

BURTON-ON-TRENT U3A COMMITTEE MEETING
Held at 9:30 a.m. Tuesday 2nd April 2024
at Priory Centre, Stretton, Burton-on-Trent.

Present:

Mike Payne (Chair)/ Neil Davenport (V Chair)/ Kathy Hines (Treasurer) / Rosemary Marsden (Secretary)/ Bimal Jangra (Newsletter) / Jane Kent (Beacon) / Christine Davenport (Communications) / Beverley Bhaskare & Dianne Needham (Committee Members)

Welcome Mike Payne welcomed everyone.

Apologies Michael Bartlett / Valerie Bentinck / Glynis Lewis / Linda Walker/ Hugh Rodger /Barry Appleby

Minutes of the meeting held on 5th March 2024 were approved.

Matters arising

CD queried the cost of the entertainment for the Christmas Party – she thought £75 was too low. VB to be asked for cost for this last year (2023) and cost for 2024 – for discussion next agenda **ACTION RM/VB**
A query was raised about why the newsletter would only be going out a PDF version. BJ says Apple prevents use of Adobe Reader – it is a well-known issue. Much discussion ensued – BJ will investigate a more effective solution BEFORE the next edition of newsletter **ACTION BJ**
Computer upgrade this was approved. RM will get in touch with Invictus Solutions **ACTION RM**

Chair Report tabled

Secretary Report tabled.

Some policies etc still have anomalies - before advising general use please check they are the updated versions.

Update of User Group Pages was requested via email.

Beacon secretary's was presented and agreed by committee,

Web master has done his and will present at next meeting

Group user guide in progress.

ACTION BJ

ACTION MB

Requested to discontinue use of policies and procedure file

UNANIMOUS

RM said that National state that one of the mandatory policies should be Health & Safety. Currently we do not have this on the web site. The National version had been circulated and BJ added it to the web site immediately BUT of particular concern was in the section *Responding to accidents/incidents and dealing with emergencies*. A lot of discussion took place about which committee member should be informed as soon as appropriate and who incident/accident forms should go to. Considerations were Groups coordinator/ Chair /Secretary. All committee to consider this and action as an agenda item next month.

ACTION ALL COMMITTEE

It was also agreed that Group Leaders (see AOB) need to be made aware of the necessity of always having both risk assessments and incident/accident forms with them - this could be put in a group leaders (see AOB) pack.

Treasurers Report tabled.

35% of members have renewed online – the chair considered this to be very good although treasurer had hoped for 40%.

She asked if there were any questions and pointed out that the large amount of figures (for membership) was because that was how Pay Pal did it!

Assistant Treasurer see *report for details*.

Following the officers meeting it had been agreed to proceed with an appointment of an assistant treasurer. Committee had had an opportunity to read the bio sent by Alan Poore and it was agreed that he would be nominated as Financial Assistant to the treasurer at the June AGM.

PROPOSED BY KH SECONDED BJ UNANIMOUS

Accessibility

The Equality Diversity and Inclusion policy was presented for approval. HR had looked at it and felt there was no need for changes. This will be added to the web site by BJ

ACTION BJ UNANIMOUS

Membership report tabled.

Membership today 906. The chair was hopeful that we would reach 1000 by this time next year, making Burton u3a one of the largest in Staffordshire.

Beacon Report

JK reported that regarding renewals online everyone was set as standard membership. She explained that it necessitated changing the class if it were to include TAM. There were several issues that need looking at for next year.

CD was asked if the member who had asked for online membership over the last few years had renewed online. CD said yes and the member was very pleased.

Reciprocal Members form After discussion it was decided it did need to be kept because it allowed Burton u3a to add the member to Beacon and send information. Group Leaders need to complete it and send to Beacon Administrator, this could be added for inclusion in Group leaders pack. The form does not include the details about joining Burton on Trent u3a and entering into a contract - to be updated by BJ as per membership form

ACTION BJ

Interest group report

In the absence of the Group Coordinator the treasurer gave the report.

Photo group 4 has closed.

Response to the offer of a 1st Aid course for group leaders (see AOB) was 12. MB will contact them.

MB is in discussion with MP regarding a "Strollers" walking group for members who are not now as able to participate in either the short or long walk groups.

