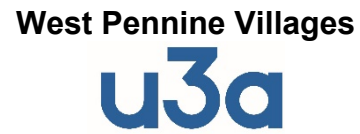


**Minutes of Committee Meeting [via Zoom]
28th April 2021**



Registered Charity No. 1192380

Welcome and apologies: 10 attendees; 2 apologies

The minutes of the previous meeting were approved as a true and accurate record.

Matters arising:

1. **Membership Update-** see **main business**.
2. **Eligibility Form-** Further information on this will be sought to present at the next meeting. Any forms requiring signatures can be produced and signed at the next physical meeting.
3. **Charity Commission details-** Charity registration was after the last financial year. Reports, such as Income/Expenditure and /or Trustee report need to be submitted by 30th June 2022 .
4. **Policies -see main business .**
5. **Progress with re-opening- see main business.**
6. **Trustees Annual report- see item 3.**
7. **Appointment of new Events Secretary** – This appointment of has now been confirmed. The person holding this role wishes to remain outside the committee. It was resolved to use the title Speaker Secretary for this appointment. The current email and contact system will need to be modified via the Webmaster.

8. **Description of u3a** -There have been no responses to this so far.

MAIN BUSINESS

1. **Accounts [pre-distributed.]** No issues were raised about these. Following discussion it was resolved to remain with PayPal, cost notwithstanding.
2. **Policies-** Thanks were offered to the Accessibility Officer for her hard work on these policies.
Some points were raised and clarified.
 - To ensure that Group leaders understand their responsibility with regard to Safeguarding- the topic will be addressed at a Group Leaders meeting.
 - With regard to complaints-agreed that informal resolution of the complaint should be attempted with Groups Co-ordinator or another member of the committee.
 - Resolved to remove the reference to a Grievance and a Disciplinary policy from the document.
 - Accessibility-Agreed that Charnwood be contacted and thanked for their Policy and permission be sought to adapt for our own use.
 - Venue- - it was thought that the adoption of a new venue should be designated 'occasional' so as not to imply a permanent move.
 - Confirmed that the Accessibility Officer and Groups co-ordinator would liaise on issues raised.
 - Resolved that the Membership secretary would amend the membership form[and online] so that additional needs are requested.
 - Training opportunities for Group leaders should be kept under review-say 6 monthly.
 - The Webmaster has been asked to clarify the correct version of the Privacy Policy.
 - The Treasurer was asked to indicate the location of the Finance Policy so that it can be reviewed.
 - It was suggested that references in the policy to accompanying notes be removed before addition to the Website.

It was then agreed that after suggested amendments are made , these policies should be adopted and uploaded to the website.

3. **Possible July Speaker meeting-[notes pre-distributed].**

This choice of Speaker topic and cost etc was approved with the venue to be at WFSSC. Other possible venues have been and will be explored but are either expensive or unwilling to book single meetings.

The membership secretary undertook to produce an up to date map of the catchment for wpvu3a to inform the choice of venue.

4. **Group Status- re-openings** – All groups that can are already functioning out of doors. Others are waiting until restrictions ease further in May and then in June.

It was resolved to proceed with caution with indoor activity and after consultation with Sports Associations.

5. **Annual return.** An Annual Return should be sent to head office by the end of the month. No such document or communication has been received so far-further information is being sought.

6. **'Not' u3a Day-ideas?**- Various suggestions were made including a Treasure Hunt and / or a display of all the groups operating a normal meeting. It was also suggested that such a meeting be later in June when fully reopened- possibly as a recruitment day with refreshments for new members.

7. **Membership update-** This stands currently at 118.

8. **Publicity for reopening** -It was resolved to update the previous leaflet with the new branding. Between the May and June deadlines was thought to be an appropriate time to have new re-opening posters ready to be posted in the usual places, including doctors' surgeries. It was confirmed that publicity would be placed with doctors' surgeries.

AOB

- At the Group Leaders meeting that will be planned, leaders will need to be familiarised with the group leaders' form. The Chair and Groups Co-ordinator will liaise re. an agenda for this meeting.
- Clarified that the normal Drop-in will not take place at the same time as the next Speaker Meeting. Confirmed that this will be publicised in the Newsletter and when the Speaker Meeting link is sent out.

- Discussion of ways to make the Zoom link accessible easily. Suggestions were made . Security issues were discussed.
- Resolved to consult the Webmaster with the proviso that zoom links may not be needed soon!
- Chess link to be sent to Publicity Sec.
- Thanks were again offered to the retiring Events Sec.

Date and Time of next meeting.- 9th June