

**BURTON U3A COMMITTEE MEETING -  
THE PRIORY CENTRE, STRETTON 9.30AM 3RD DECEMBER 2024**

# **MINUTES**

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

## **1. Welcome**

*The meeting was chaired by Mike Payne.*

## **2. Apologies**

*Hugh Rodger (Secretary, Accessibility Officer); Alan Poore (Financial Assistant); Glynis Lewis (Hospitality Team Leader).*

## **3. Present**

*Mike Payne (Chair, Welfare Officer); Neil Davenport (Vice Chair, GDPR); Kathy Hines (Treasurer); Linda Walker (Membership Secretary, Magazine Distribution); Jane Kent (Beacon Coordinator); Christine Davenport (Communications); Michael Bartlett (Interest Group Coordinator); Valerie Bentinck (Events Secretary); Beverley Bhaskare (Minutes Secretary); Jane Hance (Publicity Officer); Barry Appleby (Committee Member).*

## **4. Approval of minutes of previous meeting.**

*Minutes approved by all present.*

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

### **A. (Action Plan 5/11 5A): Query regarding the collection of passwords (KH lead)**

- A summary of previous discussions can be found in the November Minutes and the Agenda for this meeting.
- It was agreed that there should be a 'second source' to keep passwords.

- The agreed action is that the Secretary would keep this information and be the 'second source'. HR will therefore continue the previously agreed action to collate this information. \*
- KH will forward to the Secretary her inventory of items that need passwords/information kept securely. \*

**B. (Action Plan 1/10 8ii):**

- *KH draft of our Charity Commission annual return for the past financial year has been signed off by MP.*

**C. (Action Plan 1/10 8iii): not completed because of eye operations)**

- *MP has agreed to take on the responsibility of disposing of equipment eg through eBay; destroy. \**
- *BB to advertise equipment to members through the newsletter in March. \**
- *KH to provide VB with a 'draft equipment list.'\**

**D. (Action Plan 5/11 5C) regarding the best option for renewing banners.**

- *Decision postponed; BJ has prioritised Website and will give this item attention in the new year. \**

**E. (Action Plan 5/11 8iii) Trust Treasurers' Forum (KH lead)**  
Discuss need to have budget and have future discussions on how to reduce the budget. Various suggestions put forward at November Meeting and raised again at this meeting. KH asks that Committee, prior to meeting, view again the statement on this item in her Reports for November and December.

- *The outcome for this item was that there was 'no need for a budget'.*
- *This followed discussion around historical approaches such as charging for each activity; but came back to the points that 'each group needs to be self-funding'; but 'does not need to make a profit'.*

F. (Action Plan 5/11 9iii) Membership Secretary Role (LW and KH lead)

- *LW will make minor adjustments. \**

G. Has congratulations been sent to Scott Spiers? Action Plan 10iii) *Done.*

H. Item 17vi) Arrange for workshop at Rolleston Club for Committee Members re new Website.

- *MB told Committee that every Group Leader will be offered training in how to use the new Website.*
- *BJ is forwarding a training package to Leaders in the new year.*
- *NB Rolleston Club training as suggested previously is no longer needed as the website went live 3 weeks ago.*

I. PAT update item 5B on Action Plan. Any Progress? Do we have dates for items to be tested?

- *We have a costing of £40 for 50 items.*
- *KH looking into how many items need to be tested.*
- *New policy has gone to BJ.*
- *BJ has given VB new PAT logos.*
- *April is currently being targeted as a testing date.*

## **6. Chair Report**

- I. *Little to report as indisposed for much of the intervening period.*
- II. *Has attended as usual, our coffee mornings - except for the last morning due to attendance at a funeral.*
- III. *At the u3a AGM, it was overwhelmingly agreed to set up a new Council and Board. We are now invited to elect members of*

*the Council and Board. That election will take place between 13th & 21st January. MP is expecting a list of candidates before our January meeting so we can (possibly) make our selection.*

- IV. MP has been working on the membership subscription for 2026/27. See paper for discussion later in AOB item 20A*

### **7. Secretary Report**

- I. Produced document outlining rationale for Minutes as some queries about how they are organised. HR would like Committee to agree to the approach; and to make it available to Members generally by request to Secretary.*

### **8. Treasurer Report**

- i. Written report presented*
- ii. MB requested one off funding of £104.80 for Bridge Box.  
Approved*
- iii. JK requested £7.40 for stamps. Approved.*
- iv. VB has requested £191.97 for Christmas Party Raffle Tickets, prizes and additional items. The final total will, in fact, be less than this amount. Committee approved this request on the basis that the final amount will be less than the initial request.*
- v. NB Treasurer needs claims by 2/1/25.*

