

St Austell U3A Committee Meeting
Monday July 25th, 9.00am
Venue: St Austell Arts Centre
Minutes

Present: CS, JS, PB, MT, JB, LD, CC, CF, JH

This meeting was being recorded. Started at 9.05 am.

1. Apologies for Non-Attendance

Apologies received from PW and AS.

2. Election of Chair for the Committee Meeting

LD was proposed and agreed by all.

3. Removal of Trustee – JB

JB explained that she could no longer continue as a Trustee. She is finding it increasingly difficult to carry out her role and fulfil her duties according to the Constitution. Therefore, she will resign, giving the required 21 days' notice of her decision. To continue as a Trustee could impact her future. **CS** thanked **JB** for all her hard work. All agreed with this and that she would be hard to replace. **JB** asked if her removal as a Trustee could be done before the 21 days. **CS** said he would do this promptly, within 72 hours. **PB** asked if **JB** would explain her reasons for doing so, in an email. **JB** handed two sets of AGM meeting notes to **CC**.

4. Approve the Minutes of the Last Committee Meeting

CS said that he had sent additions after seeing the Minutes. **JB** said that he could not change what other Committee Members had said. **CS** abstained from approving the Minutes, but all others agreed. **JB** informed the Committee that she and **CS** didn't need to sign the Minutes, **LD** as chair of the meeting could do this. **LD** said she would go through the April Minutes before the next meeting.

5. Matters Outstanding from Previous Minutes

A voice only recording was set up for the meeting. **LD** had spoken to **JA** re the technician for help with this. It had been approved at the last meeting that a mobile phone could be purchased. **CC** said that the person using it should undertake the purchase. **JB** said that **AS** was not 'tech savvy'. **JB** said that it was needed for non-personal use. **CC** offered to purchase the phone. **CS** said a copy of the finances had been done. There were 2 Bank cards. This was an IT error at Barclays but has now been sorted. **JB** said she would return the u3a bank cards to the Treasury Team at the coffee morning on Friday 29th July. The old TAM account has now been closed. **MT** said she had informed **GL** of the changes. Risk assessments have been sorted. Professional behaviour will be dealt with after the AGM. The Speaker Meeting at Christmas is being sorted. **MT** will send information to the Group Leaders. Social Prescribing is still outstanding. **LD** has **JW**'s phone number and email address. RE emails, there has been a problem with the server.

6. Return of Signed and Dated Trustee Code of Conduct Forms – JB

JB to check whether any forms are still outstanding.

7. What to do with Obsolete Laptops – All

CC said he had not yet 'wiped' the laptops. **LD** asked if anyone had thoughts regarding their disposal. **MT** suggested passing them to a Charity. **JB** suggested an educational charity. **JS** suggested asking Age UK. **JH** suggested that this be for the St Austell area in the first

instance. If not St Austell, then another nearby locality. **CC** said he would contact Age UK. If they do not want the laptops, then it would be back to suggestions.

8. Current Financial Update – CS

CS had sent out copies of the latest update to all Committee Members. It has since been further updated and is looking better. He said that the PPC option was working well as more groups are using BACS payments. Cash payments had delayed the updates in the past but there was less cash now to deal with. **JS** added that some groups still need help in using the system. **JB** asked **CS** about an eBay purchase. **CS** said he had made a personal purchase via Amazon, but that e-Bay had made the error by linking the purchase to the wrong card. He has put a stop on it with Barclays and promptly repaid the money. He said that all had been sorted and **JS** had been made aware. **JB** said that she had received an email regarding the CLA licence. **CS** said £65 would be paid this week. **JB** asked about the Beacon licence. **CS** said this had been sorted in April. **JB** said that the licence and usage were different. **CS** said he had not received an email about it. **JB** said that the National organisation needs to be informed of a change of email address as future emails will not go to anyone once her resignation goes through. She added that National u3a are experiencing some problems with their new on-line invoicing system.

