

Minutes of the u3a Clitheroe Committee Meeting held on 11th January 2024

at Clitheroe Golf Club

Present: Paul Fisher (Treasurer), Roy Gonsalves (Programme secretary), David Grimes (Membership Secretary), Jenny Grimes (Groups Co-ordinator), Eileen Narain, Su Penson, Anne Rhodes-Butler, Marjorie Taylor (Chair), Robin Taylor (Newsflash Editor), Julie Whitehead (Secretary)

In attendance: Ann Ward

1. **Apologies for absence** were received from Janet Elliott, Jeremy Lambert, Mary-Ann Renton, Liz Wolstenholme

2. **Minutes of the previous meeting**

Two errors were noted in the minutes of the committee meeting held on 2023

14.2 The date of the next AGM is Tuesday 9th April 2024 (not 11th April)

15. The date of the next committee meeting is 11th January 2024 (not 12th)

3. **Matters arising from the Minutes**

6.1 The Trip policy has now been amended to include advice to members to carry an ICE card when going on visits with u3a Clitheroe.

6.5 The poetry group has now folded.

2.3 The two new card readers obtained by Paul are now working and two people (Jeremy Lambert and Christine Snape) have volunteered to use them.

4. **Correspondence** (previously circulated)

Gillian Russell via North West Region 15-11-23

Tony Cheetham from the Third Age Trust 15-11-23

The u3a Pilot Council (13-12-23) summary report 02-01-24

Gillian Russell via North West Region U3A Northwest News 02-01-24

5. **Chair's Report**

5.1 Marjorie reported that the mayor will be giving a short presentation at the next general meeting which will last about half an hour. Suggestions for items for the rest of the meeting included a short presentation by David about European City breaks and group convenors to give more information about their activities.

5.2 Marjorie presented a suggested ticket for the tea dance to be held on 13th March at Whalley Golf Club. This will have limited numbers as the room can only accommodate 80 people.

5.3 Following a suggestion via a u3a zoom meeting Marjorie has contacted several local businesses who might run pre-retirement courses to mention u3a resulting in a number of positive responses including posting a flyer about u3a Clitheroe to bring it to people's attention.

5.4 Also following a u3a zoom meeting Marjorie distributed copies of the document '*Essential Trustee – 6 main ideas*'.

5.5 Meg Shaw has expressed an interest in running a short course on philosophy and proposes to hold an initial meeting on 14th March at 2pm in the Mutual Room at St Mary's.

5.6 A flyer has been received from Trinity Hub who would like u3a Clitheroe (amongst others) to take part in an event entitled 'Age of Inspiration' on 24th January 12.30 – 3pm. Marjorie and Jenny have agreed to go along to represent us.

5.7 Marjorie reported that there has been a lot of interest in the newly reformed gardening group. Interest has also been expressed in setting up a photography group which would need a convenor. Marjorie has approached Philip Bradshaw who would be willing to help on occasion but not as group convenor.

Marjorie has also been approached by someone offering a short course on crochet. However, this would be a paid for course and following discussion it was agreed that a broader crafting group might be more suitable for our members.

6. Treasurer's Report

The accounts for November and December were presented (copy in the Minutes folder).

The balance in the bank on November 30th 2023 was £7421.81

The balance in the bank on 31st December 2023 was £5912.22.

Large amounts of income are related to payment for the Christmas lunch and payment of subscriptions. Outgoings relate mainly to payments associated with the Christmas lunch.

A payment on the November summary sheet representing income from printing was explained by Paul as a refund was made for a previous payment made in error.

6.2 Paul continues to have issues with invoicing from WBVH as they send a single invoice for all groups that meet there making accounting for each group problematic. He is working on sorting this out into individual amounts for each group so that their spending is more easily identifiable.

6.3 As mentioned above volunteers have been identified to use the two additional card readers which are now operational.

7. Membership Secretary's Report (previously circulated)

8.1 David presented an updated report (copy in minutes folder).

We currently have a total of 289 paid up members including 27 new members for 2024. Twenty-three members have not renewed this year (for a variety of personal and social reasons).

8.2 Given that the January and February General meetings have been combined, an extra session for membership renewal took place on Tuesday 9th January 2024 from 10 am to 12 midday at St Mary's Hall. This was well attended and David thanked committee members who helped out.

8.3 Discussion then took place regarding the 120 remaining members who have not yet paid subscriptions. There will be an opportunity for members to renew at the general meeting on 30th January and at the February coffee morning. Following this, David will then contact all those who have not paid by the end of February. There was some discussion about the need for a cut-off date as members who have not paid are not covered by our insurance policies at our meetings.

