

Minutes of Committee Meeting
Held on Tuesday 23rd April 2024 at 2.00 p.m. at Christchurch, Clarendon Park Road

Host & Chair: Neil Taylor (Chair)

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

Apologies: None.

1. Minutes of the Committee Meeting on 26th March 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.
- b. Confidentiality – Neil reminded all members of the committee of the need for confidentiality outside of committee meetings including on occasions where an individual does not agree with a decision passed by a quorum. The committee decisions must be respected by all.
- c. Job Description - Neil proposed an updated Chair's job description. This was seconded by Angie and agreed unanimously.
- d. Strategy – The aims for the coming year had been discussed at the previous meeting. Neil will draft a strategy to achieve these aims, in particular, for the future of Leicester u3a, how we can attract younger recently retired people.
He proposed initially that we could hold stalls at the June and Christmas Queens Road Fairs. The June fair is 16th June, so we need to act swiftly. The cost for a stall is £80. This was seconded by Sandra and agreed unanimously. Neil will book the stall, Karen will ask Margaret to produce extra newsletters and, once booked, email members and convenors for contributions. Phil is happy to hand out leaflets and talk to people. **ACTION NEIL & KAREN**
- e. Plan / Calendar Events in mind so far are:
 - i. June stall (as above).
 - ii. Architecture & Design trip (Veronica is already organising).
 - iii. Chair's Lunch (including convenors, kitchen helpers & all other RUM's).
 - iv. Summer garden party.
 - v. A possible second trip.
 - vi. Christmas lunch (booked).
 - vii. Christmas stall (as above).
 - viii. Christmas party.
- f. Trips Co-ordinator – it was agreed at the last meeting to accept Valerie Muggleton's offer to be Trips Co-ordinator. Neil proposed that she is invited to the next committee meeting to observe. This was seconded by Phil and agreed unanimously. **ACTION NEIL**
- g. Co-option of New Committee Members - Pam Harrison has agreed to be co-opted on to the committee. This was proposed by Neil, seconded by Sandra, and agreed unanimously. Neil will also invite Pam to the next committee meeting. Karen proposed that Glyn Bray, as Publicity Officer, should also be invited to observe with a view to co-option if he is interested. This was seconded by Neil and agreed unanimously. **ACTION NEIL.**

- h. Leicestershire & Rutland Network – Each u3a in the network has been asked to the establishment of a Council of Representatives and explained the aims of doing so. It was proposed by Neil that Leicester u3a agrees. This was seconded by Karen and agreed unanimously. **ACTION NEIL**

5. Secretary's Business

- a. Fit & Proper Person Form – Karen gave everyone a fit and proper person form for the current year to sign which all completed at the meeting.
- b. Data Protection Forms -Karen gave everyone a fit and proper person form for the current year to sign which all completed at the meeting.
- c. TAT and Charity Commission – Although all details on both sites are showing as correct post update emails from both to Secretary are still addressed to Susan Jane Took. This is not a major issue as she is not registered as Secretary, or a Trustee and Karen is receiving the emails but for the sakes of correctness Karen is trying to resolve. **ACTION KAREN**
- d. Speaker Policy – as there has been confusion about paying some speakers Karen has drafted a Speaker Policy which she proposed we adopt. This was seconded by Angie and agreed unanimously. Karen will send a copy to Graham for the website and Angie will consult with Keith. **ACTION KAREN & ANGIE**
- e. Speaker Variety – Some committee members have received comments from a few members that speakers are boring and repetitive. Following Peter Kilty's talk it was suggested that we may have some more speakers from within the membership. Neil will email the members for suggestions and volunteers. **ACTION NEIL**
- f. Monthly Meeting Venue – Karen has received queries as to whether it would be possible to move the monthly meeting speaker section back to the hall rather than worship centre. There were comments as to safety around tea and coffee, capacity and the extra work involved in putting chairs for the speaker at one end and tables for refreshments at the other. There was no seconder, and the idea was rejected by the committee.
- g. Disciplinary Procedure – Karen has amended and proposed a revised version. There is no change to the content just replacement of headings mentioning Third Age Trust to Leicester u3a. This was Seconded by Sandra and agreed unanimously. Karen will send to Graham for the website. **ACTION KAREN**
- h. PAT Testing – Phil will let Karen know if there is any other electrical equipment other than those discussed in her basement and Karen will then contact the PAT Tester. **ACTION PHIL & KAREN**
- i. Job Allocation – Karen had been asked by a member following Margaret's AGM plea to discuss why we are appealing for help and some people have 2 jobs whilst some people on the committee have no specific role. Nobody without a specific role was able to take one on and we are looking to co-opt 3 members.

6. Treasurer's Business

- a. Accounts - Dave presented the latest figures for this financial year available on Beacon. He now has a much better understanding of where we are.
- b. Banking – The bank mandate appears not to have been received. A new one was signed by Neil and Karen and hopefully the new banking arrangements will be in place soon. **ACTION DAVE**
- c. Budget – Dave has prepared a budget for the coming year. Discussion of this was postponed to the next meeting as there was insufficient time to give it the attention it warrants.
- d. E Mail Storage, Google Drive & Privacy – were similarly postponed to the next meeting.
- e. Microsoft Licences – Dave has discovered a site which may offer licences for charities. He will explore whether this option works out cheaper than the current friends and family package we have before renewal. **ACTION DAVE**

7. Membership Secretary's Business

Membership stands at 357, an increase of 4 since last month.

8. Systems Administrator's Business

- a. System Migration – Migration to Siteworks has commenced. Site Builder data to be transferred had to be up to date by last Sunday and henceforth Web Managers will need to update both sites going forward. At present only the old site will be open to the public.

Graham had asked Dave to propose that committee telephone numbers were removed from the website for data protection purposes. However, Angie proposed that they remain as most new member enquiries come via this manner. This was seconded by Neil and agreed unanimously.

- b. Beacon Access for Groups Co-ordinators – Margaret attending the Beacon Training for Groups Co-ordinators. Consideration will be given to this further when Margaret is back from holiday and Margaret has discussed with Dave. **ACTION MARGARET & DAVE**

9. **Wellbeing & Hospitality** – Sandra asked about budget for lunch to thank kitchen helpers. This will be included in the Chair's lunch.

10. Any Other Business –

- a. Karen proposed the purchase of 2 new laptops as Dave has 2 jobs and Angie is membership secretary and they are struggling. Also, Neil is using his personal laptop which is dated and slowing down his work. It was originally agreed to purchase 3 last year but only paid for one. This was seconded by Phil and agreed unanimously but with the proviso that these are purchased directly from Dell. **ACTION DAVE**
- b. Phil was reminded that we are still awaiting curtains for the worship centre in summer. **ACTION PHIL**

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 28th May 2024 at 2pm

Meeting closed at 4.22 pm.