

BURTON-ON-TRENT U3A COMMITTEE MEETING
Held at 9:30 a.m. Tuesday 7th May 2024
at Priory Centre, Stretton, Burton-on-Trent

Present:

Mike Payne (Chair)/ Kathy Hines (Treasurer) Rosemary Marsden (Secretary) Jane Kent (Beacon)
Linda Walker (Membership) /Christine Davenport (Communications) Valerie Bentinck (Events)
Beverley Bhaskare & Barry Appleby (Committee Members)

Welcome Mike Payne welcomed everyone.

Apologies Neil Davenport / Hugh Rodger / Dianne Needham / Bimal Jangra

Minutes of the meeting held on 2nd April 2024 were approved.

Matters arising

- From March meeting MP has not contacted member. Member has not yet renewed their membership. It was agreed to see if they do so, if not further communication may not be needed.
ACTION MP
- H & S policy section relating to Responding to accidents/incidents and dealing with emergencies. It was agreed that the first person to be informed should be the Interest Groups Coordinator who will then let the chair and secretary know. Reports must go to the Secretary. BJ will be asked to update this on website
ACTION BJ

Chair Report - a fairly quiet month - attended coffee mornings and had inadvertently joined a Facebook page for u3a chairs which he found interesting!!

Secretary Report

Secretary & Treasurer computers had been upgraded

Had requested permission to sign the Siteworks approval on behalf of Burton u3a. Treasurer and Vice chair had sent emails agreeing, chair gave approval verbally.
ACTION RM

The following role descriptions have been updated but need minor alterations. It was agreed the treasurer and secretary could complete this prior to putting on web site

Treasurer & Financial Assistant
(Business)Secretary & Draft minutes secretary
Communications
Events
Publicity / newsletter/website
Interest Groups Coordinator

ACTION RM/KH

All other committee members to please submit for next committee meeting. **ACTION MP/ND/LW/JK/GL**

Treasurers Report tabled.

Presented the following proposals for approval

- that standard annual membership subscriptions remain at £10. This will go to THE AGM for approval
- we review our policy of holding 12 months of regular operating activity
- we determine how much we could deposit into a savings account
- assess the amount we could consider using over and above our normal activities.

Currently, because of membership fees she says there is a larger than expected amount of money in the account, but there is still a considerable amount. Various suggestions were made and it was agreed this would be a discussion for an agenda after the AGM. It was stressed it should be for **ALL members** – not used for subsidising events as this does not benefit everyone

Unanimous approval

- All membership subscriptions are banked in the month received as far as practical to reduce financial exposure. This aligns with our decision for Interest Group reports and fees being returned monthly

Unanimous approval

That our secretary reports to committee what if any accidents need to be reported to Charity Commission – all accidents are reported to committee and to National. To be clarified as to exactly what needs to be notified

ACTION Secretary

Accessibility nothing to report

Membership report tabled

Membership today 923. 162 have not renewed this is 18%, a bit larger than usual.

After discussion it was agreed that the cutoff point should be 8 weeks in line with Beacon at end of May

It was agreed to send a “gentle” reminder to members

ACTION CD

Beacon Report

There are various changes that might be forwarded as suggestions to National. JK /KH / LW are keeping a log. Training dates have been sent out.

Names & Addresses have been sent for TAM

Interest group report

First Aid course booked for 14th May – venue changed to Brook House as Red Lion had double booked.

Group Leaders notified by MB

Two proposed groups

Pilates – a chartered physio who has run u3a groups at two other u3as as a paid leader. This contravenes Burton u3as constitution so MB will make further enquiries and see if there would be an alternative.

ACTION MB

Your Bible is not What it could be – suggested by a vicar /member of public who would be prepared to join u3a to lead a group.

ACTION MB

Group Leaders pack not yet sorted

ACTION DN/MB

Suggestion was made about possible evening groups – it was pointed out that timings were to suit group leaders.

Hospitality

Budget for Talk & Tea and AGM was discussed and agreed at £150 per meeting. GL pointed out that once purchased some ingredients etc can be kept for further use

GL requested numbers for catering for AGM - RBM will check records

ACTION RBM

Events report tabled.

Air Ambulance donation from talk and tea was £115.13.

Christmas Party 2024 B and £300 . Pirelli charging £14.80 pp. other costs should be similar

Tickets to be £12.00 and state on that tea & coffee are free throughout the event

Raffle tickets to be sold as £1 strip but split into 5 individual tickets.

Increase in amount allocated for raffle prizes

OCTOBER Committee

Trying to book Potential Speaker Talk & Tea or AGM 2025 Natalie Rees - talk on her dance career

GDPR Nothing to report.

Communications

CD asked if committee were happy that she edited items, in relation to text, spelling etc, sent to her for forwarding to members. **UNANIMOUS**

Publicity / Newsletter/ Web site Report tabled

The history of these roles was reported by CD and MP – in his report BJ had indicated his willingness to carry on these roles “off committee”. MP said he had hoped that a way could be found to manage this. Overall, the committee felt that it was better on committee, but BJ did such a good job AND also the web site was being migrated that it would be a retrograde step to ask someone else at this point in time this could then be reviewed. MP to contact BJ **ACTION MP**

It was agreed that Publicity could be offered as a vacant role at the forthcoming AGM in June 2024

AGM 6th June

RM tendered her apologies for family reasons. BB supported by CD will take minutes

LW will take names at door.

Subscriptions for year 2025 -2026 to be £10

Draft paperwork was submitted for approval and RM will forward to LW to post out to non email members.

It will be emailed out to members

Any Other Business

- VB requested group leader contacts MB will update her
- Meeter & Greeter absent on two days. VB will cover 28th May and BB 25th June. PW will be informed of this **ACTION RM**
- LW asked if the How to Join tab on website could be renamed Membership. This would then encompass both joining and renewing and be less confusing for members who can't find how to renew. **ACTION BJ**
- Ukulele group have asked that events (AGM/Talk & Tea/ Christmas Party) are not always held on a Thursday as they are not able to do both on same day. This also applies to other groups. The Tuesday coffee morning also impinges on some members. Historically no groups were allowed on u3a “days” but as u3a has grown it has become impossible to state this, groups can of course cancel a meeting.
- BA raised concerns about item 4 in the Monthly lunch group policy and depositing of monies. He was strongly advised that he cannot run a group that takes money from members without it going through the treasurer.

As there was no other business the meeting closed at 12.00 midday

Next meeting- Tuesday 4th June 2024

at 9.30 at the Priory Centre Stretton DE13 0HE