Minutes of the 438th Meeting of Barnstaple Third Age Group Committee

Held on Friday 17th March 2023 at 10.00 am

At Methodist Hall, Fremington

PresentKeith Luckhurst, Sue Thomas, Roger Bray, Maureen Penny, Laurence Hillel, Julia Denton, Ellie Bray, Gill Dow, Nigel Wright

1Apologies: David Dickinson

2 Minutes of meeting held on 17 February 2023were agreed – proposed by Nigel, seconded by Laurence.

3Matters Arising:

Actions outstanding from previous meetings:- All others considered closed

A new table has been purchased for Ann Brand for her Rummikub and Canasta groups

Action: Laurence will give Roger details of purchase for the Assets Register.

As the result of letters going to new members asking about their skills and willingness to be involved in the committee, Laurence has received an expression of interest in committee work from one new member.

Action: Laurence will send details of this new member's enquiry to Keith

4 Chairman

In answer to Keith's query about the AGM, all committee members agreed that it had been successful and that the interesting talk on British Trees had been very well received.

5 National Office

Nothing to report

6 Business Secretary

Roger has received a request from National Office asking for details of committee members – this is as a result of a new portal coming into operation.

Action: Roger to complete the form and circulate it to committee members for them to check their own details.

Action: Roger to ensure that the Charity Commission are notified that Pam Harman is no longer serving on the committee.

U3a are having a conference later this year. It will be on the 17 May 2023 at Aston University, Birmingham. No committee members wish to attend.

Roger then handed over to Maureen who reported on the progress she has made with checking the revised procedures received from National Office. She pointed out that as there was a lot to get through, it would be better if as a committee, we looked at one document at a time. The first would be the Constitution of Barnstaple u3a.

Maureen continued by pointing out that the newer model constitution is more legalistic and needs to be checked carefully, and she proceeded by bringing us up to date, the salient points, on the current new constitution regarding trustees.

One of the questions raised was - are all committee members also trustees? If so, it is important that all committee members know that they are jointly responsible, as trustees, for decisions made, both financial and otherwise. The newer model constitution suggests that committee members do not necessarily have to be trustees. It was agreed that this needs further clarification.

Action: Roger to look for any existing documents relating to this.

Action: Roger to resend existing committee documents to new committee members that inform them about their role as trustees.

The number of trustees must not be less than 5 or more than 15.

Action: Laurence and Roger to liaise regarding information currently held by the Charity Commission regarding who is listed as a trustee.

Discussion about the responsibilities of trustees prompted a question about the possible need for indemnity insurance.

Action: Laurence volunteered to investigate possible premiums for indemnity insurance, and Roger to check if the national office indemnity insurance covers Trustee etc...

Regarding concerns about the maximum period of time any trustee can serve. Maureen suggested that this new version of the constitution needs further perusal before we adopt it. It will then have to be voted on at the next AGM in 2024. Until then, at committee, every part of the agreement needs to be formally proposed, seconded and adopted.

Maureen then showed committee the new Accident book which needs to be available at every u3a event. Sue volunteered to hold it for the coffee mornings. The use of accident report forms will need to be disseminated to Group Leaders

Action Laurence to include the use of accident report forms on the agenda for the future Group Leaders' meeting

The same Accident book can also be used for reporting any safeguarding issues. Maureen confirmed that she is the Safeguarding Officer and suggested that a paragraph be inserted in the next newsletter about safeguarding as it is everyone's responsibility.

Action Maureen will write a paragraph about Safeguarding for the next newsletter and send it to Keith before submitting it to the newsletter editor.

7 Beacon/ GDPR

Nothing to report

8 Treasurer

The bank balance at the end of February 2023 was £11620.39. However, u3a membership and Beacon fees have yet to be paid.

There followed a brief discussion about Group leaders holding money, but it was agreed that the amounts involved were probably very small/nil and that it was not necessary to take any further action regarding this issue. However, it is something that will be on the future Group leaders' meeting.

9 Membership Secretary

We currently have 275 paid members, of which 20 are affiliated.

10 Groups Coordinator

It was noted that all groups' membership lists are now on Beacon, however, there are some lapsed members attending group some activities.

Action: Laurence will send a reminder to Group Leaders to ensure all fees are paid (including affiliated memberships). This reminder could include a note to the effect that anyone who is not officially a u3a member is not covered by u3a insurance.

Action: Keith will raise the subject at the next coffee morning

Action: Laurence – another item for the Group Leaders' meeting, plus keeping Beacon up to date.

The proposed Group Leaders' meeting is in abeyance until all procedures are up to date. However, it was agreed that this should take place in the autumn if possible.

Action: Roger to include date for Group Leaders' meeting in April agenda.

11 Speakers' Secretary

Our speaker in April is Todd Gray talking about Uncle Tom Cobley: the Devon Folk Song that Conquered the Empire

12 Newsletter Editor

Nothing to report

13 North Devon Link

Nothing to report

14 Roundswell Hall and Fremington.

Sue has paid for the Roundswell Hall hire for the year.

15 Lunches& Coffee Mornings

The Spring Lunch attracted 29 diners. As usual, the food and service at the Williams Arms was very good. It is not known, until April, what the new price will be.

16 AOB

A new digital projector and accompanying laptop and cables has been requested. The existing projector is getting weary at 7 years old. This equipment is currently used on a regular basis by the Geology, Science and How it Works groups as well as the monthly coffee mornings. This new equipment would be stored safely and Keith would see to its transport to the Science group.

A budget of £800.00 was agreed by the committee – proposed by Sue and seconded by Roger

Action: Nigel to send email to Roger confirming disposal of old laptop which is now unreliable.

When this is received, Roger will remove from Assets register.

Action: Nigel agreed to oversee purchase of new projector and laptop, to the total value of approximately £800.00.

Before Ann Widdecombe visits us in May, Keith would like a brief meeting with Sue, Pam and Vicky to finalise arrangements. Meting planned for after the April coffee morning

Keith will announce this event at the next coffee morning, stating that this is part of our anniversary celebrations – hence the free entry and coffee.

It is scheduled for 10.00 with a 10.30 start.

It is for u3a members only and tickets(at no cost) will be available as they leave the hall.

Barnstaple Hotel have agreed to supply coffee at £1.00/ cup (to be paid from reserves)

Action: Keith to arrange printing of tickets

Action: Keith to insert announcement of event in next newsletter

Action: Gill will produce a list of members to use as a 'register' for 'ticking off' members who collect a ticket

Nigel asked for clarification about affiliated membership fees, which was confirmed at £2.00.

Laurence stated that although the Mosaics group is currently being run by one of our (Barnstaple u3a) members, it is a group originally started by another local u3a. Our Group Leader would feel much happier if she was running this group on behalf of Barnstaple u3a.

It was agreed that we would in future list this as one of our groups, run by one of our members.

Maureen reminded us that any new documents, already seen, would need to be officially adopted. This needs to be done at future meetings with official proposal etc.

Action: Roger to include official adoption of safeguarding policy in next agenda.

There being no further business, the meeting closed at 12.00 with Chairman Keith thanking all for their attendance.

Next Coffee Morning: Thursday 6 April 2023

Next Committee Meeting: Friday21 April 2023 -Fremington Hall**.** Keith will organise coffee.

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