

**Minutes of Committee Meeting**  
**Held on 25<sup>th</sup> July 2023 at 2.00 p.m. at Christchurch, Clarendon Park Road**

**Host & Chair: Neil Taylor (Chair & Groups Coordinator)**

**Present:** Neil Taylor (Chair & Groups Coordinator); Ros Devine (Vice Chair); Angie Barnes (Membership Secretary); Bob Collins (Treasurer); Sandra Barker (Hospitality & Wellbeing); Karen Closs (Newsletter); Dave Barnes (Systems Administrator & Assistant Groups Coordinator); Kay Thompson; Phil Proud.

**Apologies:** Sue Took (Secretary).

**1. Minutes of the Committee Meeting on 4<sup>th</sup> July 2023**

Some changes were made which will be sent to Sue to amend. **ACTION SUE**

**2. Matters Arising (not on the agenda)**

None

**3. Actions From Previous Minutes**

- a. The asset register is still to be updated. **ACTION PHIL & NEIL.**
- b. The Visitor Policy is still to be reviewed. **ACTION SUE & ROS.**
- c. Email yet to be sent to members asking for newsletter ideas. **ACTION KAREN.**
- d. Social Prescribing is an ongoing project. Ros will contact all GP surgeries the area to arrange meetings with Practice Managers and Contact the University regarding DICE (Diversity Inclusive Community Engagement). It was agreed by all that we cannot facilitate lifts for members joining via these means. **ACTION ROS.**

**4. Chair's Business**

- a. **Vacancies** – Glynn Bray has agreed to take over the publicity from Henry.  
We still urgently need help with setting up tables, refreshments, and audio visual in order to continue to hold monthly meetings. It was agreed that paragraph 3 of Neil's Chair's report would be sent by email to all members. **ACTION NEIL.**
- b. **u3a Week** – Neil proposed that we concentrate efforts on advertising Leicester u3a outside of the membership. This could be exhibitions, contact with other organisations and press (we received a discount in 2021 for an advert in the Leicester Mercury. As we will need time to put together displays etc. it was proposed that this should take place in October rather than September. This will be discussed further at the next meeting. **TO BE ADDED TO AGENDA FOR NEXT MEETING.**
- c. **Christmas Lunch** – Kay Relf is preparing forms for members to complete with menu choices etc.

**5. Secretary's Business**

- a. **Dogs** – The Policy & Statement have been sent to graham and are now on the website. There now, however, appears to be two policies on the website. Sue will be asked to investigate and arrange for Graham to remove the outdated one. **ACTION SUE.**  
A normal (as opposed to long line) lead has been purchased (not on expenses) to try to resolve the issues with the dog. Sandra will give the lead to the convenor of the next PATS walk. **ACTION SANDRA.**
- b. **Summer Party** – The subcommittee have this in hand. Karen will design a flyer and Neil will email members. A budget of £50 (flexible within reason) was agreed for food. Neil will investigate entertainment with a maximum budget of £150 or alternatively members could be asked to bring a favourite CD to sing, dance or simply enjoy. **ACTION SUBCOMMITTEE & KAREN.**
- c. **Insurance** - Sue has located the National u3a cover note for insurance. We need to check with TAT that the Products Liability of £5,000,000 covers the property of individual u3as as Leicester u3a used to have a separate policy for this. **ACTION NEIL.**

- d. **Data Protection & Responsible Person Forms** – Sue has printed copies for those who have not yet completed these.
- e. **Agenda** – The Secretary report states that Neil has done the agenda. Neil confirmed that this is not the case. Any member of the committee can request items are added and, as such, the committee sets the agenda whilst the Secretary compiles it. Any items for the next meeting should be sent to Sue as appropriate.

