

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 8th May 2024 10.00am

Present: Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Garry Rigby (GR), Pam Towers (PT), Bev Gillman (BG), Phil Bass (PB), Sue Ronald (SR), Margaret Kelvey (MK), Geetha Bala (GB), Helen Reid (HR), David Jefferson (DJ)

Apologies for absence: None

Pam (Chair) formally welcomed David Jefferson to his first Committee Meeting.

1. Minutes of last meeting to be ratified and signed

- Group Leaders Report
 - Name correction to *Lorriman*
 - Bev invited both Margaret and Vic to the Group Leaders meeting.
- Treasurers Report
 - Pam requested the last sentence of her report be deleted.

Corrections will be made and then minutes signed and sent to Phil for uploading to the website.

Action: PU

2. Matters Arising and Actions (items not included in agenda)

- Secretary's Report
 - Affiliation fees – confirmation of annual report for TAT received and Pam (PT) now has invoice for payment.
- Groups Co-ordinator
 - Bev confirmed the email to Dave Watson had been sent.
- Membership Report
 - Issue with renewals where members do not have an email address.

Although Phil was requested to raise this with Ric, he feels that it is unlikely to be actioned by SM. Helen asked if it was possible to create a list of postal renewals with dates when due. Garry will look at this as a work-around.

- Potential Venues List & Accessibility Audit
 - Virtually complete, but following a request for Group Leaders to check the documents, there are now a couple of amendments to make.

Action: PU

- Equipment Register & Testing
 - Garry is awaiting confirmation for June 12th from Exaireo, but doesn't anticipate a problem. He will then communicate to all those concerned. As with the current process, Group Leaders will be advised they can bring their own equipment for testing if they wish.

Action: GR

- First Aid
 - Debra did contact TAT and they responded very clearly and positively about allowing members to perform first aid and use a defibrillator.
- Banking
 - The HSBC bank account is in the process of being closed.

3. Reports

1. Secretary (DH)

The main emphasis of the report was the Policy Reviews. Due to the First Aid guidance from TAT it had become apparent that several policy documents would need amending to reflect the revised guidance. Debra detailed those revised policies already approved by Committee and those that would need to be approved once reviewed. Risk Assessment Forms will also require approval once reviewed and revised where necessary.

2. System Administrator (PB)

Phil confirmed that the Beacon System has been closed down and Pam (PT) confirmed that no further invoice has been received.

The Committee formally approved that Stephen Morris would be the backup administrator for the Krystal site.

Helen raised the issue of inaccurate information on the website about groups. This was acknowledged and it was agreed that Group Leaders need to be reminded regularly of the need to make any changes on the website and inform Bev about any changes. So in Bev's next email to Group Leaders this needs to be emphasized. Bev will ensure that Garry, Phil and Helen are informed of any changes.

Action: BG

Group name Tennis or Mini Tennis is still in progress with Bev.

A revised mock up page of the Newsletter has been created on the test site. There is an SM team meeting this month when the main item for discussion will be the content and layout of the website. This will result in recommendations to the Committee. In the meantime Pam (Chair) asked that all Committee members review that image and the one used on the actual newsletter and feedback their thoughts to her, along with any other comments about the website layout and images. Phil to send Committee members the link to the test website.

Action: PB /ALL

It was agreed that inactive groups should be removed from the website. Phil to action.

Action: PB

Garry reiterated that he must have information on changes so that he can maintain an accurate group list. Any information received by Bev must be sent to Garry.

The Mac users group are extending their scope to include non-Apple device users. Until more detail is known Phil will continue to manage the I.T. Helpdesk and will continue with the Helpdesk as part of the monthly meetings.

3. Groups Co-ordinator (BG)

Bev reported that the message to group leaders about using their personal email addresses seems to have worked.

Bev received an enquiry from Sutton Bonington regarding a Pilates instructor who apparently helped with one of our Pilates groups some time ago. Pam (Chair) made the point that we should not be giving any kind of informal reference on anybody. However, Garry thought the enquiry may have come from Burton-on-Trent and was more about the ability to pay instructors.

Doris Bowerman has had her email hacked, so Committee members were warned about received emails supposedly from her.

Bev reported that Penny Bryce was disappointed by the group turnout at the Gorse Covert open day. Pam (Chair) was notified and was able to provide promotional material, but it was a very short lead-time. Apparently, the event went well and there was a lot of interest in u3a.

4. Membership (GR) Garry reported that we now have nearly 1100 members, pending some renewals still to pay. Pam (Chair) will mention at the monthly meeting about a team for setting out and putting away chairs and table.

5. Treasurer (PT)

Pam reported that, as previously agreed, she had included the budget figures in her report. She has also moved some costs into more appropriate expenditure groups. Some of the budget figures needed to be revised and Pam and Garry would discuss figures for the subscription forecast.

Debra queried whether the budget for the Speakers expenses needed to be revised. Margaret felt it might be tight and should be monitored.

Pam re-confirmed that the affiliation fees to TAT are in the process of being paid.