## **9. Membership Report**

- i. Report presented.*
- ii. 11 new members this month, total now 895. Several have joined online. This option seems to be attracting interest with 1 or 2 new enquiries*
- iii. There was a query from Committee as to why a lot of attention is given to numbers. The reply was that it is good to know that things are going well and 'numbers' is one indicator.*
- iv. JH is going to promote at CAMRA*

## **10. Interest Groups Report**

- i. Written Report presented.*
- ii. Pickleball up and running with 19 interested members. HR will take up running the group in January. Members are liking it.*
- iii. New book group run by Amanda Bant will start in January. There will be no fee but as it is at the Plough Inn it was suggested that members buy a drink to show appreciation.*
- iv. MB visited Bridge and Antiquarian Groups: some funding requests (see above)*

## **11. Beacon Report**

- i. Written Report presented.*
- ii. JK presented in her written report an interesting summary of 'What is Beacon' as she is often asked about its purpose.*
- iii. The Membership Portal went live.*

**12. Events**

- i. Tickets sold for Christmas Party and ready to go!*

**13. GDPR**

- i. Nothing to report.*

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**14. Communications Report**

- i. Report received.*
- ii. A busy month with email queries, mainly due to new groups starting and Christmas party questions.*
- iii. No telephone enquiries.*

**15. Publicity**

- i. LW thanked JH for taking this item on.*

**16. Accessibility**

- i. Written Report presented.*
- ii. The equipment for Riverside microphone/hearing loop has been delivered.*
- iii. Hygiene issues regarding sharing a microphone were raised at the last meeting. However, there may be a collar clip for the microphone. If not, colour coded windshields can be bought for individual use. \**
- iv. HR passed the hearing impaired member and her daughter's enquiries to CAMTAD who then liaised directly with each other. The daughter reported that the equipment that was being recommended was too expensive.*

## 17. Web

- i. *Committee is very grateful for all the work that has been done to get the Website up and running. \**

## 18. Hospitality

*Nothing to report.*

## 19. Newsletter

*Nothing to report*

## 20. **Any Other Business**

### A. Membership Subscription 2026/2027 (MP lead) document sent to Committee

- *MP proposed a £35 flat rate membership from April 2026.*
- *There were reasons for and against this Proposal.*
- *However, procedural issues superseded the content of the Proposal and the current set of Minutes will therefore focus on these.*
- *A vote on this item provided a 5/5 split between Committee Members*
- *MP (Chair) gave a casting vote in favour, but this was challenged as being against the Constitution.*  
*It was suggested that a 'casting vote' could only operate after all other votes were taken; and the Member who is registering the 'casting vote' had not been part of the vote already.*  
*In the current vote MP had already voted and was now voting for a second time with his casting vote.*
- *This means that the Proposal has not been approved by Committee.*
- *In addition, it was felt that the matter should have gone first to a subcommittee on the approval of Committee.*  
*Discussing and researching the item with other Committee*

*Members was, in effect, a subcommittee and that meeting had not been approved.*

- *MP thought that it was reasonable to clarify items in the proposal before bringing to Committee in order to provide some substance to the proposal.*
- *An additional item was difficult to clarify: should the matter be raised with Interest Group Coordinators before going to the Membership as a whole at AGM?*
- *This item took up a lot of Committee time causing other items to be deferred.*

**B. Chair and Vice Chair replacement as they come to the end of their tenure. (KH lead)**

- *It was decided that this should be raised again at the next meeting.\**

**C. Committee would like a list of who is due to retire at the next AGM.**

- *List presented but to be carried over to the next meeting.*

**D. Response to query regarding Minutes (HR).**

- *Carry over to the next meeting. \**

**E. Request for Committee to approve formation of subcommittee for assessment of proposal on offering card processing to our members. (KH lead)**

- *This was approved by Committee. Members could include KH, AP, LW; with BA, DW, MH as possible candidates: (MB to discuss with the last of these).*
- *KH will liaise with people and organise the first meeting.\**

**F. Request for Committee to approve Charity Commission return provided to Committee. (KH lead).**

- *Completed see Matters Arising B (above)*

**G.** What is u3a Trust and u3a Burton on Trent position regarding single sex groups? Does the Constitution allow this type of group? (MB lead).

