

Minutes of Monmouth u3a committee meeting 12th September 2023

Bridges Centre - Wye Room 10.00am – 12 noon

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| 1 | Present (Alphabetical order) | Frank Birch, Sue Cobourne, Simon Durrant, Heather Elliot, David Hoyle, Cherry Lewis (Chair), Ros Parkinson, Sheila Rowland, Pauline Saunders, Diana Wilkinson Zoom: Dan Jones (part meeting) |
| 2 | Apologies | Averil MacDonald, Sheila Woodward |
| 3 | Minutes of the last Meeting – Agreed. | |
| 4 | <p>Review action grid</p> <p>6 constitution - summary of changes sent to Charity Commission 23rd August. Response should be received within 15 days max. This is still awaited. TAT also require a copy. This will be provided after charity commission say they are satisfied.</p> <p>7 – trustee documents – see agenda item.</p> <p>4 – reading groups. Second group now visited. Third group still to be seen. Responsibility for this reallocated.</p> <p>8 and 9 – safeguarding documents – these have been reviewed. Changes identified and in hand. Following completion these will be published on website. Changes required on website to support these have been made.</p> <p>10 – well being workshop. Clear from workshop that “well-being” is interpreted in many ways but useful to go as has generated a number of ideas to follow up. One such to explore is “cyber-confidence” and whether one of the workshop participants might be prepared to give a talk on this.</p> <p>12 – branding of monthly members meeting. This is to be left to next committee to progress.</p> <p>13 check whether charity commission an u3a rules allow social trip convenor costs to be paid out of social trip funds – outstanding.</p> <p>15 – link for u3a diary purchases to be included in October newsletter.</p> <p>16 – pub club proposal email – done, but noted that first meeting on September 28th needs an announcement email that needs composing/circulating.</p> <p>17 – risk assessment forms – ongoing – no progress in past month due to other priorities.</p> | |
| 5 | <p>Chair Report</p> <ul style="list-style-type: none"> - a sub-group have been discussing how committee should operate following the AGM. This will be discussed at next meeting. - Two members have been identified since the August meeting who would like to become | |

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| | part of the next committee. |
| 6 | <p>Financial Report</p> <ul style="list-style-type: none"> - Accounts have been completed - Auditor has been approached (by email) but no response yet. Believed to be on holiday. - Treasurer requested bill for well-being seminar trip - Committee agreed that mileage charge for personal cars used on committee business should be the HMRC business rate of 45p per mile. - Committee confirmed that any mileage rate offered by a group for use of members cars for group activities was a group decision. It was thought that there might already be guidance on this in the convenor's handbook (to be checked/confirmed). |
| 7 | <p>Secretary Report</p> <p>Main activities covered elsewhere under constitution, trustee documents, safeguarding and AGM.</p> <p>Concerning website. There have been some 11 thousand page accesses from 909 separate users in the previous 4 weeks. This is a 200% increase on previous 4 weeks. Significant spikes in activity occurred around August 29th and September 6th.</p> |
| 8 | <p>Membership report</p> <p>Renewals due by October 1st are currently ongoing. Strictly, there are currently 522 members (down from 527 last month) but 357 renewals are outstanding although some of these will have renewed but haven't been fully processed yet.</p> <p>This is the first year that renewals have been done via the website and it is clear that the system as currently setup requires a large amount of work.</p> <p>Particular points of contention that need considering are the current requirement that each member confirms their contact details and likewise whether they want to use charity declaration. Suggested that the onus should be on members to declare any changes rather than asking them annually.</p> <p>Treasurer raised issue of storing charity declarations for possible future audit by HMRC. Suggested that electronic record of these declarations should be stored on a memory stick held by treasurer for requisite period.</p> <p>The issue of members potentially saying that they do not agree to personal data being stored was raised. Agreed that membership of u3a has to be conditional to member agreeing to data being stored.</p> <p>Chair thanked Sheila Woodward for her work in assisting with the processing of membership renewals.</p> |
| 9 | <p>Group Coordinators report</p> <p>Photography – startup postponed.</p> <p>Spanish Improvers – waiting to be able to speak with Convenor</p> <p>New reading group – looks possible but requires further discussion</p> <p>My life and time in objects – has been suspended and removed from web site. Maybe resurrected in future.</p> <p>Pins and Needles and Crafts – both groups struggling with numbers. Investigating possibility of sharing a venue.</p> <p>New cycling group – still sorting out a plan of action with convenor.</p> |
| 10 | <p>Safeguarding Policy - progress</p> <p>See action grid review.</p> |

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| 11 | <p>Well-being news Well being officer reported attendance at well being event held in Shire Hall. Felt there was one stall at event that offered a lot of material that could be useful. Will be looking further at how to make use of this.</p> |
| 12 | <p>Future Programme No change. Events for November arranged. December is Christmas party. A web-site containing details of possible speakers on topics that are likely to be of interest to u3a groups was discussed. Some of the speakers are reasonably close to Monmouth. Details to be passed to next committee for consideration for next years programme.</p> |
| 13 | <p>Magazine Electronic version has been distributed as an attachment to email. Print run of 250 has been ordered. Adding 2023 magazine to website is in hand. Copy of magazine to be sent to National Library once printed version received.</p> <p>Discussion about newsletter and communication with non-email members ensued. Will monitor again how many attend next members meeting and will have printed copies of latest newsletter to hand to any who are present and then review.</p> |
| 14 | <p>Trustee Documents Have been produced/updated/reviewed by working group. Were circulated to full committee 5 days prior to meeting. One set of minor comments received. Once these have been processed document set will be made available on website.</p> <p>Chair thanked Frank Birch for his work in producing this document set.</p> |
| 15 | <p>AGM Notice of AGM has been circulated by email. Secretary noted that new constitution requires election of all members of committee each year and that nomination forms need to be completed for anyone who is a candidate for next years committee. Secretary to provide notes for process for handling nominations/elections at AGM to chair. Secretary to circulate agenda by email prior to AGM. Secretary to compile presentation slides for AGM comprising Agenda and material provided by Chair and treasurer for Chair and treasurer's reports.</p> |
| 16 | <p>AOB Meet and Greet at next months meeting. Three committee members identified to help with meet and greet and with membership renewals at the meeting. List of new members and members who do not have electronic access to be provided for welcome desk at meeting. Copies of newsletter (and magazine if available?) to be available at welcome desk for any members without electronic access that attend. New members meeting on 25thSept. 10 new members have indicated they will attend. Offer of Printer to u3a member Preferred solution here is to determine whether printer could be used by or on behalf of committee for u3a activities. Specific proposal is that it could be used for printing 20 (or so) copies of newsletter each month for distribution to members without electronic access within Monmouth. Enhancing Contact Us button/facility on website This has been recently added to website and proposal is to investigate whether it can be enhanced to encourage and direct appropriately, different types of contact. E.g. Safeguarding as</p> |

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| | opposed to general contacts. |
| 17 | Date of next meeting 11.30am Monday 16th October 2023 – Wye Room Bridges. |