Pam (Chair) reported that she had been approached by a group leader at their last meeting regarding membership fees. He explained that another u3a had added £1 to the membership subscription so that payment for venues was made centrally. If we were to make any change it would need to go to an AGM, but at this stage it was felt there may be obstacles with some groups and where they meet. Over the next few months Pam (PT) will put together a paper on the finances of this and report back to

Committee. This will take into account TAT guidelines and impact on Gift Aid.

Action: PT

4. Role Sharing

Pam (Chair) thanked all those who had sent their role descriptions and highlighted tasks that could be shared. Some role descriptions would need updating, for example deleting references to Beacon. Bev requested that where the Group Co-ordinator role says, 'to ensure Group Leaders have all necessary documents' this should read 'have access to all necessary documents'. Role Sharing would be an agenda item for the next meeting, in order to discuss how to move forward. Whilst role sharing in principle seems a good idea the practicalities can prove to be more difficult. With some role descriptions it's easier to identify some tasks that can be shared but not so easy with others e.g. Chair, where the role description is based around duties and responsibilities which are often legal and/or constitutional. Others are difficult because they involve a lot of contact with members or group leaders, which raises concerns about GDPR and privacy issues. For the next meeting Pam (Chair) will circulate all the role descriptions, with tasks highlighted for possible sharing. It was confirmed that there is a role description for Vice Chair, which Garry will review.

Action: GR/PU/ALL

Website management: Pam (Chair) drew members' attention to the fact that we still have two roles identified on our website as Website Manager and System Administrator, roles based on previously having the Beacon System as well as a separate website. Now we have an integrated system, we need to decide whether to have a new, all-encompassing role or two separate roles. Pam asked for feedback from Committee members about whether this area needs one role or two. Phil has written a new role description which Pam (Chair) will share with Committee members. She will write a paper based on the pros and cons for discussion at the next meeting.

Action: PU/ALL

5. Health & Safety Policy

The previously approved policy has been revised to include the new First Aid guidance and was circulated to the Committee ahead of this meeting. It was duly

approved by the committee. Debra will forward to Phil to be uploaded onto the website.

Action: DH/PB

6. Safeguarding Policy & Procedure

This document has been re-written, based on revisions to the TAT template, with additional contact details for several organisations associated with safeguarding care and was duly approved by the Committee. Debra will forward to Phil to replace the current policy document on the website. Pam asked that the link to the Policy be inserted on the first page.

Action: DH/PB

7. Guidance for Day Trips & Overnight Stays

Both sets of guidance notes have been updated to include the new guidance on First Aid and input from the relevant group leaders. Both documents were approved by Committee and will be uploaded to replace the current ones on the website.

Action: DH/PB

Pam (Chair) stated that group leaders needed to be made aware of all the revised policies: the new Health & Safety Policy, the updated Safeguarding Policy & Procedure and the revised Guidance for Day Trips & Overnight Stay, all now approved. The Accident Report form and Local Policies document have simply been updated to include the new First Aid guidance, therefore it was not deemed necessary to bring these back to Committee, but they also need to be included in the message to group leaders. It was suggested that the new First Aid guidance be added to the email using the text on the revised documents for consistency. Bev to email the information.

Action: BG

8. Risk Assessments Pam (Chair) ran a risk assessment activity at the Group Leaders meeting on April 22nd, using the TAT templates for various types of group activity i.e. Home-based meetings, Venue-based meetings, Walking groups, Day trips & Holidays. Group leaders were asked to review the risk assessment checklist relevant to them and then to draft a generic risk assessment. Having received some very detailed feedback on the Day Trips form, Pam and Debra will meet next week to review that checklist.

The Outdoor Sports form was sent to the group leaders for Golf and Bowls. In light of their comments, it appears that the TAT template is not appropriate and instead, the group leaders in question should be reminded to check their venues' own risk assessments.

Once the forms have been finalised they will be uploaded to the website. Additional information specific to individual groups can be added to the forms and group leaders should keep the forms on file for 3 years, as legally required for any potential insurance claim.

9. Group Leaders Meeting

There was insufficient time during the meeting to discuss where a group leader's authority/responsibility starts and ends. However, Bev reported that a number of group leaders felt that how they ran their group was up to them. Pam (Chair) observed that if there is disagreement within a group then there is a Complaints Policy. However, the first course of action should always be to try and resolve any issue amicably and informally. There has been an instance recently and Bev will update the Committee in her report for the June meeting.

Ac-
tion: BG

10. AOB

Charnwood Timebank are trying to encourage large companies and organisations to join. However, Leicestershire County Council require such organisations to have Public Liability Insurance cover up to £10,000,000. Currently our insurance is through TAT and the limit is £5,000,000. The Committee decided that it would not be in the interests of Cu3a to seek the necessary additional insurance. Members of Charnwood u3a already volunteer for Timebank as individuals and we would continue to promote the organisation on that basis.

Pam confirmed that there would be no monthly Members Meeting in August but there would be a Committee meeting.

Date & Time of next meeting: Wednesday 12th June 2024, 10.00am

Meeting closed at: 12.10pm

Accepted as a true record. Pam Upton-Chair.

P. Upton

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