- *to be carried over to the next meeting.\**

**H.** Derbyshire County Cricket Club Offer: document sent to Committee. (document sent to Secretary).

- *Burton on Trent u3a cannot circulate or promote this as it would be unconstitutional.*

**J.** How best to celebrate our 15<sup>th</sup> anniversary. (KH lead).

- *present ideas at the next meeting.*

**K.** CD to attend zoom meeting with Jean Jackson Regional Trustee.

- *HR to send Minutes to all Committee Members and BJ\**

**L.** BA requested a refund for funding of an Art Exhibition at Burton Library.

- *This amount of £60 was approved by Committee.*

**M.** VB noted that the AGM date needs to be changed on the Website.\*

**The meeting finished after the 12.00 deadline**

**Next meeting is at the Priory Centre Stretton DE13 0HE**

**January 7th 2025**

DECEMBER ACTION PLAN: from Committee Meeting 3/12/24				
date	ref	action	member	closed
5/8	1	Yellow highlight indicates item completed. With comment/further action below.	AB	✓
1/10	8ii)	KH has drafted our Charity Commission annual return for the past financial year and sent it to our Chair to review, complete and then return (to KH) so she can complete our return.	MP	✓
5/11	8 iii)	<i>Trust Treasurers' Forum:</i> Discuss the need to have a budget (see Nov Minutes) and to have future discussions on how to reduce the surplus. Raise again on December agenda:  Lead discussion.	HR KH	✓
3/12	5E	Item discussed at Committee: NFA: see minutes.		
5/11	10 iii)	Scott Spiers is taking over the leadership of the Folk Group: send congratulations.	MB	✓
5/11	15 i)	Two separate items to be introduced on the Agenda for Publicity and Newsletter.	HR	✓
5/11	16 iv)	Inform Committee of outcome of referral of member to CAMTAD re hearing loss.	HR	✓
5/11	17iv)	Logins to new website to be changed.	BJ	
5/11	17v)	Arrange for Committee to have view of new website.	ND	✓
5/11	18 iii)	Committee to decide whether we start to produce Main and Social annual budgets or delay for another year: Place on December Agenda.	KH HR	✓
3/12	5E	See item 5E above and Minutes		

5/11	18 vi)	Chair and Vice Chair renewal to be on December Agenda.	HR	✓
5/11	18 vii)	Produce a list of who is due to retire at the next AGM.	HR	✓
5/11 3/12	18 v)	Review requirement for Health Certificate. Produce Role Description.	GL GL	
1/10 3/12	19ii) 5C)	Management of equipment not in use: <ul style="list-style-type: none"> <li>Write policy</li> <li>Send out list of current unused equipment to membership. This has been adapted to 'advertise equipment to members through the newsletter in March'</li> </ul> Provide VB with a 'draft equipment list'	MP  BJ  KH	
5/11 3/12	5A 5A	<ul style="list-style-type: none"> <li>Begin sourcing passwords for u3a business laptops only.</li> </ul> This item has been carried forward as query raised about the October action. <ul style="list-style-type: none"> <li>Above action to begin again</li> <li>Inventory of items held by Finance to be forwarded to Secretary to keep as 'second source'</li> </ul>	HR  HR KH	
5/11	5B	Regarding PAT testing: send email to electrician, Jonathan Fryatt <ul style="list-style-type: none"> <li>asking for charges</li> <li>asking for two dates to complete tests</li> <li>at Rolleston Social Club and St Mary's.</li> </ul> Will send out an email to interest group leaders to come and test their equipment	VB  MB	✓
3/12	5I	Requires the u3a logo to complete the PAT policy. Cost estimate being prepared April targeted as day for testing	VB/BJ KH MB?	✓
5/11 1/10 3/9	5C	Publicity Officer to contact BJ regarding the best option for renewing banners as he is aware of options and the current requirements: see also site: u3a Brand Centre, for options. (KH has emailed address)	JH	
3/12	5D	Report to Committee in January	BJ	

5/11	9 iii)	New Membership Secretary Role Description to be discussed and presented at December Meeting.	LW/KH	
3/12	5F	Make minor adjustments	LW	
5/11	16 iii)	Colour coded windshields to be purchased for individual use of Riverside microphone.	HR	
5/11	17vi)	Arrange for workshop at Rolleston Club for Committee Members re new Website.	ND/BJ	
3/12	5H	NFA See Minutes 5H Training Package to Interest Group Coords	BJ/MB	
3/12	20A 20B 20C 20D 20G 20J	Place on January Agenda Subscription on January Agenda Chair and vice chair replacement Retirements from Committee Approval of Minutes Single sex groups in u3a Celebrating 15 <sup>th</sup> Anniversary	HR	
3/12	20E	Set up sub committee to look at 'card processing'	KH	
3/12	20J	Bring ideas to Committee about how best to celebrate our 15 <sup>th</sup> Anniversary	Committee	
3/12	20K	Send out minutes of zoom meeting attended by CD, to all Committee Members	HR	
3/12	20M	Date of AGM to be changed on the website	BJ	