Group Leaders (see AOB) pack it was felt by the whole committee that a hard copy group leaders(see AOB) pack should be produced for EVERY group. DN will speak to MB

ACTION DN/MB

Hospitality

Refreshments for recent Talk & Tea were excellent and GL was congratulated. Feedback was that plates, forks and serviettes were needed on the tables as the cakes were difficult to eat with fingers.

CD queried the cost of the refreshments which treasurer reported as £114.13 – there was some concern that this might be considered excessive prompted discussion. The general feeling was that a budget should be set for refreshments for GL to work around. Agenda item for next meeting

ACTION RM/GL

Events report tabled.

The recent Talk & Tea by the Air Ambulance was excellent – VB to report back on how much the donations amounted to

ACTION VB

With the changes to the website, it was agreed the link to current social activities would remain on the Events page

GDPR Nothing to report.

Communications

CD asked if we needed to keep the current, very old mobile phone, which she said rarely got calls. However, BB said she knew of a member who had tried to use it recently without success. As the number is on all the new current publicity it was felt appropriate to keep the phone for the foreseeable future.

Web site

BJ reported the website has been updated, the LINKS page has been removed. Unfortunately, this did require making some extra pages. He has requested that Burton on Trent website is registered so in the future (plans already in progress) the website can be migrated.

BJ suggested everyone familiarise where the forms are located now.

He asked for advice as to where to site the list of other local u3as – finally it was decided it should be on the welcome page.

BJ reported that all approved policies etc should now be on the website. It was pointed out that everything should have the same heading i.e. Burton on Trent u3a not Burton u3a and format which he has done to the best of his ability.

AGM 6th June

Subscriptions for year 2025 -2026 will remain same. This needs to be a committee proposal at the next committee meeting.

Notification of the AGM, proposal form and committee nomination forms will go out in next few days by email. A hard copy of the notification was sent to non-email members with last newsletter.

ACTION RM

Final paperwork will go out 9th May both hard copies and email copies.

New nominees will need to produce a short resume of their work/ social history. The form needs updating to incorporate the requirements from Charity Commission as to who can be a trustee. **ACTION RM**

RM requested that a committee member takes hard copies of both the nomination form AND proposal forms to the next few coffee mornings. **ACTION KH**

RM informed the committee that she intends to stand down as secretary from June 2024.

BJ has completed his term of office and will be standing down, but it is hoped he can continue with the newsletter, publicity, and web site.

Any Other Business

- **Title alignment** - Comments from PW & JK had been circulated and input from RM who has had similar issues, Burton on Trent u3a need to be more in line with National and other u3as. After discussion it was agreed that the Interest Group Coordinator is to be known as Groups Coordinator, as this involves the social activities as well as interest groups, and members running groups should be known as Group Leaders. MB to make group leaders aware of change, although it may take a while to work through. **ACTION MB**
- **Asset loan Form/ Roller Banner set up instructions** -his was requested by the meeter and greeter as he had been asked to loan out the Banner used at coffee mornings and he could not find a suitable form. On discussion with secretary, he agreed to devise a loan form which was presented to committee for approval. This will be titled Equipment Loan form because as we do cash accounting everything is written of at year end. The same form will be used for ANY item loaned to another group as for the banner. These forms will be available via the web site, with instructions for how to erect the Roller Banner. RM will update PW **ACTION RM**
This then prompted a brief discussion about an equipment inventory – a paper file currently held by treasurer.
- **Metal Detector** BJ then said a metal detector which used to be held by the antiquarian group had recently been returned to him. Further discussion ensued and it was decided to see if, assuming the equipment worked, anyone might be interested in starting a relevant group. **ACTION CD**
- **Priory Centre Fire Doors** a concern was noted at a recent group meeting that newly installed fire doors were locked. BJ checked at time of committee meeting and it would appear that there is now a key in

these new clear doors which are inside the actual fire doors. It was agreed to monitor these doors but as the Priory Centre will have to have a fire inspection they should meet fire regulations.

- **Ballroom Dancing Equipment** taken by BJ for possible repair in 2023 requires a new power supply cost £16 it was agreed to purchase this to make the equipment useable. BJ asked, once was purchased what to do with it. It had been minuted in 2023 that it should be offered for sale to members via communications, this might necessitate stating a required price, and if it failed to sell then committee agreed it should be donated to a charity.

UNANIMOUS

As there was no other business the meeting closed at 12.10pm

Next meeting- Tuesday 7th May 2024
at 9.30 at the Priory Centre Stretton DE13 0HE