

St Austell U3A Committee Meeting
Monday September 5th, 9.30am
Venue: St Austell Arts Centre
Minutes

Present: CC, JS, PW, MT, LD, AS, CS, CF

1. Apologies for Non-Attendance

Apology received from Joan Hooper

2. Election of Chair for the Committee Meeting

After a brief discussion, **MT** was proposed and agreed to stand as Chair for 12 months.

3. Approval of the Minutes of the last Committee Meeting 25 July 2022

Some changes and additions had been made to the Minutes. Now approved.

4. Matters Outstanding from Minutes of meeting 25 July 2022

JB has now been removed as a Trustee. She no longer has access to Beacon, other than as a Group Leader. The Bank Mandate has been amended and bank cards have been destroyed. Barclays have confirmed this. She has also been removed from all official roles and the committee. She is no longer the point of contact for the National u3a.

CC will contact Age Concern when all the laptops have been wiped. **CF** added that a speedier method of circulating and checking minutes had worked well. All other issues to be discussed as Agenda points.

5. Approval of the Minutes 29 April 2022

CS had been concerned about statements added to the minutes by **JB** as some omissions had been made therefore not a true record of the meeting. **LD** said some wording added by **JB** had been removed and some **CS** wording had been included. He felt it was now 'water under the bridge' and needed to be put away. All agreed it was time to move on and approved the minutes. **CC** said he needed copies of the minutes from April up to date for the website.

6. Email dated 16 August 2022 received from Richard Ash

RA initially contacted **MT** re Petanque at Tregony. Subsequently **MT** and **RA** met to discuss the issues raised. She feels that he has a point in that a charge should not be required for use of public land unless required by the Parish Council. It has now been agreed that there will not be a charge for use of the existing courts. New courts may change this. There was a meeting on 4th August. TPC cannot insist that anyone playing should be a member of TPC. All u3a members with a prior interest have declared. **RA** now happy they can play without any problems, but he may return to the committee should the situation change. **CS** had asked how **RA** had obtained all his information from TPC. Thought he was being fed information and encouraged. **PW** said that if the committee did not have access to that information, it was not appropriate to comment. **MT** said she mistakenly thought that Jean Ash was chair of TPC so had sent a letter to her as well. **RA** had tried to glean information from **MT** and **CC** said also from the website.

RA wishes to become a member of the committee. **MT** said she was willing to contact him by email and let him know that he must follow the procedure for obtaining a proposer and seconder by Thursday 8th September.

RA had also asked about funds for the u3a Petanque group. **MT** said he might have asked before but, if not, he could put in a request now. **CS** said if he has had funds, he must provide a receipt/invoice. **RA** has also volunteered as new Chair, but **LD** has some reservations.

7. Tregony Petanque Group update – MT

Refer to Item 6 above.

8. Ratification of Minutes of the emergency meeting held 4 August 2022

The meeting had been held between **LD**, **JB** and **MT** to discuss paperwork involved with the U3A Secretary's role. After a brief discussion the minutes were ratified and approved so that they can be put on the website.

9. Financial Report – CS

CS updated the committee with details of the accounts for the end of August 2022. He added that the accounts were looking healthy. He said that Sandra Matta had looked at the system and had helped at the last session with the card readers. She had said she would like to join and help. **CS** added that Helen Neilson has encouraged BACS payments for the Social Events and more members are now doing this. **CS** said the BACS references need to be very clear re membership number and group codes.

**St Austell u3a
Bank Balance as at
31.08.2022**

Main	£16,338.14
Wine	£985.99
Theatre	£1,661.03
Business ME	£331.63
TAM	£2,414.23

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

CS said that **DR** had audited the accounts for 2020/2021. Committee members had been sent copies of the accounts. There had not been an AGM due to Covid restrictions.

11. Committee Approval for 2021/2022 Year End Accounts – CS

CS produced copies of the acknowledgement of the verification of accounts carried out independently by Barry Smeath and Elaine Dunwell. All had been approved. All queries previously raised had now been resolved. He felt that it should be discussed at the AGM for the approval of an examiner for the audit next year.

12. Change to Constitution – CS

CS said that the role of Treasurer should be for a maximum of three years. The Treasurer should then step down from the role, but he has interpreted this not to mean stepping down from the Committee as well. National has said that **CS** could change the constitution but should send any amendments to them after the AGM. **CS** reminded the Committee of the difficulties in recruiting a new Treasurer, some 9 months to date. **SM** has now said she would be happy to join (see Agenda Item 9). **CS** has now changed the DOC from PDF to WORD so could be amended by copy and paste. It was agreed by all that a hard copy should

be put in the entrance hall. It will also be on the website should any member request a copy.

13. Policy Reviews – LD

LD said that **JB** had compared the Policies with the National ones and had only added the Membership Secretary mobile number as everything else was correct. **JB** could not see anything amiss. The five policies were a) Accessibility Policy, b) Data Protection, c) Equality, Diversity and Inclusion, d) Privacy Policy, and e) Safeguarding. **MT** suggested that next year, a member of the committee each takes one policy to read and report back. The Committee had checked the policies and voted for them to be added to the website.

