

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

Held on Friday 21 April 2023 at 10.00 am

At Methodist Hall, Fremington

Present: Keith Luckhurst, Sue Thomas, Maureen Penny, Laurence Hillel, Julia Denton, Ellie Bray, Gill Dow, Nigel Wright, David Dickinson

1Apologies:Roger Bray

2 Minutes of meeting held on 17 March 2023 were agreed – proposed by Julia, seconded by Maureen.

3Matters Arising:

Actions outstanding from previous meetings:- All others considered closed

Action: Laurence will re-send details of a new member's enquiry, who also expressed an interest in committee work, to Keith

On closer inspection it was unnecessary for Roger to confirm personal details of committee members. This information is already held by National u3a and any relevant information had been used, by National Office, to pre-populate the Annual Return.

Following on from last meeting's discussion, Maureen has confirmed that all committee members are also trustees.

Laurence has researched details of possible premiums for individual indemnity insurance for committee members. However, this issue will be resolved when Roger and Laurence have been able to examine the existing u3a insurance policy to establish exactly how individual trustees are insured.

Action: Laurence and Roger to liaise re. insurance

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

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

The 'old' laptop, previously deemed unreliable, has now been re-born with the use of new cables.

A new projector has been purchased

Action: Roger to enter details of new projector in the Assets register

120 tickets have been distributed for the next coffee morning when Ann Widdecombe will be the guest speaker.

4 Chairman

5 National Office

Keith asked if any committee members would like to take part in any of the forthcoming u3a Zoom workshops, which include Keep it Legal, recruitment and Accountancy. He asked that if anyone was interested, or had any other requests, to let him know.

Keith read through a document received from the Chair of the Third Age Trust entitled Board Review of Changes since 2022 AGM. This document gives details of steps being taken by National Office to improve transparency, consultation and member engagement. A copy of this is now held with these minutes.

He also gave details of the u3a AGM, being held on 18 October 2023, and asked if any committee member wanted to vote at this meeting. At this moment in time, no-one volunteered to be our voting representative.

6 Business Secretary

Ellie reported on Rogers' s behalf, that the Annual Return has been submitted – and Sue confirmed that she has subsequently received an invoice for membership fees.

Ellie confirmed on Rogers' s behalf, that he has received a comprehensive Fire Safety Risk Assessment for Roundswell Hall.

A letter has been received from Roundswell reminding us that the front door of the centre needs to be closed while they are having problems with youths. It has come to the attention of their committee that this is not happening with some hirers, but is maintained by Barnstaple u3a

Helen Wheeler (Roundswell Hall Booking Secretary) is also trying to compile a directory of hirers which could be used to advertise what is happening at the centre. She asked if we would like to be included and if so, to provide contact details. It was agreed, in his absence, that Roger/ Keith would be the contact for this.

Action: Roger to respond to Helen's letter.

Maureen then proceeded to update the committee on the progress she has made regarding the new, updated procedures that she is working through. She reminded the committee that all policies must be officially adopted and recorded (with a review date), and that this action must be minuted. They should then be kept on file by the Business Secretary.

Maureen brought the following procedures to the committee to be accepted:-

Safeguarding Policy - adopted 21 April 2023 to be reviewed 2026

Disciplinary Procedure- adopted 21 April 2023 to be reviewed 2026

Complaints Procedure- adopted 21 April 2023 to be reviewed 2026

Nigel reminded committee that he had brought the **GDPR** policies to be adopted, signed and recorded on 17 February. To be reviewed 2026

Keith asked for the **Communications, Growth Matters** and **Press Release** procedures, which he previously circulated to committee members on 21 March 2023, to be accepted. To be reviewed 2026.

Action: Maureen to bring procedures to the next meeting for signing off.

The adoption of new procedures for meetings and the AGM are included in the new **Constitution for Barnstaple u3a**. The formal adoption of this is pending until our next AGM in 2024.