Bank Balance as at 23/07/22

Main	£16,773.89
Wine	£1,276.54
Theatre	£930.53
Business ME	£63.08
TAM	£2271.23

9. Financial Matters – CS

CS said he had not heard back from Barry Smeath regarding the review of the accounts. **JS** said that **BS** would do it but possibly not again. **CS** and **JS** had met with Sandra Matta. She was willing to join the Committee and will see what the role requires. **CS** proposed and **JS** seconded. Agreed by all except **JB** who abstained as she is stepping down. **MT** asked if **SM** could be co-opted before signing any documents. **PB** said this had been done before and then signed within 2-3 months. **LD** said that all the information could be found on the website. **PB** said she needs to feel welcomed. **JS** said that **SM** confirmed that she was a trained bookkeeper but had not used a computerised system such as the one currently used. **CS** said he would discuss the situation with her. A discussion ensued regarding the need for more lockable space in the office for documents. **LD** suggested putting this as an Agenda item for next time.

Regarding group expenditure, **CS** said that they can spend up to £50, ie £10 and leave £40 on hold. **PB** said that some groups need to spend more, eg tables. **CS** said these would be a u3a asset. **MT** reminded that receipts for any purchase are mandatory. **CS** said that **JS** had over 100 Gift Aid forms but there were only 80 shown on-line and queried the disparity. **JB** said she would follow this up and check. **JB** explained how this could be done on Beacon. **JB** said that she had been informed by **JA** that Cornwall CC would be increasing the rent in due course as the cost of utilities has risen. The CC will be looking at better methods of heating the building rather than the current storage heaters. **CS** advised the Committee in confidence the rental levels he believed the Arts Centre are paying.

10. Committee Approval of 2020/2021 Year End Accounts – CS

To be addressed at next Committee meeting

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12. Minute Taking and Distribution – CF

CF explained the difficulties in providing the Minutes of a meeting as quickly as some Committee Members would like. Difficulties in note taking were caused by several members talking at once and discussions jumping from one topic to another and then back again. Similarly with Agenda items. The previous meeting had been 3 hours long. The Minutes had taken 7 hours to complete. Added to which were requested additions sent by **CS**. **CF** agreed to send the Minutes to Committee members before they were finalised so that any misunderstandings, omissions etc could be addressed. Members would return any queries within 5 days. **CC** said that the recording of the meeting could stay on the laptop unless it was distributed to the Committee members.

13. Resolutions for National u3a AGM – JB

JB said there were changes to Articles but there was no need to vote on these until their AGM. National wants annual subscriptions to be raised each year in April based on the UK pension percentage increase. This would probably start April 2023/24. **JS** said that we need to plan for this following the October Pension increase. **JH** commented on the rate of inflation impacting these decisions. **CS** said it should be possible to assimilate from our funds as we will hopefully have more income through Gift Aid. A discussion ensued as to the long term effects of Pension increases, inflation and the removal of the Triple Lock.

14. Social Prescribing – All

LD had spoken with Jack Waterson. She had sent him leaflets to explain what u3a is. **MT** said it was important to talk to new members and respond to enquiries. **LD** said it was important to help people understand that the u3a is not just for “oldies”. **JS** suggested contacting eg taxi companies and support groups to help members to attend meetings etc. Some members do not/no longer drive or have mobility issues. **JH** suggested members could offer to pay for petrol. Perhaps the Outreach group could discuss. **JH** also suggested that she contact Age UK.

15. Policies and Procedures Task Group Update – JH, MT & CS

MT handed a copy of suggestions to enable Meetings to run more smoothly.

- Should start on time. Latecomers can be briefed either through Minutes or, if an important issue, succinctly.
- No breaks unless under specific circumstances.
- At meeting a slot for information only with separate items for voting decision.
- Approval for year planner AGM, open day, Christmas party, any recurring event, registration.
- Agenda 7 days before meeting.
- Look for backups for Committee task to ensure continuity.

