

**BURTON U3A COMMITTEE MEETING -  
THE PRIORY CENTRE, STRETTON 9.30AM 1<sup>ST</sup> OCTOBER 2024**

## MINUTES

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

### 1. Welcome

The meeting was chaired by MP (Chair).

### 2. Apologies

Jane Kent (Beacon Administrator); Linda Walker (Membership Secretary); Barry Appleby (Committee Member).

### 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); Beverley Bhaskare (Minutes); Glynis Lewis, (Hospitality); Christine Davenport (Communications); Jane Hance (Publicity).

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

*Minutes agreed by all present. (Amended to note item in Section 5).*

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

#### A. Any Other Business and its Action Point 19B:

*'Contact BJ re purchase of lap top.....'*

*KH noted that there should have been a statement making clear that the purchase had Committee's approval. She noted that:*

- *This was not stated in September's Minutes.*
- *That she raised the matter (in Matters Arising) at the meeting on 1/10/24;*
- *That the item was not corrected in the first draft of the October Minutes.*

*There was agreement that the 'statement of approval' should have been included in these Minutes, which are now amended.*

*Therefore the Committee restates that 'There was approval for the purchase of the laptop' in September's meeting.*

*B. Particular attention was given to the action point:*

*5A PAT testing.*

*Each point in the Action Plan is being addressed. We are currently compiling lists of equipment and developing a policy based on the Trust advice document.\**

**6. Chair Report**

- i. Report presented.*
- ii. After looking at a range of information channels such as YouTube and Facebook, MP continues to be confident in the progress that Burton on Trent u3a is making.*
- iii. Committee Members expressed interest in the YouTube presentation and asked that its address be included in the minutes. (It is not possible currently to do this but MP will attempt to get this to the Committee at a future date.)*

**7. Secretary Report**

- i. Report presented.*
- ii. Committee happy that HR should continue with minutes and correspondence over November with BB agreeing to send copies of minutes to him.*

## **8. Treasurer Report**

- i. Report presented.*
- ii. Charity Commission Annual Return emailed to MP (Chair) for 'review, completion and return' to KH. \**
- iii) KH has joined a Facebook group for u3a Treasurers: 1<sup>st</sup> meeting this month with currently 50 members.*
- iv. Approval agreed of up to £70 expenses for HR (Accessibility) for purchase and postage of equipment for use with Riverside Hearing Loop.*

## **9. Membership Report**

- i. Report presented.*
- ii. 10 new members this month, total now 873.*

## **10. Interest Groups Report**

- i. Report presented.*
- ii. Very good news re Gardening Group with 4 members acting as leaders already planning for 2025.*
- iii. Bible Reading Group was visited and MB was very impressed with the group itself and the venue.*
- iv. Pickleball planning has begun with dates being arranged for before Christmas for training and start up.*
- v. A new Book Group is being explored. \**

- vi. Dianne Brewster is resigning from her role and MB is looking at ways to manage this gap in the provision.*
- vii. MB is attending a training course at the end of October.*

**11. Accessibility**

- i. No report*

**12. Beacon Report**

- i. Report presented.*
- ii. JK referenced an interesting item regarding membership cards on mobile phones. There was extensive discussion around this point and how best to let membership know about it.\**

**13. Events**

- i. Report presented.*
- ii. Tickets selling well for Christmas Party*
- iii. VB has volunteers for the Party. Timings are very important this year as the venue requires the setting for a follow on event meaning a prompt closure is required.*

**14. GDPR**

- i. Nothing to report.*
- ii. (ND left meeting for appointment)*

**15. Communications Report**

- i. Report received.*
- ii. CD presented some very interesting observations which threw light on the range of needs and views of the membership. The Committee thanked CD for this insight.*

**16. Publicity**

- i. The Officer discussed a very interesting venture with regard to publicising u3a at the Beer Festival. She outlined advertising it in the magazine and how she intends to present information at a stall during the Festival. Committee approved a spend of up to £175 for publicity materials. She will need some additional personnel to help and Committee supported and encouraged that.*
- ii. There was some discussion following on from i) about setting up a Beer Appreciation Group.\**

**17. Web**

- i. Report received.*

**18. Any Other Business*****i. Management of Riverside next year***

*VB has set out details of how events at Riverside should be organised, and specifically about Tea and Talk (see presentation emailed for Committee):*

