

**St Austell u3a Committee Meeting  
Thursday 16<sup>th</sup> March 2023, 9.30am**

**MINUTES**

**Attendance: CS, MT, LD, CC, JS, JH, SM, CF**

**1. Apologies for absence**

There were no absentees.

**2. Matters arising from January Minutes**

TAM re addresses. There are problems with the publisher. **JS** suggested asking members if they receive their copies. **CC** said if TAM is not delivered, there is no charge. **CS** asked if the cost was £3.50 per copy or all for the year. **CC** said it was £3.50 per copy. **MT** to create a form for non-members attending group – a Disclaimer. **CS** said that non-members should not attend activities re insurance. **CS** said that members of another group should join. **MT** said she will Action – new members can attend one session. **CC** said we should keep a note of these people. **CS** said they can go to 2-3 sessions first, if genuine. He added that in the Insurance FAQ – 5<sup>th</sup> September 2022 update – spouses cannot attend unless members. **LD** said new welcome letter needs amendments.

**3. Agree and sign Minutes from January**

**MT** agreed Minutes and signed them. **CS** asked about Minutes for the website. **LD** said they need to be sorted and a copy will be put on the Notice board.

**4. Sign off AGM and new constitution to do on Friday**

**LD** said the AGM had been signed. She added that the Committee members should go through it together and to have it available on the website. **MT** said members could request a hard copy if needed. She asked about the need for a Year Planner available even though notices are in the entrance hall. **JS** asked if it was possible to have one on an easel in the Assembly room. **JH** suggested having a magnifying glass tied to the board for use by those members with sight difficulties. **JS** suggested a magnifying sheet for each notice board.

**5. Charity Commission news Feb 2023 – CS**

Upgrading from Spring 2023. **CS** had not had a request. **LD** has. She said she could not enter the site as the password had not been accepted. She would forward it to **CS**. **CS** said he would update it from Beacon. **LD** said the request was from u3a, not the Charity Commission. **CS** had been sent the upgrading from the Charity Commission for reading in February. He was also asking about payments to Trustees, if any. He added that there were 6 pages of questions. **JS** asked if all committee Members were happy for **CS** to put our addresses on that site. All agreed. **CS** said there needed to be a 'back up' if he is away. **JS** agreed it was ok for her to deal with any changes to Trustees etc.

## 6. Treasurer's Report – CS/JS/SM

JS gave a brief summary of the current bank balance.

### St Austell u3a Bank Balance as at 06/03/2023

|               |            |
|---------------|------------|
| Balance       | £19,107.84 |
| Social Events | £2,467.83  |
| Wine          | £1,121.33  |
| Theatre       | £1,106.13  |
| Business ME   | £2,570.41  |

JS said that some members are transferring money into the wrong account but most now include their Membership number as a reference, so it was easier to sort. CS said there needs to be specific codes for events so that Members can pay for the correct events. JS added that BACS was working well as are the card machines. However, 3G is ending soon so they need upgrading to 4G. CS said he would praise the membership at the next AGM as BACS payments have gone up from 23% to 60%. JS asked if members should be given a card with the bank details, but CS said all the details are on the website. Details could be put in the next Newsletter for those without internet access. SM asked if Group Leaders could be invited to attend committee meetings as it may be a good thing to do. MT reminded. CS said that our u3a can receive money from Riviera Travel re u3a members. A lot of extra money could be useful but would need to see how to 'share it out' when necessary.

## 7. Information – LD/ MT

LD said she couldn't access Beacon but would let us know when she can. MT said about a new group wanting to start – Rumicub. Photography has only one group now, not 2. A member had approached about Line Dancing. It was in the Newsletter and some members have gone to it. PB has taken over the walking group for a year. Vicky Howard and Sue Williams may well take over. It is all on the website re the long walks. CS said that Group Leaders need to remove members from Beacon if no longer attending the group. CC said he would see to it. LD has made a new list of Groups but needs to know if a group is full or has a waiting list. CC said he has gone through the list and removed several. CS suggested asking members to become group leaders, but no one wants to take on the roles. JS asked if the rooms are still booked with JA. CS said all Group leaders have a u3a email address accessed on the website. Those without internet access can phone MT on the committee mobile, leave a message and she will respond. The credit on the phone only lasts for 6 months so must make a call occasionally and check regularly.