JH said that the sub-group had met to discuss Policies and Procedures. The meet and greet system works well but needs to be revised when appropriate. She appreciated that Minutes take time to produce and suggested a separate column to itemise 'Action' for individual members. This needs to be discussed in more detail. **LD** said that an Action Grid could be used to 'tick off' items when completed and make it easier to see what still needs to be done. **MT** suggested that she set up an Action Document that could be completed during the meeting and sent out afterwards. **MT** added that long meetings made it difficult to keep concentrating especially when some items are for information only and do not require discussion. This would shorten meetings. **PB** suggested being informed beforehand if items are to be discussed. This would allow for any research to be carried out before the next meeting. **LD** said that a Year Planner would help. **CS** said if it was on the web site it would then show we are professional in forward thinking. He added that individuals with queries could contact the relevant Committee member so that the issues do not need to be discussed in meetings. **MT** said that there needs to be 'back up' for some roles in the event of illness or absence so that there are no delays. She added that more and more members do not want to help – they just expect others to do it. **LD** suggested speaking to larger groups, for example, at a Speakers Meeting. Some Committee members have visited smaller groups. **PB** said that both methods are a good idea. **MT** said she would speak at the meeting on 1st September and to the Ukulele group.

16. Group Visits – MT

MT asked Committee members to let her know if they have visited any group/s. This is so she can arrange for any remaining groups to be visited.

MT explained that as a result of a dispute between members regarding payment for playing petanque she had received a letter from Tregony petanque club regarding the issue.

PB explained the situation regarding Petanque at Tregony. She said there are two distinct groups. One is a u3a group and the other is the Tregony group, both based at Tregony Social Club. **MT** asked if due to the changed circumstances by the formation of this new club the Tregony petanque group session should no longer be regarded a u3a session? **PB** agreed she thought this was the case.

PB asked if it was possible to have a donation towards the u3a Petanque group. A discussion ensued regarding group grants in relation to the u3a petanque group and whether they could request funds. **PB** said that Kernow Club operates separately. Petanque is now a big community and an easy sport to play. **MT** asked for the letter and issue to be included as an Agenda item next time.

JS left the meeting at 10.40 am.

MT raised the issue of Health and Safety in groups. She had contacted the National office. She was told that, in the event of a member being taken ill the recommendation is that, even if first aid qualified person is present, the St John's Ambulance or similar should be called. She added that some groups require a risk assessment for each session, eg walking groups. The risk assessment for any activity should be carried out by the Group Leader or a Committee member preferably one with knowledge and expertise in the subject. She added that preferably a Group leader as they have better knowledge and understanding of the activity. If unsure, the Group leader should refer to National governing body of the particular activity. **MT** also said she had checked with National office re AOB. They confirmed that any item under AOB, if discussed, can be voted on in the meeting rather than having to be deferred to the next meeting.

17. Any Other Business

PB asked, that with **JB** resigning, if there was anyone willing to take on the role of Secretary or Chair. **JB** said she would be willing to leave her name for the time being and could pass on correspondence to the appropriate person. She would also pass on any relevant information from National although it was likely to be quiet during the summer. **CC** asked whether we need a Secretary. **JB** said the Constitution states that a Treasurer is the only officer required to function. **LD** suggested a generic email address that all information could be sent too. **PB** said that it still required one person to action. **PB** said we could go on WhatsApp to give ideas. Also suggested asking past Secretaries if any would be willing to do a 'holding job'. It was suggested that some were not computer literate, and this would be too difficult for them. **LD** offered to contact JR and/or MC. Also need a new Membership Secretary.

JB informed the Committee that there is a volunteer available to help with Marketing in the South West Region. **JB** would pass details on to **CC**. She added that our policies are due for review. She will check with National to see if there are any changes and will update the policies and send them to LD so they can be approved by the Committee and once approved passed to **CC** to go on the website. **LD** can save on a data stick. **CF** said there had been issues regarding parking following the Canasta group's last meeting. The group did not know that a performance was happening in the theatre so were 'in the way' for NW to organise as he wished. **LD** said she would follow this up, so groups are aware if additional space is needed. **CF** also raised the issue of the Ukulele group being in the room below when Family History is meeting. She said it is very difficult to concentrate. **JB** said she had spoken to the group and **JA**. The possibility of the group using the theatre when not in use is being considered. **LD** said that a coffee morning for new members will be held on 4th November, 10.30 – 12 noon. This would allow any issues to be raised and to make them feel welcome. The finances must be sorted soon so that members can see these before the AGM.

Meeting ended at 11.06 am.