

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 14th May 10.00am

Present: Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Pam Towers (PT), Garry Rigby (GB), Geetha Bala (GB), Bev Gillman (BG), Jennie Lock (JL), Sam Hardwick (SH), Martyn Speight (MS)

Apologies for absence: Sue Ronald, Char March

On behalf of the Committee, Pam U extended our Best Wishes to Sue Ronald who has been unwell.

1. Minutes of last meeting to be ratified and signed

There were three corrections to the April minutes. Subject to these changes the minutes were approved. Pam U to sign and send a copy to Martyn for uploading onto the website.

Action: DH/PU

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

- Contact form issues. This was raised last month but it would seem the system is working correctly as long as the forms are submitted online correctly. No further action required.
- Geetha raised the issue of access to new members' contact details. Martyn will arrange.
- Draft minutes from 2025 AGM have now been added to 'Stop Press' on the website, making them more visible.

Action: MS

3. Reports

a. Secretary (DH)

The draft Privacy Policy was approved subject to one addition. Debra to make the change and then forward to Martyn to upload to the website. It was agreed that the Legitimate Interest documents be kept in the Committee area for reference.

With regard to the possible relaunch of the Leicestershire & Rutland Network, Pam U will be attending a Zoom meeting next week with the Regional Support team to see how this can be resurrected. Possibly as Leicestershire Network, if Rutland don't want to be included.

The annual report to TAT will be input by the end of this month, based on the figures supplied in the Membership report for April (up to 31st March).

Action: DH

b. Groups Coordinator (BG)

There were a couple of corrections to the notes from the Group Leaders meeting: Meeting date should read 2025, Webmaster to become Web Manager and Pam U requested that the last sentence of the second paragraph of Risk Assessment Audits be removed, since this is mentioned later in the report.

There was a general discussion about the set-up of the Group Leaders meetings. Among the Committee there is a view that these meetings should not just be about giving information and instructions to GL's, but should be more interactive and fun. Information can be disseminated via email, newsletter etc, meaning that the meetings can be more about a sharing of experiences and knowledge. It was felt that the content of the meeting should be led by the Group Leaders, not the Committee and that the Group Leaders be asked what they want out of these meetings. It was agreed to discuss further at the June Committee Meeting.

Action: ALL

c. Membership Secretary (GR)

Garry's report quoted all the numbers and renewals that are upcoming. He also raised the issue of one member who has not been able to fully use the Cu3a as she'd hoped. Unfortunately, it would have been unsafe for her to join one of the groups and other groups she chose were full. It was agreed to refund her

subscription, in full, as she has found activities within Glenfield u3a that she can participate in.

d. New Members Liaison (GB)

Once Geetha has access to the system she will contact new members.

The Speaker Programme is now provisionally full up to June 2026. Pam U confirmed that there is no Monthly Meeting in August. Geetha asked if a fee of £150 was too high for a speaker. Pam T said that on the basis that most speakers have a fee lower than the agreed budget, an occasional higher fee was acceptable, as it would still fall within the overall budget.

Geetha and Garry will review the draft New Members Page for the website. Currently we don't need a big recruitment campaign, but Pam U suggested we might update and distribute the current Cu3a leaflet. Geetha suggested meeting new members one-to-one or in small groups that she could co-ordinate.

Action: GB/GR

Geetha and Garry will review the requirements that speakers may need and the systems we need to use.

Action: GB/GR

e. Treasurer (PT)

Pam T reported that the CLA licence was now paid and that the TAT magazine payment has been made. The TAT affiliation payment will be made once the numbers have been submitted to TAT via the Annual Report. This will be done by Debra by the end of May, based on membership numbers as at 31st March 2025.

Action: DH/PT

Pam T needs to talk to Phil Bass about the IT group. There have been three meetings so far at JSH. Though the first meeting was quite well attended, the number of attendees since had dwindled significantly. The room hire at JSH is currently being paid from central funds, so a discussion is required. Following an email from Mary Opie, it was suggested that we find more ways to advertise the IT support, possibly adding it to 'Stop Press' on the website, as well as mentioning at monthly meetings and in the newsletter.

f. System Administrator/Web Manager (MS)

Not a great deal to report this month. Stephen and Martyn have now semi-automated the Groups Activity List. This means it can be downloaded monthly and any changes made to group information will be picked up.

There are still GL's who don't maintain their group information or web page. Martyn will try to engage directly with the leaders of small groups, working with them to encourage them to maintain this information. Approximately 1/3 of our groups fall into this category.

As we know there have been some high profile company systems hacked recently. Simple Management is secure. However, because some changes have been made to elements of the system, if anyone receives an email in the next few days, it's because the system is protecting us and no action needs to be taken.

4.

