

**Minutes of Committee Meeting via Zoom
17th March 2021**



Registered Charity No. 1192380

The chair welcomed those present and offered thanks to the retiring Events Secretary for her excellent work both in this role and as a valued member of the committee.

PRESENT: 12 members
APOLOGIES: 1 member

The minutes of the previous meeting were approved as a correct record.

Matters arising:

1. **Membership Update-** There are 3 new members one of whom has already joined a group. Membership is currently 113.
2. **Trustees Annual report- Clarification.** A Trustees Annual report, as approved at the AGM will be submitted to the Charity Commission.
3. **Constitution and Insurance Documents-** are both now on the website on the Welcome page.
4. **Speaker meeting review.**

Positive comments have been received re. the last speaker and details of the next speakers were confirmed. With regard to the previous Speaker meeting there was a request for further detail of the Haiku Challenge for the Newsletter.

5. **Photos for website** – the advice of the Web Editor was that sharing photographs and/or personal information was not advisable. Alternative suggestions were explored. Further consideration was invited.
6. **Trustee Training**- A link has been provided which largely shows that this u3a is doing the right thing.
7. **Inspiring members** –It was felt that continued effort needs to be made to engage with all members. Ideas were invited for this. The success of the Marathon challenge was cited as a good example of this. Thanks were offered to the organiser. Otherwise, efforts to date have received limited responses. Possible reasons were offered. A list of those not engaging was requested.. Any targeted email should offer support etc rather than asking for reasons. Also, perhaps, monitor returners to groups and support those who do not.

MAIN BUSINESS

1. **Accounts** –previously distributed. Deferred at this point owing to technical difficulties.

*The treasurer joined at a later stage in the meeting. No points were raised re. the Treasurer's report. The committee were updated on new committee details with NatWest and Charity commission details. The Treasurer undertook to check with CC about updating the Eligibility form., though as yet this not been requested. Consideration of the group leaders form was deferred until physical meetings are possible.

2. **Policies- adoption.**

Accessibility Officer had collated comments so far received and carried out research as a result. Policies are on hold to allow for insertions as necessary. A sample guide re. Safeguarding had been previously distributed and received general approval.

In order to indicate that policies are read a tick box and a signature would be binding.

In terms of health forms, u3a advice on holidays is most extensive.

On Equality and Diversity reference is made to Male and Female and Old members and New members [in order to track who is leaving]. It was pointed out that Equality and Diversity Training would be available and that this might be made available to group convenors when it is possible to meet when restrictions relax.

Only one member does not have access to a computer.

With regard to the premises of WFSSC, quotes are being sought to carry out necessary works . This would be financially challenging for the club but various other sources including Sport England are being explored. Changes needed, as referred to in previous minutes were restated and detail discussed, with further suggestions made.

Although, there is no immediate need for the facilities in question, further progress is seen to be necessary and desirable.

The accessibility Officer undertook to modify and reissue the policies perhaps for inclusion on the website in a simplified form.

3. **Vacancy in Events Secretary role-** There being no volunteers from within the committee, it was resolved to advertise the position to members. The retiring Events secretary offered support and information to anyone expressing an interest.
4. **Eligibility Declaration Forms** – this was a topic raised in the Trustee training. There was some discussion as to whether such a document had been signed. Resolved to check with the Treasurer.
5. **Bye Laws for our u3a-** Also raised at a meeting attended. This would not need an AGM to approve. There was some scepticism as to whether this was actually necessary.

6. **Group Status and the way forward** [in view of current roadmap]. The opinion of those present was sought on re-opening as the laws are relaxed. It was pointed out that as yet there has been no up to date guidance issued by Head Office. An opinion was expressed that it must be left to the individual member and the individual convenor as some members may still be very cautious. In addition, although we have dates e.g., 29th March for the rule of 6 for each stage of the roadmap, these are not set in stone. Noted that Tennis is set to begin on 29th March. The guidance of the Sports Associations would also be followed. For non-sporting activities the rule of 6 could still be followed, with a first come first served booking system operating.

Resolved to contact the u3a head office for advice and meet with group coordinators afterwards.

7. **How to describe the u3a** – This was a desire for a short snappy catch phrase. Ideas were sought..
8. **U3A day.** - There are mixed opinions as to whether this should go ahead. The conclusion was that the cause for celebration was going to be the day on which wpvu3a can open and share a space either inside or outside, and therefore not to participate in the National event.

*The treasurer was able to access the meeting at this point [see item 1 in Main Business]

AOB.

- A change of address and updates to the Charity Commission details were noted as having been carried out.
- An update was given on the number of people in no group-17- with the majority being recent joiners. The list will be circulated.
- Items for the newsletter were requested.
- The usual system will be used to give notice of the next Speaker meeting.

Date and Time of next meeting- initially 21st April the later amended to 29th April