

**BURTON U3A COMMITTEE MEETING -
THE PRIORY CENTRE, STRETTON 9.30AM 3RD SEPTEMBER**

MINUTES

*** indicates an Action Point (see below and separate Action Plan)**

1. Welcome: the meeting was chaired by ND (Vice Chair) with MP (Chair) in attendance.
2. Apologies
 - Jane Hance, (Publicity); Glynis Lewis, (Hospitality); Beverley Bhaskare, (Minutes); Christine Davenport, (Communications).
3. Present

Mike Payne (Chair); Kathy Hines (Treasurer); Hugh Rodger (Secretary, Accessibility Officer); Neil Davenport (Vice Chairman, GDPR); Alan Poore (Finance); Michael Bartlett (Groups Coordinator); Valerie Bentinck (Events); Linda Walker (Membership Secretary); Jane Kent (Beacon Administrator); Barry Appleby (Committee Member).
4. Approval of minutes of previous meeting. These were delayed and sent out to Committee and for placement on Website on 3/9/24.
5. **Matters arising /Review of Action Plan**
 - A. **From July: points needed addressing in the report from BJ for Committee in July: ref 15a-15d (July Action Plan)**
 - i. **The first point had already been placed in January's agenda:**

'discuss different membership options,'

in response to a wide ranging discussion at July's Committee.
In addition similar points were discussed later in today's meeting.

- ii. Various items were discussed with regard to the second point which raised concerns about the u3a banner, which it was felt needed to be replaced urgently.**

*The committee discussed options in terms of style; wording and whether we needed different banners in different settings. JH to contact BJ for further action. **

- iii. PAT testing has become out of date and we need to make arrangements to ensure safety and that we meet the current testing requirements.**

*The Committee was very clear that it was important that this testing should take place. However, it was less clear what the actual requirements are currently. Several action points were agreed to achieve targets in this area. A range of actions were agreed. **

- iv. Query re Siteworks registration.**

Siteworks registration took place in July. See Website reports for updates.

- B. From July Minutes AOB: query from member regarding Banner documentation being listed under Group information.**

Committee agreed that the current arrangement was easier for all members to access ie it was more 'user friendly'. No further action.

- C. From July: MP: Contact Burntwood u3a to notify and arrange website update. ref 20 (July Action Plan)**

This has been completed. No further action.

- D. From August: MP: produce Christmas Event tickets. ref 11 (August Action Plan)**

*This has been partially completed and action continues.**

E. From July: BA: Clarification with reciprocal u3as regarding if they would like to be involved in also holding an Art Group presentation. Ref 21b (July Action Plan)

BA reported very positively on his experiences at York University with his Art Group. Presentations will not take place in other reciprocal u3a groups. No further action.

6. Chair Report

- Report presented and Action Plan outcomes confirmed.

7. Secretary Report

- Report presented and Action Plan outcomes confirmed

8. Treasurer Report

- Report presented and Action Plan outcomes confirmed.
- Approval for £54.25 for photocopying (MH Singing Group) agreed unanimously.
- Approval of up to £60 expenses for postage to Membership Secretary agreed unanimously.
- responsibility for the Social Account has been transferred to Financial Assistant, Alan Poore.
- Charity Commission Annual Return has been drafted and sent to Chair for review and return.

9. Membership Report

- Report presented.
- 19 new members this month, total now 863.
- Newsletters sent out.

- Some discussion of anomalies with regard to members receiving publications. See Beacon report.
- Membership Secretary is the only Role Description not completed. This has been an oversight by the Committee generally as there does not seem to have been a previous version on the website. *

10. Interest Groups Report

- F. Report presented and Action Plan outcomes confirmed.
- G. MB outlined the issues discussed at the last meeting regarding the Indoor Bowling Group and in the Action Plan. His general view was very positive and that members were enjoying and learning from the activity as it was currently set up. It was agreed that the group should continue in the same format if it starts up again next year as planned.
- H. He is very interested in setting up a Pickleball Group and is currently looking at venues.

11. Accessibility

- I. Report presented and Action Plan outcomes confirmed.
- J. After some discussion it was agreed that Burton on Trent u3a should purchase the microphone and hearing loop presented to aid both volume and personalised hearing issues for members attending at Riverside Church. Action: Send requisition to KH. *

12. Events Report

K. Report presented and Action Plan outcomes confirmed.

L. As part of the report's presentation there was some general discussion around the possibility of having Talk and Tea on a quarterly basis as the Speaker file was growing.

13. Beacon Report

- Report presented and Action Plan outcomes confirmed.

JK is going to examine the registration information of two members who have been affected by anomalies in receiving publications to try to work out what their specific issues might be. The outcome may be applied to more members generally. *

14. Website Report

M. Report received and Action Plan outcomes confirmed.

N. Committee very pleased to receive the clear outline of progress.

O. Request for an itemised update specifically on Sitework Progress, for each Committee Meeting. *

15. GDPR

P. Nothing to report.

16. Communications Report

Q. Report received and Action Plan outcomes confirmed.

17. Publicity

- See item above in Matters Arising (ref 5Aii): regarding renewal of the existing banner. *

18. Newsletter

- Copies sent out this week.

19. **Any Other Business****A. Christmas Party**

VB going to explore*:

- **using a different approach to selling raffle tickets ie larger single priced v a sheet of five.**
- **buying a range of similar priced raffle prizes and possibly one big prize v purchasing ‘big draw’ prizes.**
- **the best way of presenting prizes to the winners: being given the prize as the ticket is drawn v allowing winner to choose.**

B. Discussion around replacing the History Group laptop for presentations.

- **There was much interest in this item with a variety of opinions.**
- **Finally it was decided that KH would contact BJ to discuss a purchase similar to the one that the Art Appreciation Group made. ***

C. Third Age Trust AGM on 16th October.

- **Chair will make arrangements regarding presenting the Burton on Trent voting allocation. ***

D. The use of Social Media, specifically Facebook, to publicise Burton on Trent u3a.

- **This was, again, quite a wide ranging discussion. Some felt that it was an opportunity to broaden the reach of the organisation. However, others felt that it was too easily open to abuse; needed detailed oversight or was simply unnecessary as Burton on Trent membership continues to grow anyway. Action: it was felt that introducing Facebook at the present time was unnecessary.**
- **There was an additional discussion around members who seem to have no internet access. No further action.**

**Next meeting-Tuesday 2nd October
at the Priory Centre Stretton DE13 0HE**