#### 6. Treasurer's Business

- a. Spreadsheet figures as circulated in advance to the committee. There are several cheques and bank transfers awaiting a second signature/authorisation.
- b. **On-line Banking** – Ros is still struggling to get Barclays to change her address and email address so does not yet have access. **ACTION ROS.**
- c. **Bob H** – The committee has previously passed a resolution to allow Bob Holness to have access to internet banking on a view only (non-third party) basis. Bob C is still arranging with Bob H and Barclays. **ACTION BOB C.**
- d. **Budgets** – All committee members to ensure that they follow the correct procedure regarding expenses. A budget must be agreed in advance by the committee and strictly adhered to. Any overspend must be brought back to the committee prior to purchase.
- e. **Bookkeeper** – Bob C and Bob H will allocate tasks between them and advise the committee in due course. **ACTION BOB C.**

#### 7. Membership Secretary's Business

- a. **Membership** - stands at 376 an increase of 3 since last month.
- b. **Diaries** - Angie will send an email to members regarding ordering of diaries. **ACTION ANGIE.**

#### 8. Group's Report

As per report circulated. Social History will commence on the second Wednesday of August.

- a. Ian Knox has agreed to convene a guitar starters group.
- b. Some group conveners still need to send list of members even if the same as any new members will not be covered by u3a's insurance. Neil & Dave to chase **ACTION NEIL & DAVE.**
- c. Likewise, some groups are not checking that everyone who attends is still a member of Leicester u3a. Neil to remind all conveners. **ACTION NEIL.**
- d. A member had suggested that people may be more interested in convening a group if they could do so in pairs. Karen Proposed that this was an excellent idea, Neil seconded and all agreed. Neil will email all members. **ACTION NEIL.**

#### 9. Systems Administrator's Business

Graham attended a zoom induction to Site Works. Leicester u3a are in the 3<sup>rd</sup> tier (nos. 31-60) of u3as who will trial Site Works.

#### 10. Programme

- a. Karen will check with Keith to confirm if he is happy to continue to in the speaker finder role now that he has stepped down from the committee. **ACTION KAREN.**  
David Martin from Leicestershire & Rutland Network is compiling a list of interesting speakers which can be passed to Keith in due course.
- b. **Budget for Speakers** – Neil proposed, and Phil seconded that as of 1<sup>st</sup> September the budget be raised to £100 plus travel expenses due to the rate of inflation. It was also agreed that **Speaker Co-ordinator** is a more appropriate title as Keith not only arranges speakers but reserves parking and greets them, ensuring that they have everything that they need. Both motions were passed unanimously. Karen will email Keith, Sue to ask Graham to update the website. **ACTION KAREN & SUE.**

## 11. Wellbeing & Hospitality

Coffee mornings continue to be popular. Sandra has sent coffee morning invites to 8 new members.

## 12. AOB

- a. **Curtains** - A few members have said that they have trouble viewing the screen at monthly meetings due to the angle of sunlight through the worship centre windows. Phil will purchase a length of dowling and make curtains using old duvet covers. **ACTION PHIL.**
- b. **Screen** - The screen used for monthly meetings is difficult and time consuming to construct and takes up a lot of storage space. Neil proposed and Phil seconded the purchase of a simple pull-down screen which the committee agreed unanimously. Phil will source and order. The maximum budget was set at £200.
- c. **Minutes** - An astute member has noticed that Minutes of the post AGM meeting are not on the website. Karen will email Sue. **ACTION KAREN & SUE.**
- d. **Committee reports** – Bob proposed, and Neil seconded that any non-confidential reports circulated to committee members in preparation for meetings should also be added to the website as an addendum if these are referred to in the minutes so members can also refer to them. This was agreed.
- e. A further reminder to all committee members that these are required **7 days** before the next committee meeting.

## 13. Holiday's

**Sue:** 31<sup>st</sup> August – 4<sup>th</sup> September 2023

**Bob:** 4<sup>th</sup> – 20<sup>th</sup> September 2023

**Phil:** 5<sup>th</sup> – 12<sup>th</sup> September 2023

Angie & Dave:

Karen:

Neil:

Ros:

Sandra:

Kay:

## 14. Date & Time of next meeting - Tuesday 26<sup>th</sup> September 2023 at 2pm

Meeting closed at 4.07pm