

Minutes of Committee Meeting
Held on 26th March 2024 at 2.00 p.m. at Christchurch, Clarendon Park Road

Host & Chair: Neil Taylor (Chair)

Present: Neil Taylor (Chair); Karen Closs (Secretary); Dave Barnes (Treasurer & Systems Administrator); Angie Barnes (Vice Chair & Membership Secretary); Sandra Barker (Hospitality & Wellbeing); Phil Proud; Bob Collins (joined the meeting at 2.05 p.m. having previously notifying the Chair that he was going to be late).

Apologies: Kay Thompson.

1. Minutes of the Committee Meeting on 27th February 2024

Approval of the minutes was proposed by Phil, seconded by Angie, approved unanimously, and signed by the Chair. Karen will send them to Graham for the website. **ACTION KAREN**

2. Matters Arising (not on the agenda)

None.

3. Actions From Previous Minutes

All completed.

4. Chair's Business

a. Chairs report – The Chair's Report had previously been circulated. Neil thanked Bob Collins and Sue Took who had stood down from officer roles at the AGM for all their hard work. Bob remains a valued member of the Committee. Neil then set out the aims for the coming year:

- I. To retain and increase membership.
- II. Widen the already large variety of interest groups.
- III. Increase contact with membership and wider community.

b. Plan / Calendar

- I. Karen has updated the Secretary job description to include deadlines so this will be a calendar of our regular events plus any extra social activities and trips that are organised. Any further discussion and planning of events were deferred until the next meeting.
- II. It was noted that the Christmas lunch has been booked for 29th November at Taste due to a misunderstanding by the restaurant of the date for our rolling booking. It was suggested therefore that we have a Christmas party again this year in December.
- III. Neil advised that Valerie Muggleton had offered to be Trips Co-ordinator. This was proposed by Karen, seconded by Dave, and agreed unanimously.

c. Leicestershire & Rutland / Third Age Trust – due to the number of items on the agenda this was deferred until next month.

5. Secretary's Business

a. Charity Commission - The website has been updated post AGM with new the officer/committee details.

b. TAT – The website has been updated post AGM with new officer/Trustee details.

c. Roles & Responsibilities – Changes had been made to 3 of the roles and responsibilities. The changes were proposed by Sandra, seconded by Angie, and agreed unanimously. Changes made:

- I. The Secretary role has been updated to include deadlines.
- II. The speaker finder role has been updated in line with TAT updates. Angie as CLP will liaise with Keith. **ACTION ANGIE**
- III. The publicity role has been updated as this had previously been held by a member of the committee to ensure closer working and greater communication. Phil as CLP will liaise with Glyn. **ACTION PHIL**

d. AGM Minutes - Karen apologised that she had not yet been able to do the AGM Minutes. The minutes of the post AGM meeting had been circulated. Neil proposed accepting the minutes unaltered, seconded

by Phil, agreed unanimously, and signed by the Chair. Karen will send to Graham for the website.

ACTION KAREN

- e. Finance Policy – Karen highlighted one changed paragraph, and this is now the definitive version. It was proposed by Neil, seconded by Phil, and agreed unanimously. Karen will send to Graham for the website.

ACTION KAREN

- f. Copyright – Karen has received the copyright licence and will circulate. **ACTION KAREN**
- g. PAT testing – Karen will investigate what action the Committee needs to take as soon as she can.

ACTION KAREN

6. Treasurer's Business

- a. Accounts - Dave presented the latest figures for this financial year available on Beacon. He will be collecting the remaining files from Bob at the weekend. **ACTION DAVE**
- b. Banking - Neil and Karen have both signed the mandate and verified their identity. Dave is liaising with Barclays and hopefully the new mandate will be operational within 14 days. **ACTION DAVE**
- c. Pionola Licence for Duplicate Bridge has been paid. Dave confirmed that the cost had been covered by the group members. Dave/Angie and Bob are liaising with the convenor about the 2 members who are yet to join the u3a.

7. Group's Report

- a. Groups Co-ordinator – Margaret Potter has kindly agreed to be care taking Groups Co-ordinator (off committee) with Karen as her CLP.
- b. Karen presented:
- I. An updated job description.
 - II. An updated Convenor Pack.
 - III. An updated Convenor Roles & Responsibilities.

The above were all proposed by Neil, seconded by Angie, and agreed unanimously.

8. Confidential Item

Separate minutes of this item were taken.

9. Beacon Access for Groups Co-ordinator

Margaret has requested access to Beacon including the standard emails. The role of Group Co-ordinator is impossible to conduct without Beacon privileges relevant to that role and, as a former long standing Committee member, Margaret is completely aware of the responsibilities that come with this. Karen proposed therefore that the above should be granted and this was seconded by Angie. There was a debate as to whether standard emails were strictly necessary. The Committee voted unanimously in favour of access and separately 5 in favour of access to standard emails, 2 abstentions and no objections.

10. Payment of Speakers

Dave indicated that payment has been anticipated to member who is due to give a talk at a monthly meeting. This is against TAT principles and cannot be allowed. Angie will liaise with Keith. Karen confirmed that this had been included in the updated roles and responsibilities and that there is a possible contingency plan should the member decide not to go ahead with his talk. **ACTION ANGIE**

11. Meet & Greet

A rota of members used to exist for people to meet and greet who would wear a sash and be available to talk with new members. Sandra advised that she no longer had volunteers. She didn't think it necessary at coffee mornings but would consider asking for volunteers for the monthly meeting. **ACTION SANDRA**

12. Membership Secretary's Business

Membership stands at 353 with a steady flow of lapsed members returning to the u3a.

13. Systems Administrator's Business

- a. Work on the new website is ongoing. Thanks to Graham who has done an enormous amount of work along with Dave.

- b. Dave advised the need to make members aware of how the Beacon and generic email systems work.

ACTION DAVE/ANGIE

14. Programme

- a. Details are needed for monthly speaker & fees. It was reiterated that only expenses can be paid to speakers who are u3a members either at Leicester or elsewhere.
- b. Angie will take over as committee liaison person for Keith, Phil will retain Glynn.

- 15. Wellbeing & Hospitality** – Sandra would like to organise a lunch for kitchen helpers. This was proposed by Karen, seconded by Neil, and agreed unanimously.

16. Any Other Business

- a. Confidential issue raised by Bob. Dealt with at the meeting no further action required.
- b. Bob Collins is happy to proof-read the newsletter.
- c. Co-option of more committee members was discussed and will be kept as a priority.

Holidays

Phil:	8 th -15 th June
	6 th -9 th September
Bob	6 th – 10 th May
Dave & Angie	21 st - 28 th June
	14 th – 18 th July
Karen	21 st – 28 th June
Neil	21 st – 28 th June

Date & Time of next meeting – Tuesday 23rd April 2024 at 2pm

Meeting closed at 3.40 pm.