Minutes of the 441st Meeting of Barnstaple Third Age Group Committee

Held on Friday 21st July 2023 at 10.00 am

At Methodist Hall Fremington

Present: Keith Luckhust, Sue Thomas, Gill Dow, Julia Denton, David Dickinson, Nigel Wright

1. Apologies: Roger and Ellie Bray, Maureen Penny Laurence Hillel.

On behalf of the committee we wish Roger all the best for a speedy recovery.

2. Minutes of meeting held on 19 May were agreed and signed – propose by Gill, seconded by Nigel.

3. Matters arising:

Actions outstanding from previous meetings: - All others considered closed.

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

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

Action: Keith will chase up the confirmation of booking for 16 October with Brenda.

Action: Fun palaces. Keith will contact Sadie and inform her that this was not for U3A.

Keith reported that he had contacted a few agencies and asked committee for suggestions for a special coffee morning speaker. We will consider options in the future as there is no hurry to decide.

Action: Nigel agreed to contact Dan McCrum, who worked for the financial Times, as a possible speaker and find out the implications.

4. Chairman

a) Request for help. Keith has received a request for help from Emma Connor who is a postgraduate student of occupation therapy at University of Plymouth. Her dissertation project is focused on older adults who participate in art-based activities and how these help their health and well-being.

Action: Laurence to pass on details to the relevant groups.

Post meeting note: Emma Connor now has sufficient volunteers, please ignore action

b) Procedures. Review July 2026

Discipline – Reviewed by Maureen. Signed by David and Nigel, re –review date July 2026

Complaints – Reviewed by Maureen and signed by Keith and Nigel, re-review July 2026

Press Release –Reviewed by Maureen and signed by Keith and Julia, re-review July 2026

Safeguarding – Reviewed by Maureen and signed by Sue and Julia, re-review July 2026

Growth Matters – Reviewed by Maureen and signed by Keith, re-review July 2026.

Finances – Reviewed by Maureen and signed by Sue, re-review July 2025

Communications- Reviewed by Maureen and signed Keith and David, re-review July 2026

Committee meetings, AGM and minutes- reviewed by Maureen but pending AGM

Constitution- Pending

c) Plan B

Membership. Julia has given Gill notes/details of membership procedures and forms, follow ups, etc., plus samples of template of letters requesting joining and relevant info. Nigel is happy to step in if or when required.

Action: Gill to send committee copy of the notes. She has also set up notes on procedure to enter new members on Beacon.

U3A Siteworker. The new system is on track timewise. Barnstaple U3A committee will need to give permission in due course to move our details.

d) Ticket Office Closure. Keith has received an email from leaders of other U3A's regarding joining a petition regarding the closure of the railway ticket offices.

Action: Keith will mention this at the next coffee morning and a copy of the request will be put on tables.

Action: Julia to send details to members via Beacon. Keith to provide

Gill raised whether this request is political but it was agreed that this was an important issue especially for the elderly and non knowledgeable IT personnel.

5. National Office – Nothing to report.

6. Business Secretary.

a) Keith is covering this post at the moment but we need to find a replacement for Roger. It was agreed that we need more people to get involved. This will be brought to member's attention via a brief note in the forthcoming newsletter, Beacon and coffee morning. New members this year will be contacted to see if they can help on the committee.

Action: Keith to send Nigel and David a draft notice for general consideration, plus a separate draft of letter to send to the new members following publication of the brief note in the newsletter.

Action: Julia to provide Keith with a list of the new members this year.

David brought up the subject of new people taking over the information of various committee positions that are being held on personal laptops and how we can assure that private details are not shared.

Action: Nigel will investigate on-line storage cloud facility for Barnstaple U3A documents.

b) Keith had been notified that Erin West had taken over as fund raiser for the Hospice and has offered the opportunity for members to visit Deer Park.

7. Beacon – Nothing to report.

8. Treasurer.

The bank balance at the end of June was £8752.69. We need to renew our CLA copyright license which has risen in cost to £64.20. Sue will organise payment.

9. Membership Secretary.

We currently have 316 members (50 new members this year).

10. Groups – Nothing to report.

11. Speaker Secretary.

Vicky has requested an increase of her budget from £800 to £1,000. The committee agreed but will review whether we need to increase the cost of future coffee morning to cover.

The last speaker was not generally well received. Although the subject was interesting, it was felt that he spoke too fast and garbled. A score of 5/10 awarded. It was suggested that maybe Vicky could pass on this information.

12. Newsletter – Nothing to report.

13. North Devon Link – Nothing to report.

14. Roundswell Hall &Fremington Rep. – Nothing to report.

15. Lunches & Coffee Mornings.

a) Autumn quarterly lunch is booked for Thursday 21st September. The cost per ticket will be raised to £12.00 to cover the meal and gratuity to the staff.

b) Xmas Entertainment – Keith has contacted Beaford Art Centre asking for suggestions for entertainment and awaits a meeting with the co-coordinator.

Action: Keith and David to go to a meeting with Beaford to discuss. When known

Nigel suggested a conjuror who he knows for the Christmas entertainment.

Action: Nigel will pass details to committee members

16. A.O.B.

Action: Keith will speak to him.

a) Coffee morning Rota and help needed on the day. Is Pam still in charge?

Action: Sue will contact Pam regarding the situation and report back to Keith. She will check if Linda Wren is still helping.

Action: Apparently there is a problem with the dishwasher. Keith will write to Roundswell.

b) Overhead Projector. Gerry Hitchin has offered the use of an overhead projector.

Action: Keith will ask him to hold on to it as we do not need it.

c) Defibrillator training. Cost £2 per person to attend a one hour course.

Action: Keith will send details to members.

d) Craft Day. Instead of a speaker at a coffee morning perhaps hold a craft morning where members can show off their crafts and hobbies.

Action: This will be discussed at a future meeting with the view of holding next year. Vicky to keep October next year free. Keith to contact Vicky

e) Austin has suggested encouraging members to give talks on any particular craft/hobby they enjoy.

Action: Keith will have a chat with Austin on this suggestion to determine what he means.

There being no further business, the meeting closed at 11.55 with Chairman Keith thanking all for attending.

Next Coffee Morning: Thursday 3rd August 2023

Next Committee Meeting: Friday 18th August 2023. David will organise coffee/tea.