*Checklist Riverside Church September 2024.*

*It was felt that a group needed to be organised for each of these events. They would manage on the day: tables and chairs; the ramp, the microphone and make sure that the equipment and printed instructions are available for supervisors.*

*When the box of laminates and equipment is boxed by VB, HR will look after this until a specific approach to managing the event is planned. It was felt that clear strong statements about support were needed by volunteers prior to the event.*

**ii. Replaced laptop for Art Appreciation**

*There was much discussion around how to manage and dispose of equipment that was no longer in use. It was pointed out that although equipment might not be in current use, some of it could be useful at a later date and needed proper storage. \**

**iii. User ids and Passwords**

*Burton u3a requires a Committee Member to keep passwords safe. It was agreed that the Secretary should have this role. \**

**iv. Staffordshire u3a link: from Andrew Devin Chairman, Stoke on Trent South u3a re the re arrangement of next meeting.**

*This action has been carried out by MP.*

**v. Responding to Action Plan**

*HR observed that the Action Plan would only be updated with responses from the member(s) allocated the task.*

**vi. Do Tea and Talk want to use the hands free/hearing loop?**

*This item was largely discussed under Events, Riverside and the requisition of the hearing loop equipment.*

**vii. Hygiene Certificate.**

*This is going to be raised again at Committee after a review of the issue.*

**viii. Discussion regarding provision of equipment for interest groups.**

*There was a discussion of the pros and cons of Burton on Trent u3a providing equipment for its Interest Group's use as against individual members of the Group buying their own equipment.*

*Our policies currently emphasise that Groups should be self funding in this area and not require additional funding through the u3a account. It was agreed by Committee that now would be a good time to raise this item with individual Group Leaders as, perhaps, this issue has not been fully understood.\**

**The meeting finished just before 12.00**

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

**November 5<sup>th</sup> 2024**

| OCTOBER ACTION PLAN |       |  |  |                                       |
|---------------------|-------|--|--|---------------------------------------|
| date                | ref   | action   | member                                       | closed                                |
| 5/8                 | 1     | Yellow highlight indicates item completed.<br>With comment/further action below.   | AB   | ✓                                     |
| 1/10<br>3/9         | 5Aii) | 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   |                                       |
| 1/10<br>3/9         | 5A    | In order to meet requirements to PAT test.<br>a) Request to all group leaders to itemise all equipment that needs to be PAT tested.<br>Most have been received: Report (Oct).<br>Continue to register all equipment<br>b) Review all venues' p&c<br>In Progress: see Treasurer's Report (Oct):<br>'ignoring home venues, we use 17 venues:<br>I have 5,<br>I've emailed 9 requesting copies<br>We don't book 3 venues eg The Grove'<br>Continue.<br>c) Enquiry to u3a membership to find out if anyone is qualified/willing to do the testing.<br>(MB) 2 people come forward to help out with the PAT testing of U3A : once equipment is collected and policy in place perhaps use to test<br>d) Write up Policy Statement for PAT testing (which could be inserted in the current H&S policy).<br>Follow Trust Guidelines document as presented at Committee Meeting. | a) MB<br><br>b) KH<br><br>c) MB<br><br>d) VB | partial<br><br>partial<br><br>partial |
| 1/10<br>3/9         | 9     | Write up Role Description for Membership Secretary Role  | LW   |                                       |
| 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   |                                       |

|      |         |   |                 |  |
|------|---------|---|-----------------|--|
| 1/10 | 10v)    | Ask members if anyone is interested in starting a new book group.   | MB              |  |
| 1/10 | 12ii)   | Inform all current online members of the video which shows how to set up online membership on a mobile phone.<br>(and incorporate into meeting in January re online membership)   | JK/LW<br><br>HR |  |
| 1/10 | 16ii)   | Explore interest in setting up a Beer Appreciation Group  | MB              |  |
| 1/10 | 19ii)   | 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</li> </ul>   | MP<br>MB        |  |
| 1/10 | 19iii)  | <ul style="list-style-type: none"> <li>• Clarify that the Secretary Role Description carries an item referencing responsibility for keeping passwords safe, secure and available.</li> <li>• Begin sourcing passwords and setting for keeping them</li> </ul> | HR              |  |
| 1/10 | 19vii)  | Review requirement for Health Certificate   | GL              |  |
| 1/10 | 19viii) | Discuss with individual Interest Group Leaders any requests for additional funding for the provision of items to enable the group to function fully eg sports equipment; books; writing materials etc.  | MB KH           |  |