

Minutes of Committee Meeting

2nd March 2022

Welcome and apologies

9 attendees

2 apologies were received.

The minutes of the previous meeting were approved.

The newly appointed treasurer was welcomed to the committee.

Matters arising:

1. **MOTO group progress/success**- The convenor of this group has agreed to continue, following discussion of strategies to control attendance

2. **Simplification of safeguarding document**- The full document will be referenced on the site. This will be uploaded. The u3a should not take a lead role in Safeguarding.

The further simplification of this document is still to be done. The Groups Co-ordinator and Accessibility Officer will liaise.

3. **Treasurer -see Main Business**

4. **Speaker Meetings- Lapel mike** [notes circulated]-. Further discussion of a lapel mic addressed a number of issues:-

A final decision was deferred until further pending further consultation with the club.

The Speaker Meeting involving Sir Lindsay Hoyle is fixed for Friday June 10th.

The costs of other Speakers were approved.

It was resolved not to hold Speaker meetings in August and September.

5. **AGM-report** -

It was thought that the AGM had been a success and well attended. Adjustments were made to the Constitution signatures.

6. **St Joseph's Club as venue -update-** Further contact has been made and the main room is offered to local organisations free of charge with refreshments at club prices. Further facilities to be found there make it a possible option for the Indoor Games group on a trial basis, depending on group wishes. Further exploration will be undertaken.

7. **Male female ratio-further action** -It was decided that no further action need be taken but that the committee should remain aware of this issue.

8. **U3a grants.** -Information on this has been circulated and noted.

9. **Spring publicity**-see main business.

10. **Millfield Centre-** A visit had been made but no further progress was possible.

MAIN BUSINESS

1. **Treasurer Info-** Information had been previously circulated for consideration. Two workshops had been attended, from which, the main point for attention is that the Trustees are all responsible for members money. Summary details will be issued each month.

There was a proposal not to use the terms restricted and unrestricted. This was seconded and agreed.

What needs to be recorded is:

- a. Direct payment-e.g., hire of room
- b. Monies collected on behalf of u3a [e.g., Theatre trip}

- c. Interest group incomes- [recommended that a common float of £10 be retained.] any funds needed for supplies etc should be retained by the group convenor and a receipt for purchases handed in.

This clarity is needed because of the £10000 Charity Commission threshold.

Discussion followed on fees for interest groups and points were clarified.

For Speaker Meetings it was suggested that payment was always taken on the day, with a receipt book held for issue on the day.

2. Medical Questionnaire- Questions raised were - how do we issue the questionnaire, who sees the information and where is it stored.

Issues of confidentiality and lack of security were raised.

Extensive discussion ensued .

It is our role to make it possible for members to attend but the onus must remain with the member to inform convenors or another committee member.

A regular reminder, say, in the newsletter was thought to be desirable but it is not the responsibility of ourselves, as volunteers to seek information out or retain it.

Thanks, were then offered by all present to the Accessibility Officer for the hard work in preparing documents for this.

In an emergency situation- a 999 call would be the first response.

There was further discussion re. members with impaired cognition- a next of kin/ carer needs to be in place. Would this be a case for contacting the Safeguarding Team?

Resolved to explore possibility of compulsory box on future forms

3. Website Information -

Groups Co-ordinator to explore possible Convenor meeting to update this information.

4. Publicity for Spring- Deferred to future meeting.

AOB

- U3a Picnic in the Park- information supplied
- U3a week in September
- NW Crown Green bowls newsletter information.
- Cinema club possible group-resolved to ask for possible convenor.
- Appeal for Newsletter items.

Date and Time of next meeting. 10am 13/4