

**Minutes of
Committee Meeting via Zoom
3rd February 2021**

Registered Charity No. 1192380

PRESENT: 9 members

APOLOGIES: 4 members

The chair welcomed those present including a new member.

The minutes of the previous meeting were accepted as a true record.

Matters arising:

1. Accessibility Policies and clubhouse access– update.

Thanks were offered to the Accessibility Officer who went on to explain the visit to assess the facilities at WFSSC including parking issues.

There was then explanation of alternative access to the ladies' toilets via the disabled toilet and associated changes needed.

There was also clarification of finance possibilities. The responsibility of wpvu3a is to its members and therefore to assess venues in terms of accessibility [whatever venue that may be]. This included possibilities for Speaker Meetings.

It was thought that the research completed by the Accessibility Officer has highlighted very well the issues to consider re. WFSSC premises and that consideration should be given to more appropriate venues for general meetings.

2. Membership Update- The membership remains the same. Noted that Beacon Fees have been frozen for the year.

3. Questionnaire preparation update The questionnaire itself had received general approval but the idea suggested of short talks by members was less well received and would be removed. [to be included the Newsletter.]

4. **Group suspensions and online calendar** - Web content and calendar has been updated.
5. **Charity status- registration of new members.** A problem has occurred with forms from NatWest-this being followed up. Charity commission submissions will be dealt with shortly.
6. **Progress with Speaker Meetings and review so far-** The attendance is probably a third of the membership-as it had been when physical meetings were possible. Positive feedback has been received and meetings from this week to April have been free. The May meeting will request donations to the Wildlife Trust.
Topics and speakers have been chosen regarding cost and following recommendations locally.
Thanks were offered to the Events Secretary for her work in this regard.
7. **Grant bids template**-no progress has so far been made with this.
8. **AGM and Charity Commission information** – A query had been sent to Head office with respect to Charity Commission requirements and how to proceed with Constitution change. The reply included a model change to the Constitution which needs to be passed at the next AGM. Some of the documentation we were advised to submit to the Charity Commission is not yet required. We just need to produce a trustees Annual Report. This clarifies previous advice received.

It was noted that a version of the Constitution has been produced that is more personal to wpvu3a, is easier to amend and will look better on the website.

9. **Trustee Training- developments-** there has been no further progress on this but the Chair undertook to look into courses on this so as to keep up to date.
10. **Spring Clean Update** –the dates remain the same -28th May to 13th June. A side advantage of the popular walking group is that people are using it as an opportunity to collect litter.
11. **Distribution of group reports to convenors.** -the treasurer is happy to distribute the quarterly document to convenors. It was then clarified that a quarterly report should come from convenors and then a yearly report from the Treasurer.

MAIN BUSINESS

1. **Zoom Pro-possible purchase** -Thought unnecessary. It was thought that current procedure with Speaker Meetings where there is a gap between two sessions has been successful. The forty-minute sessions were also thought to be adequate for group meetings.
2. **Changes to Drop In passcode-** this has been successful.
3. **Charging for Speaker Meetings-**It was felt that, on principle, since we are charging for membership and still not able to operate as normal, a charge for speaker meetings is both unfair and undesirable.
4. **Accounts** -documents previously circulated. This item was deferred owing to technical issues.
5. **New amended u3a insurance cover-** this covers small changes to, for example, the definition of property. We now have an up-to-date insurance document- which can now be posted on the web page. The Groups Co-ordinator undertook to forward documents that should be held by the Treasurer. It was also confirmed that u3a Insurance covers Trustees.

The issue of non-members joining Zoom sessions [Pilates] was raised and its Insurance implications. It was concluded that participants were covered by u3a or by the instructor's personal indemnity. It was confirmed that when the activities move from virtual, only u3a members can participate.

6. **Inspiring new members** -Some ideas have been received including a limerick collection which will be included in the next newsletter. Another idea was a book or TV review or a regular column. The Publicity Officer requested a word count to keep items manageable.

Other ideas have been-an Escape Manual, Time Capsule, WordArt.

It was suggested that this could be displayed on a physical board then photographed.

7. **Next newsletter** – This will be mid-February, to include details of the next Speaker Meeting, limericks, and possible book review. There was a request to defer until the Marathon Challenge is complete. The Publicity officer requested photographs for this last item.

Those present confirmed that the arrangements for publicising Speaker meetings works well and should continue.

AOB

- Should committee photos be added to currently available information? - After some discussion of possible objections, it was suggested that a screen shot of a zoom committee meeting might fit the bill.
- U3a day is now 2nd June -perhaps this something for consideration in the future.
- Adoption of new policies-the point was made that if adopted we need to be seen to deliver them- it was recommended that the policies be further scrutinised to single out any issues. The Accessibility Officer offered to make adjustments.
- The suggestion that Policies should be a permanent agenda item was accepted.

Date and time of next meeting 9am 17th March.