Minutes of the 442nd Meeting of Barnstaple Third Age Group Committee
Held on Friday 18th August 2023 at 10.00 am
At Fremington Methodist Hall

Present:- Keith Luckhurst (Chairman), Sue Thomas, Gill Dow, Nigel Wright, Maureen Penny, Julia Denton, Laurence Hillel.

Present as observers, Norma and Ian Woodward.

1. Apologies:- David Dickinson, Ellie and Roger Bray.

2. Minutes of meeting held on 21st July. Under item 15 Lunches and Coffee morning, Nigel stated that he does not know a conjuror. With this correction the minutes were passed. Approved by Nigel, seconded by Julia.

3. Matters arising.

Actions outstanding from previous meetings. All others considered closed.

Action: Maureen to email Keith paragraph on Safeguarding prior to submitting it to the newsletter – pending.

Action: Nigel to contact Dan McCrum who worked for the Financial Times, as a possible speaker – pending.

Action: Maureen mentioned that the Citizens Advice Bureau is willing give a talk at our coffee morning, at short notice, with no charge. Maureen to ask them to be 'on standby' if needed.

Action: Ticket Office Closure. Keith to report at the next coffee morning.

Action: Keith to send Nigel and David a draft notice for general consideration, to send to new members, in connection with joining the committee.

Action: Xmas entertainment. Keith and David were to meet with Beaford Art Centre to discuss performers however they have declined to help in this matter.

Action: Nigel will try to source possibly another conjuror for the Christmas entertainment.

Action: Keith to contact Trish Hayhurst of the Singing for Fun Group to see if they would be willing to sing at our Xmas party along with the piano player.

Action: 16.c Defibrillator Training. Apparently this was only available to the Torridge U3A membership. Laurence to contact St John's Ambulance/Red Cross to possibly organize a course for Barnstaple u3a members. Laurence will investigate the implications

4. Chairman

a) Roger and Ellie Bray. Keith told the committee that we must unfortunately assume that Roger and Ellie would not be returning to the committee in the foreseeable future. Maureen agreed to take over the role of Business Secretary and Sue would continue as Minute Secretary on a temporary basis

b) Job Description. Outlining job descriptions.

Action: Keith to send the existing job descriptions to the relevant persons

5. National Office

a) 14th to 16th September is U3A Week. Keith had received an email detailing various U3A merchandise available to purchase. Sue agreed to order two sets of 10m bunting at a total cost of £20 to be used when appropriate.

b) Conversation with U3A CEO on 8th and 15th November. This is available for anyone wishing to participate on the website.

6. Business Secretary. Nil to report.

7. Beacon. Gill reported that enhancements are now operative on the system. And Keith was delighted to hear that a spell check is now in place.

8. Treasurer.

Sue reported that the summary account for July was £8,803.65 with £1,195.60 ring fenced for groups.

Committee agreed for Sue to set up a monthly direct debit payable to Nigel Wright on third of the month for £8.40 regarding the setting up the Filezilla software for storage of information etc. on the 'cloud'.

Action: Nigel to provide Sue invoices for accounting purposes on a regular basis.

9. Membership Secretary.

a) We currently have 319 members including 42 affiliates.

10. Group Coordinator.

a) Group leaders meeting 16th October. Tea/Coffee will be provided and items on agenda include:-

Risk Assessment

Next of Kin

Complaints procedure

Beacon

Insurance – non members are not covered on our insurance

Finance

All these subjects will be raised at the forthcoming group leaders meeting

Action: Laurence to contact group leaders in due course re-informing them of the date and general agenda.

11. Speaker Secretary

a) The July speaker Dr Francis Burroughes was very well received with a score of 10/10. The September speaker is Sophie McCormack. Vicky has put together a list of speakers for 2024 but the committee felt that the talk on Richelieu by Brian Freeland was unsuitable.

Action: Keith to ask Vicky to change to another.

12. Newsletter. Nothing to report.

13. North Devon Link

The next meeting is 8th September.

14. Roundswell Hall. Nothing to report.

15. Lunches and Coffee Morning.

The entertainment for our December Xmas meeting in hand.

16. A.O.B.

a) 40th anniversary – nothing specific arranged as this was covered by our Ann Widdecombe coffee morning. It is not anticipated to do anymore.

b) Procedure policies

Action: Maureen to send to Gill the procedures for updating along with regulations regarding affiliated members and all agreed policies to be put on the website.

Action: Laurence to look at the risk assessment used by another U3A group.

Next coffee morning – 7th September

Next committee meeting – 15th September

Committee coffee/tea rota – Keith

There being no further business, Keith thanked everyone for attending and the meeting closed at 11.20.