8.4 Discussion also took place about membership cards and David reported that it is difficult to produce individually named /numbered cards given our methods of electronic payment. He has therefore produced a fold up sheet which is sent to paid up members either by email or post that can be used to demonstrate membership.

8. Programme Secretary's Report

Roy reported that he has now booked The Robinsons for the March general meeting who perform 'Simon & Garfunkel' numbers.

A speaker for September is still required and Roy would welcome any suggestions.

9. Groups Co-ordinator's Report

9.1 Jenny reiterated the success of the newly revived gardening group which has attracted a lot of interest. She has also spoken to a member who is interested in photography group but doesn't want to be a convenor.

Jenny also reported that the Canasta group which was to be subsumed within the board games group will now remain separate as Christine Snape has volunteered to take it on. It was noted that the Birdwatching group has now folded.

9.2 Jenny will also ask group convenors to remind members at interest group meetings that subscriptions are now overdue.

10. Publicity /Website/ Newsflash

10.1 Newsflash Robin suggested that our homepage on the website needs updating as new members are directed towards it but feedback suggests that they do not find it particularly appealing. Robin suggested approaching Mary-Ann Renton to ask if the Visual Arts group might be interested in producing something to go on this page.

Julie also reported that she had found it difficult to locate the minutes of last year's AGM as it required a lot of scrolling through other minutes.

It was recognised that issues with the website could be related to the difficulties experienced with the platform over the last year or so and that Frank Taylor has been working to refresh our website.

10.2 Website In view of the points above, as Frank was not present at the meeting, it was felt that asking him to attend the next meeting or present a short report to update the committee on progress with the website would be useful.

10.3 Publicity Nothing new to report

11. Special Events

It was agreed that the Christmas Lunch had been a success in general but it was suggested that a different venue might be sought for next year. The special events team would welcome any suggestions for venues that can accommodate large numbers preferable with good car parking and access via public transport if possible.

12. Reports from other meetings – Nothing to report

13. Reports from sub committees

13.1 AGM planning.

An initial meeting has been held to look at the timetable for planning. The revised nomination form will be sent to members of the subgroup involved so that it can be published in the February Newsflash and displayed at the next general meeting in January. The closing date for nominations will be at the March general meeting. We have vacancies for the Chair, Vice-chair and one committee member. The next meeting of the sub committee will take place on Monday 5th February.

13.2 Policies and Procedures

13.2.1 Eileen is heading the subgroup reviewing our current policies and procedures. Many of these relate to *finance* and Paul is in the process of updating these. The other main policy under review relates to *Safeguarding* and the u3a Trust policy is being used as a basis for updating this. The Trust also recommends the adoption of a *Complaints and Discipline procedure, a Trustee Code of Conduct* and a *Members Code of Conduct*. Of these, we have a *Members Code of Conduct* which will be reviewed.

Once completed, Eileen will send these policies and procedures to committee members for review and approval at the next committee meeting, prior to the AGM.

13.2.2 Whilst Clitheroe u3a has a *Data Protection Policy* it was last updated in 2018 since when they have been separated to *Data Protection* and *Privacy* policies by the Trust. Jeremy is undertaking this as a work in progress and is liaising with the Trust about legal requirements relating to these policies.

Once these two policies have been finalised, Jeremy will organise a session to update committee members and group convenors about their implications and our legal obligations. In the meantime, group convenors need to be reminded that Health and Safety issues should be announced at the start of meetings including location of Fire Exits, any scheduled alarms and access to facilities.

13.2.3 The u3a Trust also recommend having an *Accessibility Policy*. Eileen suggested that this would require some thought and may necessitate the need for an Accessibility Officer. It was proposed that this could be advertised in Newsflash as there may be someone within our membership with an interest in this issue. Anne Rhodes-Butler volunteered to act in this capacity although it doesn't have to be a committee member who undertakes this role.

13.2.4 Eileen pointed out that the Trust use the term group leader where Clitheroe u3a use the term group convenor and asked which term was preferred for use in our updated documentation. It was agreed by the committee that group convenor should be used.

14. Any Other Business

David raised the issue of using Beacon for membership and finance and expressed serious concerns about its use. It was felt that this requires further discussion and that it may be useful to invite members of the cluster group (who currently use Beacon and have offered to come and speak to us about it) to a future meeting.

15. Date of next meeting – Thursday 14th March 2024

..... **Chairman's signature**

..... **Date**