Maureen will continue to download procedures from the web site and bring them to committee to be formally agreed and adopted.

It was agreed that Group Leaders should bring any official complaints only to the Groups' Coordinator – Laurence for him to deal with. If need be Laurence will liaise with the complaints trustee.

Laurence (**Risk Assessment**), Sue (**Finance**), Roger (**Insurance**) will bring relevant policies/ procedures etc. to committee in due course, for formal adoption.

Action: Roger to establish a separate file for the collation of all new procedures and policies, with details of their date of adoption and date of review.

7 Beacon/ GDPR

Gill has received regular correspondence about Beacon, but nothing has been relevant to our group.

8 Treasurer

The bank balance at the end of March 2023 was £11265.95. However, u3a membership, equipment costs and expenses for our coffee morning with Ann Widdecombe have yet to be paid.

There was some discussion about apparent discrepancies in an invoice received for the TAM magazine. Julia and Sue will try to reconcile this and check with the invoice sender...

9 Membership Secretary

We currently have 294 paid members, of which 28 are affiliated. The rise in affiliated membership appears to be due partly to the success of the new Singing for Fun group.

There followed some discussion about and the amount charged for affiliate membership, but it was pointed out that the amount charged was down to individual u3a groups to decide.

Julia has received a 'phone call from a 90 year old lady asking if we offered any concession on fees for people in their 90s. Julia has responded stating that currently we do not have such a procedure and Keith confirmed that we do not intend to start.

10 Groups Coordinator

Laurence reported that the Mosaics group is now officially a Barnstaple u3a group.

A new Group leader is required for the Book Lovers group. A potential leader has been found and there also appears to be someone else interested.

There followed a discussion about how groups pay for their accommodation – via our treasurer or independently. We need to agree how money is dealt with by group leaders and we must have control over all money. All transactions should come under the umbrella of u3a, meaning it should come via our treasurer.

This point will be raised at the forthcoming group leaders meeting

Action: Laurence will bring a list to committee detailing those who pay for room hire. Sue will then be able to check this and confirm who pays independently for it and who pays via our treasurer.

Action: Roger to include the question of group money in next month's agenda so that the committee can agree future procedure.

Laurence suggested that the Group Leaders' meeting be held in October, suggesting a provisional date of Monday 16 October 2023. Keith agreed to check with both Fremington and Rhododendron Avenue venues.

Action: Keith to check for availability of rooms for 16 October for the Group Leaders' meeting.

11 Speakers' Secretary

Our last speaker was not as popular as on previous visits and a score of 5/10 will be reported.

Action: Keith to notify Vicky of feedback.

All arrangements for Ann Widdecombe's visit are in hand. The maximum number of 120 tickets has been distributed and seating will be arranged around tables.

Action: Sue and Keith to meet with the hotel on the 24th

12 Newsletter Editor

It was noted that the inclusion of photos in the newsletter helped to make it more interesting. However, Nigel pointed out that anyone included in a published photo needs to have given their consent. It was suggested that in future, members would sign to this effect on the membership application form.

Action: Julia will include an agreement in the membership application forms.

13 North Devon Link

Nothing to report

14 Roundswell Hall and Fremington.

See item 6 about letter received from Roundswell Hall Booking Secretary.

In response to the fire risk assessment received from the hall, Keith will emphasise the location of emergency exits in the hall at all coffee mornings.

Action: Keith to give details of emergency exits at all coffee mornings.

15 Lunches & Coffee Mornings

The Summer Lunch tickets will be available from Monday and will cost £10.95.

16 AOB

Keith requested that we all think about what entertainment could be offered at our Christmas lunch

Action: Christmas lunch entertainment to be discussed at next committee meeting.

There being no further business, the meeting closed at 11.35 with Chairman Keith thanking all for their attendance.

Next Coffee Morning: Thursday 4 May 2023

Next Committee Meeting: Friday 19 May 2023 -Fremington Hall. Laurence will organise coffee.

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