## 8. Members' Transport – CS

CS said that members can offer lifts to other members but must not ask for remuneration. Insurance would be nullified as it could be classed as a taxi service.

**LD** said this should go in the Newsletter. **JS** asked whether Age UK could help. **JH** will ask. **CS** said a minibus was not an option. Taxis are expensive. Lifts can become an obligation. **LD** asked re BBS.

#### **9. Change of timings to coffee mornings and speaker meetings – CS**

**CS** said that there is a 15-minute bell to remind members of closure for refreshments before a Speaker's Meeting. Some members arrive early for refreshments before the designated time. This causes some problems as the Committee members and helpers are busy with renewals and payments and setting up. **MT** said that members need to be reminded of this and should be patient and prepared to wait until all is ready.

#### **10. Member's disclaimer**

**CS** said that **RJ** had found a document on the u3a main site from another u3a group concerning members being responsible for their own risks. For the walking group, if he saw a member wearing inappropriate footwear, he should be able to refuse that person's participation. If the member insisted on participating, then he would need a disclaimer for members to sign. **MT** said that she has a list which members could sign. If they do not wish to, they can be removed from the list. Group leaders should have discretion to refuse members participating and members should do their own personal risk assessment before participating in any activity.

#### **11. Postage costs – CS**

**CS** was concerned at the rise in costs for postage. **CF** said the cost of sending out copies of the monthly newsletter to members without an email address could be considerable if more members needed to be added to that list. At present, the annual cost per person is approximately £9.00, almost half the annual subscription. For the year 2023-24, if the same number of members require a hard copy, the overall cost would be approximately £145.00. If there are additions to this list, then the costs would mount. It was agreed that hard copies of the newsletter would no longer be sent out from July. Members could collect a copy at coffee mornings, speaker meetings, through a designated friend or a designated Group leader. **CF** said she would add an additional note to be included with the newsletter. In addition, there is a copy on the Notice Board.

#### **12. New members' coffee morning at the Brewery – LD/CS**

**LD** said that this had been **CS's** idea. She had met the staff at the Brewery and found them very accommodating. They were happy to reserve a date for our u3a. Members can have coffee and cake or stay on for lunch after the meeting. There is appropriate disabled access. **LD** felt it would be good if all Committee members also attended. **CS** said that they could accommodate up to about 50 people. **LD** said she needed to check how many new members would this entail. It was decided that 17<sup>th</sup> May would be suitable and that a committee meeting could be held there before the new members arrived. It was agreed on 9.30 am for the meeting and 11.00 – 11.15 for the new members.

### **13. Any other business**

Speakers are at present able to claim up to £60. It was suggested to raise this to £75 – all agreed.

Groups set up. New groups may be allocated £50 for setting up. **JS** will investigate what needs purchasing - new urn, mulled wine heaters etc.

**LD** reminded the committee of the suggested dates for future meetings in 2023 – 17<sup>th</sup> May, 13<sup>th</sup> July, 31 August, 15<sup>th</sup> September for AGM preparation, and 5<sup>th</sup> October for AGM. She added that we also need to sort out who is standing for the committee and need proposal forms.

Re ukulele group – **CF** and **CC** would talk to **JA**. **MT** said she would ask informally if they would like to relocate to Rescorla.

**CC** said he would be away all of May so there would not be a newsletter. He added that Beacon is out of date and cannot be updated. **LD** said it only allowed for one administrator. **MT** said that she would ask National u3a if this can be amended re **PA**. Also new group leaders need to be able to access Beacon. **JH** had sent out condolence cards to the families of **DR** and **JS**.

**SM** asked if the Brewery has an available venue that could be of help.

**Meeting ended at 11.43 am.**