Minutes of 443rd Meeting of Barnstaple Third Age Group Committee
Held on Friday 15th September 2023 at 10.00 am
At Fremington Methodist Hall

Present: Keith Luckhurst (Chair), Sue Thomas, Ian Woodward, Nigel Wright, David Dickinson, Gill Dow, Maureen Penny, Norma Woodward, Julia Denton, Laurence Hillel

1. Apologies: none

2. Minutes of meeting held 18th August: Approved by Julia Denton, seconded by Nigel Wright

3. Matters arising:

Action *- Maureen to email Keith paragraph to Safeguarding prior to submitting it to the newsletter - pending.*

Action *- Nigel has contacted Dan McCrum - pending awaiting a response. Closed and return if and when required*

Action *- Maureen confirmed Citizen's Advice happy to talk at short notice at coffee morning. Closed and return to when required.*

Action *- Railway ticket office closure. Closed.*

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

Action *- Xmas entertainment. Closed, see AOB.*

Action *- Nigel to try to source possibly another conjuror for Xmas entertainment. Closed see AOB*

Action *- Keith to contact Singing for Fun group for Xmas entertainment. Closed see AOB*

Action *- Defibrillator training. Laurence has contacted St John's who are happy to provide this training. They need dates, time and venue to be confirmed prior to booking - to be decided. Laurence to follow up in October for November or into the new year –*
Keith to check generally when the Rhodendrum hall is available

Nigel *confirmed that there will be no accounting invoice for Cloud as the cost has been absorbed within his own company. All thanked Nigel*

4. Chairman:
Vote for new committee members - Ian Woodward proposed as Business Secretary and Norma Woodward proposed as Minute's Secretary. No objections. Proposed Nigel Wright, seconded Sue Thomas.

a) Job Descriptions - There are proformas on U3a website. **ACTION** Each committee member to look at their own and bring a paper copy to the next committee meeting.

b) Speaker secretary – See item 11

5. National Office:

Keith re confirmed that the 16 to 24th is a U3a Week

Keith confirmed that the National u3a AGM is on the 18th October. No one on the committee wished to represent Barnstaple u3a.

6. Business Secretary: -

ACTION Ian to write a policy for affiliated members

Insurance for committee members was discussed at a previous meeting when it was generally believed that the existing insurance includes a cover of the committee
ACTION Ian to contact national, office for clarification.

7. Beacon: -

Gill confirmed that the Beacon system includes a spell check which can be found in the help section.

8. Treasurer:-

Sue reported the account for August was £8,794.15.

David suggested it might be an idea, in view of rapid inflation, to consider increasing subscriptions and coffee morning charges.
Keith said our subscription charges are in line with other U3a's.which were generally £10 and £5
It was generally felt that as Barnstaple u3a had more than sufficient funds to survive greater than 6 months, there was no need to increase subscription and coffee morning fees.
It was agreed to review the situation later in the year

ACTION Sue to check if Gift Aid has been claimed for last fiscal year.

9. Membership Secretary

Currently have 324 members, with 42 affiliates. This includes 59 new members since January. 305members have email.

10. Group Coordinator:

Group leaders meeting 18th October - emphasis on risk assessment, plus other items
ACTION Laurence to issue Agenda. In due course

Laurence to make checklists for homes, venues and walks. All walks to have checklist completed for every walk and emergency contact details. Venues and homes to have annual checklist completed. Laurence to diarise annual reminder to ensure checklists completed. Checklists will be sent out on email.

Julia to ask for emergency contact details on membership renewal forms for all members.

All groups to have record of attendees at their meetings.

ACTION Decision to be made at next committee meeting as to how emergency contact details are implemented

Laurence to send a copy of accident report form to Gill for website policies.

It was proposed that Sue is the keeper the Accident Report Book, required to be available at Coffee mornings etc...

11. Speaker Secretary: -

Vicky resigned from this post. Following a request at coffee morning an interested volunteer has come forward, Linda Southgate, although she doesn't wish to be on the committee. It was felt that she should attend a committee meeting (if appointed) around April/May, to discuss requirement potential speakers.
Keith is going to visit to discuss the role. There is a job description available.
It was suggested that Keith introduce committee members to Linda informally following a coffee morning if she is available. Alternatively request that she attends part time at a committee meeting.

September's speaker scored 5/10.

12. Newsletter:-

Nil to report.

13. North Devon Link Meeting –

Keith attended. Theme Day event 4th October 2024 - pending

14. Roundswell Hall: -

Ian reported there's a local election on the same date as our May coffee morning. The only alternative available is 29th April, which it was agreed to book. Ian to **ACTION.**

ACTION Keith to contact speaker for that date to see if she is still available for then.

David is giving up sound and projection coordinator role. The two volunteers do not want this role but happy to continue to help when they can. A request to go into the newsletter, at coffee morning and also to be sent out on Beacon. **ACTION** David to write and send to Julia for circulation.

David confirmed that he is willing to continue until an appropriate person can be found.

15. Lunches and Coffee Morning:

25 members attending autumn lunch

16. AOB:-

a) Gill suggested she give a small demonstration of Beacon at the Group Leaders Meeting – all agreed.

b] **ACTION** Keith to take informal notes of the meeting

c) Complaints

David confirmed that a complaint has been made, via an E-mail from a member to another member complaining about the sound and disability facilities at the 'How it works' group meetings. The recipient of the E-mail forwarded it to David.
Maureen confirmed that this should be investigated via the complaints procedure

ACTION David to provide the details for the next committee meeting. The is a Complaints Policy.

d) Sue needs a replacement signatory since Ellie has resigned. Maureen to replace.

e) Christmas - 7th December. Keith has approached Trish and awaiting a decision form the Singing for Fun Group.

ACTION A keyboard is required, Julia to ask Doug from the Music Group if he would be prepared to loan one.

ACTION Sue to check if there's a keyboard at the hotel.

Keith has approached another U3a member, David Hendry, who is a conjuror, who is prepared to give a little show.

Price will be £20 for 2 courses, with £5 pp deposit required. Tickets to be available at next coffee morning. To be published in newsletter.

Next coffee morning - 5th October

Next committee meeting - 20th October

Committee coffee/tea rota - David

There being no further business. Keith thanked everyone for attending and the meeting closed at 11:52.