Committee Roles & Deputies

Some gaps were filled in at the last meeting. After some brief discussion Sam was confirmed as Deputy for Garry, as Vice Chair. Sue is currently deputy for Bev, Groups Coordinator and will now also assume the deputy role for Debra, Secretary. A name was put forward for the Deputy to Geetha, New Members Liaison. Pam U will speak to them. Martyn Speight and Stephen Morris will deputise for each other. There is still no one stepping forward for the role of Minuting Secretary, so Debra will continue to cover this as part of the Secretary role. Debra will amend the spreadsheet and forward to Martyn to replace the current form.

Action: DH

5. Draft Reviewed EDI Policy

Since the last Committee meeting. Pam U had made a couple of amendments. Links have been included but Martyn needs to check them. There is now a separate section for 'Speakers'. After what has been a fairly lengthy review process, the document was approved by Committee subject to the final changes. Debra to add the revisions table with review date and then send to Martyn to check the links.

Action: DH/MS

6. Draft Revision of Privacy Policy

This review was to identify any cross-over between the Legitimate Interest documents and the Privacy Policy. Two elements were identified and have been included in the Policy i.e. an explicit mention of GDPR and the inclusion of a section about Emergency Contact Information, why it is requested and how it will be used. Having made these changes there is no need for the Legitimate Interest documents to be openly available, but Debra felt they should be kept in the Committee Papers area for reference. Garry highlighted an issue with item 6 of the Privacy Policy document regarding automated actions. Debra will amend accordingly. Subject to this, Committee approved the revised policy. Action: DH

7. Group Leaders Meeting

Already covered.

8. Risk Assessment Monitoring

Sam suggested the process be called 'Risk Assessment Review' and explained the purpose of the exercise: to take a sample of Risk Assessments and review how complete they are and how competently they've been completed. A three level approach had been adopted and each group assigned a level based on the criteria and the group activity and venue/s. To ensure the process is manageable both in terms of review, but more importantly feeding back findings, 10 groups had been chosen. There are 17 external venues that groups use and Sam had selected groups who use the most used venues i.e. those venues where more than 2-3 groups use the facility. Martyn raised the issue of the venues themselves not necessarily providing a safe environment, but this may be one issue that arises from the review. The selection consists of a couple of walking groups, physical exercise groups in a third party venue, a couple of more sedentary activities in third party venues, one group that visits a different venue each meeting, two groups that use the same third party venue for meetings but also undertake occasional day trips, and two groups who meet in GL's homes.

Initially, Sam will draft a text for Bev to email to the chosen Group Leaders. He will then contact the Group Leaders directly to send him their most recent Risk Assessment, Day Trip Assessment (where appropriate) and where it's a third party

venue, copies of the venue Risk Assessment. The feedback can be conducted face-to-face or by phone and will carefully balance best practice and help with conducting the assessments.

All this will be then fed back to Committee and an update will be given at the June Committee Meeting.

Martyn asked whether this review would cover reported incidents/accidents, but it was felt that that was a separate issue which could be considered at a later date.

Pam T asked what would happen if a chosen group leader hasn't done a Risk Assessment. Sam responded that if that's the case they may need help and support in order to feel able and competent enough to do these going forward.

One other element to come out of this review will be third party venue risk assessments. For example the Risk Assessment we hold for JSH was conducted in 2019, so could well be out of date. Once the results are known, Committee may need to take action with the third party venues.

Action: SH/BG

9. AOB

Jennie raised the issue of events having to be cancelled due to not meeting the minimum numbers. After some discussion it was suggested that groups might open up to the wider membership earlier. Pam T suggested that if a group were temporarily short of funds, central funds could support them financially. This would have meant that one particular trip involving 30 members could have gone ahead rather than having to be cancelled. This was accepted as a way forward by the Committee and Pam T will put together a proposal for this. We also need to advertise as widely as possible, using 'Stop Press' as well as the newsletter.

Char had drawn Committee's attention to the fact that some group leaders might need help in creating PowerPoint presentations. Garry is happy to offer his services if there is enough interest. He has two Cu3a laptops with PowerPoint and a newly acquired screen, so we just need to assess the level of interest. Bev to email GL's and advise response.

Action: BG

Pam U had received an email from a member about Canva Pro software. The member had joined a national u3a group on Canva and needed a u3a to subscribe to the software to enable her access to Canva Pro. Since apparently Powerpoint and its equivalents provide all the presentation requirements Cu3a members would need, it was felt that this was not appropriate and that the member could join another u3a that has access. Garry offered to contact them. Action: GR

8. Trustee Business: No Trustee Business

9. Date & Time of next meeting

Wednesday 11th June 2025, 10.00 am

Meeting closed at: 12.05 am

Accepted as a true record. Pam Upton, Chair.



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