursday	David	07990654643	
	Hiking	Various	3 rd Thursday	Richard	07857243182	
	Mah Jong	Marlborough Court	1 st and 3 rd Thursday	Glynis	07504 246410	
	Painting & Drawing	Baptist Church	Alternate Thursdays	Ron	01159234176	
	Peak District Walking	Various	1 st Thursday	Pete	07828647221	
	Poetry Appreciation	Marlborough Court	2 nd Thursday	Joan	07881718784	
PM	Book Group 3	Stratford Haven	2 nd Thursday	Fran	01158789790	
	Book Group AP	Member's home	1 st Thursday	Angela	01159986679	Full
	Guitar (beginners)	Member's home	Alternate Thursday	David	07970059525	
	Guitar Singaround	St Wilfrid's Church	Alternate Thursday	David Gordon	07970059525 0779 693 4365	
	Remarkable Women	Baptist Church	3 rd Thursday	Pat	01159146670	
	Scrabble	Test Match	2 nd Thursday	Ian	01159813110	
	Strumming For Fun	Baptist Church	2 nd and 3 rd Thursday	David	07771515810	
	Wine Appreciation	Member's home		Rod	01159232019	Full
	Film Group	Zoom	3 rd Thursday	Joe	07760458791	
	Friday					
AM	Cycling	Various	2 nd and 4 th Friday	Pete	07828647221	
	Longer Walks	Various	1 st Friday	Rita	0115 8461516	
	Longer Walks	Various	3 rd Friday	Liz	0115 9231605	
	Singing For Fun	Baptist Church	2 nd and 4 th Friday	Sue	07900886765	

PM	Rummikub	Baptist Church	1 st and 3 rd Friday	Trish	0796 102 4931	
	Science For Everyone	Baptist Church	4 th Friday	Peter	07745995735	
	Saturday					
	Holiday Group		1 st Saturday	Penny	01159233384	

The information above may change. For up to date details about any group phone the contact name.



Committee Roles – u3a Secretary

This is a short summary of the role of our Business Secretary

- To support the Chair in ensuring the smooth running of the board of Trustees
- To take overall responsibility for the day to day administration of the u3a
- To deal with all correspondence and the circulation of information
- To ensure committee meetings are effectively organised and minuted
- To maintain effective records
- To act as an information and reference point for all members of the committee

Main responsibilities

Organisation of meetings

- To book venues for committee meetings, AGMs and any other business meetings
- To receive agenda items from committee members
- To monitor the progress of decisions and agreed actions from the previous meeting/meeting
- To liaise with the chair to compile committee meeting agendas and agree supporting paperwork and to circulate with the draft minutes in good time
- To ensure a quorum is present at each committee meeting
- To ensure the minutes of the previous committee meeting are approved
- To ensure any queries/comments/complaints from members are considered by the committee
- To record all decisions made and policies agreed in a 'policy and procedure' notebook
- To produce the AGM agenda and supporting paperwork in consultation with the committee for circulation to the members
- To assist the Chair with the production of the annual report for presentation at the AGM
- To help organise the AGM checking the meeting is quorate before commencing and that all stipulated procedures are adhered to
- To take minutes at business meetings
- To book the venue for and organise monthly meetings

General administration

- To stay up to date with information, policy and procedural changes and legislative requirements as advised by National Office
- To ensure any mailings or information from National Office are disseminated to the committee – as required
- To liaise with trustees to complete and return administrative documents from National Office and from the charity regulatory authorities, if applicable

- To notify National Office of all relevant changes on the committee
- To maintain a file of accident reports
- To ensure renewal of CLA licence and PVSL licence, if required
- To contact National Office with insurance queries or potential claims
- To assist the Chair with the production of the annual report for the AGM
- To delegate required maintenance or testing of u3a equipment

Correspondence

- To respond to incoming correspondence, consulting with the committee where necessary
- To write letters on behalf of the u3a as directed by the committee
- To keep a log of all incoming and outgoing correspondence for committee perusal

Maintenance of records

- To act as the custodian of the u3as constitution and the relevant policies and procedures
- To develop an efficient and secure system for storing u3a information
- To compile lists of voluntary and community organisations, educational establishments, local media etc that the u3a may wish to establish links with
- To maintain an archive of important documents e.g. AGM minutes, annual reports, past committee meeting minutes – as agreed
- To keep records of the u3a's activities and publications for reporting at the AGM

Dissemination of information

- To receive mailings from the National Office and to communicate the information to the members of the committee and u3a members as appropriate, using all available means
- To publicise an accessible diary of all meetings and events, local, regional and national
- To make approved committee meeting minutes available to any u3a member who requests them and/or make them available via the u3a website

Other: – To carry out a comprehensive handover to a new Secretary when applicable



Your West Bridgford u3a Committee

			
Joe Chair & Groups	Peter Vice Chair & Tech Support	Yvonne Secretary	Martin Treasurer
			
John Membership Secretary	Carole Refreshments and Social	Clare Tech Support and Beacon Administrator	Kathryn Committee Member
		?	?
Rachel Committee Member	Paco Committee Member	Vacant Committee Member	Vacant Committee Member

Email contacts:

Joe	wbu3achair@gmail.com	Carole	wbu3aexec2@gmail.com
Joe	wbu3anewgroups1@gmail.com	Clare	wbu3atech@gmail.com
Peter	wbu3atech2@gmail.com	Kathryn	wbu3aexec3@gmail.com
Yvonne	wbu3asec@gmail.com	Rachel	wbu3aexec4@gmail.com
Martin	wbu3atreasurer@gmail.com	Paco	wbu3aexec1@gmail.com
John	wbu3amem@gmail.com		
General Enquiries	wbu3aenquiries@gmail.com	Voicemail: 0115 871 1810.	
Highlights Editor	wbu3aeditor@gmail.com		
Webmaster Editor	sue456bailey@gmail.com		

8	3	1	6	4	9	2	7	5
5	4	9	8	2	7	6	3	1
6	7	2	5	3	1	9	4	8
9	2	8	3	7	4	5	1	6
7	6	3	1	8	5	4	9	2
4	1	5	9	6	2	3	8	7
1	5	7	4	9	6	8	2	3
2	8	4	7	5	3	1	6	9
3	9	6	2	1	8	7	5	4

