

**Minutes of Committee Meeting
13th April 2022**

The 9 attendees were welcomed to the meeting
There were 2 apologies

The minutes of the previous meeting were approved.

Matters arising:

1. **Progress on simplification of safeguarding document** - Agreed that new convenors are already directed to the documents/policies on the website and convenors can request clarification. Concluded, therefore that a simpler document is not necessary.
2. **Speaker meetings/lapel mic progress.** [Report previously circulated.]- A sample Bluetooth speaker was demonstrated. This was thought to be suitable, and a committee member was asked to research and order it and a compatible microphone. Resolved to begin publicity for the talk by Sir Lindsay Hoyle in the next newsletter, extending the invitation to non-members and to emphasise that the subject matter is apolitical.
Also resolved:
 - to ask the Speaker secretary to liaise with the defibrillator trainer on a suitable date.
 - That the Publicity Officer officiate at the next Speaker Meeting.

- To adhere to the previous decision to interview possible new speakers from within the membership
3. **Update on St Joseph's Club as venue** -No progress has been possible to date and therefore this item is deferred.
 4. **Spring publicity**-see main business.
 5. **Final decisions on medical information**- For clarification- previous decisions were:-
 - A regular reminder/ request in the newsletter for change of circumstance.
 - The responsibility to provide information rests with the member and not with the committee.
 - WPVU3A cannot hold information received in any form.
 6. **Convenor gathering-update**-Proposed and resolved that an informal gathering be held at WFSSC early evening with the first drink on the house.

MAIN BUSINESS

1. Treasurer Report [previously circulated]- The retiring Treasurer has been extremely helpful with the transfer and thanks were offered by the committee.
There had been a meeting between the retiring and new treasurer and files and bank materials transferred.
The opt-in status of the magazine subscription was confirmed.
Comments on the circulated report were invited and it was generally approved. PayPal and bank account on-line are not yet accessible.
A later meeting is scheduled at which the submission to HMRC and the Charity commission is to be clarified.
Draft accounts to 31st March 2022 are prepared. Those present were informed of the current financial position in detail.

The NATWEST account is a community account and deemed to be the best option.

Noted that members must declare gift-aid every year.

A previous Beacon error with gift-aid was pointed out. Resolved to ensure that the tick-box was checked again on the next renewal form.

The situation with debit cards was also clarified.

The situation with backing up documents was also discussed, and the treasurer undertook to follow this up.

The position with charity donations was further discussed and clarified.

This will be made clear to subsequent speakers, and they should be encouraged perhaps to bring their own sealed box.

2. **Publicity for Spring** – This was not now thought to be necessary since the membership continues to grow. Resolved to leave this until September apart from casual enquiries.

3. **Withnell Fold Jubilee Picnic** [document previously circulated.] Although it was felt desirable to keep WFFSSC and wpvu3a as separate entities, it was thought that there should be no problem in extending an invitation to attend/participate. Resolved to extend the invitation through the Newsletter.

4. **Review of Policies which need updating – Finance, Privacy and Data Protection - and Removal of old policies from the website** –The update of the Finance policy is in hand and no changes are needed for the Privacy and Data Protection Policy -to be reviewed in 12 months. There has been a request to remind all committee members and group convenors that policies are available on the website and that communication should be via Beacon. The reviewed policies will be posted by the web editor when they become available. Copies of all policies will be held by the secretary and also be available on the Web Page. Changes to policies should be authorised by the chair following a minuted decision by the committee. In addition, a standard layout is desirable. The more recent ones have followed a recommended u3a format and this should continue. Documents submitted should also be in pdf format.

Resolved to request removal of the earlier Equality and Diversity policy.

Confirmed that a simplified Safeguarding document is not needed and this will be removed from the website.

Resolved to have an annual agenda item for the review of policies each July.

5. **Report from Chair and Vice Chair's NW region zoom meeting.** – Some of the meeting was thought to be unsatisfactory but some notable points were raised:-

- All members need to be aware of u3a principles.
- Regional office and head office must be informed of committee changes.
- More than 1 person should be able to operate the web-site.
- The importance of Succession Planning. - needs to be considered. One strategy might be to have meetings with new members only.
- Targeting the newly retired.
- Grants available for publicity.

The point was made that many memberships have fallen, whereas wpvu3a has not.

6. **Report of Cluster Group meeting attended by the Chair –**

- Each member had given a report on progress since the last meeting.
- Again the point was made that approx. half groups had been closed down.
- The idea of laptops being purchased for officers to simplify handover – not thought to be necessary.
- Information re. accounts has been passed on to the Treasurer.
- The topic of medical information was raised- coming to the same conclusions as this u3a.
- An alternative way of describing u3a had been suggested- **you in the third age**- mixed reaction.
- Confirmed that terms of office cannot be changed owing to Charity Commission regulations.

- The idea of a scannable lifetime membership card was suggested- thought not to be relevant to this u3a.

A final point was that it is wpvu3a's turn to host the next meeting. After discussion resolved to:-

Hold on 26th September 11am and supply a sandwich lunch with possibly some rescheduling of activity.

7. **Annual Return**- This has been submitted and the invoice resulting from it received.

AOB

Information given on:-

- NW AGM and Annual Conference day -refer to the website.
- Summer School in Carlisle and associated courses.

Resolved to include links in the Newsletters.