14. Beacon Terms and Conditions – CC

PW asked about overall access by members. She was informed that the level of access to Beacon depended on the role held by individual members of the committee. They would only have access appropriate to the role. Group leaders have limited access to the data held. **LD** said that **PA** is the Beacon system administrator. **JS** asked if **PA** should be on the committee. **PW** suggested thanking **PA**. **LD** said we really need more volunteers to help. **MT** said she would ask someone. She would also be happy to speak to the AGM about issues that the members should understand and remind them that everyone is a volunteer. The committee agreed to this.

15. Keys for office and storeroom held by U3A members – CS

CS asked about key holders. He said it was necessary to know who held a key and for what reason. **AS** had concerns that someone had been accessing files and leaving the office door unlocked. **MT** suggested the possibility of having a key safe with a changeable code. **CS** said he had updated Beacon re key holders. **CC** added a list of key holders (of the office and the front door) for **LD** to keep. **MT** asked about reorganising the office and storeroom to make better use of the space. She also suggested purchasing another filing cupboard. **CS** said he would sort a key safe.

16. First Aid Advice -CF

CF expressed her concern should any member becoming ill during a session at the Arts Centre or other venues used by the u3a. She provided an example of her neighbour who had been left waiting for an ambulance for seven hours. Currently, this situation is not unusual. She asked who should remain with a member while awaiting assistance. **MT** said she would contact National again for updated information. Not all members have provided details of a next of kin or contact. **PW** suggested mentioning this at the AGM. **CC** said he felt it should be the individual's responsibility to provide this information.

17. Filing Cabinet – CS

After a brief discussion it was agreed that an additional filing cabinet would be purchased.

18. Updates on Support for U3A's Finances – LD

This refers to the Finance Q &A sheet.

19. U3A's Latest Covid 19 Guidelines – LD

LD said there were no changes to the National Covid guidelines.

20. Charity Commission – MT/CS

CS said this is shared with all current Trustees and would be shared with all new Trustees.

21. Trustee Code of Conduct Forms outstanding – LD

LD stated that not all members of the Committee had signed the forms and was still waiting for the return of two members' forms which need to be submitted before the AGM.

22. Update on U3A Secretary vacancy – LD

LD said that **SH** felt she was unable to take on the Secretary's role as she is away quite often and does not want to commit to anything permanent. She is willing though to help occasionally but does not want anything official. **CS** said the role required attendance at committee meetings. He thought that if 3 consecutive meetings were missed then there are grounds for removal from the committee and trusteeship. He added that the committee needs an annual agenda for dates etc. **LD** said she would help as much as she can but does not want to take on the Secretary's role.

23. AGM update – LD

LD confirmed the date of the AGM as 6th October with a committee meeting to follow. **LD** had prepared a draft Agenda for the AGM. The AGM would begin at 10.30am and the speaker at approximately 11.15 am. There followed a brief discussion on the order of items for the AGM. **CS** outlined what he would say on finances. **LD** said that a copy of the Agenda would be provided for members one month prior to the AGM, either by email or post. Doors would be open from 9.30am with coffee and tea freely available to members. She reminded the committee that the members must be counted as there must be 1/5th of the membership to form a quorum. **MT** suggested asking for further advice from the National u3a.

The committee was reminded that it was the last meeting that **AS** was attending as Membership Secretary as she was standing down from the position. The Committee thanked **AS** for all her hard work over the years and agreed we would miss her contribution to the u3a. **AS** said that she would still help with the Membership desk and other things. **CC** asked if it was still practice to present 'Thank You' gifts to retiring members. A brief discussion ensued with approval for such gifts to be made. **CS** said there needs to be a vote re **PB** to be elected as Honorary President.

11.55 JS left the meeting

24. AOB

CS said the committee members needed more Beacon training after the AGM. **CS** asked that it be recorded in the Minutes **JB's** request to be removed immediately from her Trusteeship upon formally resigning. **CS** stated that it would be in breach of our constitution, his view being conveyed to **JB** at the time. He subsequently spoke to the Charity Commission and u3a National, both confirming his advice. This was conveyed to **JB** within 72 hours. **CS** added that additional guidance is needed re the Constitution and the process of appointing an Honorary President. **MT** confirmed that she would be happy to stand as Chair for one year. **CS** said that the committee also needs to appoint a vice-chair. **CC** said he would be away when he needed to send out the next Newsletter but he could do it after the AGM. **PW** asked whether the Speaker each month is paid. **CS** said it was usually expenses that were

reimbursed. If a speaker did charge for an event then they would need to request, in writing, that their fee be paid to a charity (if that charity did not have the same aims as our u3a).

25. Date of next meeting

The date of the AGM had been confirmed as Thursday, 6th October. A committee meeting would follow the AGM and the Speaker. A rehearsal for the AGM will be held at 4.15pm on Tuesday, 4th October.

The meeting finished at 12.10 noon.