

**BURTON-ON-TRENT u3a COMMITTEE MEETING**  
**Held at 9.30 a.m. Tuesday 5<sup>th</sup> August 2024**  
**at Priory Centre, Stretton, Burton-on-Trent.**

**Present:**

Mike Payne (Chair); Kathy Hines (Treasurer); Hugh Rodger (Secretary, Accessibility Officer); Neil Davenport (Vice Chairman, GDPR); Christine Davenport (Communications); Alan Poore (Finance); Michael Bartlett (Groups Coordinator); Beverley Bhaskare (Minutes Secretary, Magazine Distribution); and Jane Hance (Publicity Officer).

**\* indicates an Action Point (see Table, below)**

**1. Welcome**

Mike Payne welcomed everyone.

**2. Apologies**

Jane Kent (Beacon Administrator); Barry Appleby (Committee Member); Glynis Lewis (Team Leader Hospitality).

**3. Induction**

All members present described their roles and answered any questions regarding these.

**4. Minutes of the meeting**

Minutes from 2<sup>nd</sup> July were approved with some additions.

**5. Matters arising/Review of Action Plan**

- i. There was some discussion and clarification of Item 4 regarding Cream Tea and Christmas Lunch payments and deposits with further action required for September.\*
- ii. There was a discussion linked to i) regarding deposits for trips. \*
- iii. Jane Hance is recognised as a Committee Member with the Publicity Officer role. Ensure the Role Description for that Officer is on the website.\*
- iv. The hearing loop was discussed with action delayed for a future meeting. Accessibility is looking for ways to access the equipment appropriately.\*

*Please note that for Committee Meeting in September items in the Action Plan can be updated*

- i. at the meeting during Matters Arising*
- ii. by contacting the Secretary any time prior to the next Committee Meeting*
- iii. as part of the Officer's Report at the meeting.*

**6. Chair Report**

Included information that Alan Walmsley has been elected Chair of Board for the u3a Trust. Members were invited to apply for the Vice Chair role by 19/8/24.

**7. Secretary Report**

Nothing additional.

## **8. Treasurer's Report**

See reports presented for meeting.

- i. Committee agreed the Interest Group Financial Policy update: both the report and new proposals.
- ii. There was considerable discussion around the arrangements for u3a recognising one of our group's financial arrangements.\*

## **9. Membership**

- 17 new members in July, 11 of which joined online
- we now have a total of 845 members
- a total of 390 members have used the online service
- 111 members have not renewed this year, the majority of which only joined within the last 2 years
- contact has been made with members who wanted to renew online but couldn't: the postcode was wrong for 2 of those members

## **10. Interest Groups**

- joined Short Walks for an enjoyable event
- been working with the Treasurer
- working on the Interest Group User Guide but current technical issue has slowed progress for a time
- possible new leader for the Singing Group
- advertising in the Newsletter for leaders
- Ballroom Dancing is changing venue after venue check.

## **11. Events**

- Michael Simon, guest speaker at the recent AGM, is not available for 2025 so alternatives are being researched
- raffle tickets are now being actioned
- Christmas tickets to begin to go on sale asap for Christmas Event on 5<sup>th</sup> December 1.30-4.00.\*

## **12. Communications**

- this is the current position of the u3a Trust regarding insurance in these areas
- should we consider informing all Interest Group leaders?\*

## **13. Beacon Report**

JK updated the Role Description.

## **14. GDPR**

Nothing to report.

## **15. Website**

- Siteworks requires a Zoom meeting which will provide further information regarding the development of the website
- BJ is happy to progress the project.
- there was a brief discussion regarding outcomes from other u3a groups who have completed the

project.\*

**16. Any Other Business (see Agenda for item references)**

- a) and d) Some Committee Role Descriptions and Policies require updating\*
- c) The importance of following proper guidelines for using emails systems identified only for u3a business was discussed and accepted as good practice by all present.
- i) It was agreed that the programme for selected Interest Groups could be extended to 6 monthly rather than the current monthly prescription.

As there was no other business the meeting closed at 12.00  
Next meeting- Tuesday 3<sup>rd</sup> September 2024  
at 9.30 at the Priory Centre Stretton DE13 0HE

