



of the Hucknall & District U3A Committee held at the JGC on Wednesday 1 May 2024 at 10 am.

Present: Tina Holmes [Chair], Liz Attenborough, Christine Eagle, Melvyn Francis, Gary Holmes, Bob McEwen, Lynda Smeathers, Sue Tedstone, and Greg Umney, Kevin Varey

1. Apologies: John Pretty

2. Minutes of Previous Committee Meeting were agreed and signed as a true record

3. Matters Arising from the Minutes None

4. Chair: The new members were welcomed to the committee and meeting protocols were covered. The vacant position of minute secretary was discussed. A couple of people have already been approached but so far no-one has been willing to take on the role. Two further suggestions were offered, these to be followed up by the chair

Action TH to contact potential secretary candidates

How the U3a is perceived by the wider public was discussed. It was agreed that the current website probably needed updating but this shouldn't fall only on the webmaster's shoulders. It was suggested that a small working party be convened to look at all aspects of the Website to ensure we are appealing to widest possible audience. LA, TH BM, ST agreed to be on the working party with LS taking lead as the webmaster.

Action LS to lead working party

A request for financial support has been received from a member of the U3a flower arranging group. As the group had not received start up assistance the matter was considered by the committee. It was agreed that subject to the group leader meeting with the group's coordinator and treasurer to agree a sustainable way forward for the group, this would be supported. The amount to be equivalent to two month room hire, similar to other start up financing.

Action TL to feedback to member

5. Business Secretary – KV asked the committee for approval of the AGM minutes. No matters arising. These were agreed by all and signed by the Chair.

KV fed back to the committee on the Notts network meeting he had attended, highlighting the following:

- A) Sherwood Forest Picnic 20 June 2024. After some initial interest and discussion regarding the event it was decided that this event was unlikely to be of great use in promoting the Hucknall and District U3a. No action required.
- B) There are spaces on the Notts U3a Conference to be held 21 September 2024 at Nottingham High School for Girls. BM to look at attending, although the available information seemed confusing as there were no costs available and the website stated the conference was full. Action BM
- C) A presentation on planning and organising day trips and holidays was felt to be useful and led to discussion of the various trips and holidays currently undertaken by our own U3a. The committee decided that the information would be helpful to both the group's coordinator and the treasurer to



ensure we are working within the U3a framework. Slides from the presentation to be sent to ST.

Action KV

The committee noted that there was a difference between activities arranged by a u3a member but not covered by the U3a insurance and U3a insured visits or trips. GU requested that Mark Thornley's trip to Kendal be noted as a well organised trip. GH cited Barry Saunders as someone who ensured that financial controls were in place to ensure his U3a trips were financially viable. This led to a discussion of risk assessment and financial controls that are needed to be in place for such activities and whether a trip is under the auspices of the U3A or not. **Action GH and KV. KV check what risk assessments currently in place.**

It was noted from the presentation that we do appear to be following the relevant framework. However, we do need to make sure we differentiate between official U3a trips and those which are not.

KV has been identified as the official Hucknall U3a point of contact for the Charity Commission. All agreed the appointment of Kevin for this role. **Action KV**

6. Speakers' Secretary: There is no speaker's fee for Nina Dauban this month and only a microphone is required for her on the day. CE had ensured that insurance details had been received.

7. Social Subcommittee – Minutes previously circulated. TH asked MF to report back on the last meeting. Of note was the forthcoming games night with MF detailing the events format and that there would be only 80 tickets available. Sales of the tickets will commence at the May monthly meeting.

ST asked MF where Newsbites articles should now be sent. These go to the Chair, ST stated that John Tedstone has prepared an article. John to forward the article and the guidelines for submitting such articles to TH

8. Webmaster: LS asked that all new committee members send her a head and shoulders photo for uploading to the Website. **Action BM, JP and KV**

LS reported that footfall as such is not recorded on Facebook only when someone likes the site. LS and Angela Cornish to continue to look at Facebook and its viability. This will be picked up by the website working party.

Action LS

9. Interest Groups' Co-Ordinator: ST has signed up on a beacon course for U3a coordinators. Also the Tarot group is now established as meeting twice a month at the Library.

A new Easy Walking group has been suggested by Phil and Liz Attenborough which would involve walks of 2 -3 miles or less, shorter than any of the existing length walking groups. The group would meet on the fourth Thursday of each month in the morning. The committee considered similar groups currently available and agreed that this could be a viable group. Phil will speak at the monthly meeting next week to advertise and a



notice announcing the group to go into the Newsletter. **Actions TH Newsletter and slot at meeting. LA to send email to all members**

In terms of start-up requirements, LA stated there are no costs but a copy of the emergency contact forms would be needed. **Action ST to supply master of form**

18th December showcase – communication has been hit and miss on this with some confusion as to whether this was a group showcase or a video from Christine, which was well received last year. The date also clashes with the luncheon group Christmas outing. After discussion the committee agreed the groups showcase was not viable. It was suggested that given Christine's video was so well received this might be used at this or another event.

Action TH to feedback to SSC

ST discussed the potential agenda for the group leaders meeting. It was agreed as follows

Welcome to new leaders, tea and cream scones, group exercise on how we further advertise their groups, GH to do a slot on group finance. Questions to the committee. (Most of the committee will be in attendance). It was agreed that only group leaders, the Berrill's and Stephen Lawrence be invited.

Action ST to send out invite and agenda

10. Treasurer: 1st quarter within £150 of projected budget. Groups generally on track. No questions received.

GH submitted the conflict of interest and financial controls policy documents. These were both agreed as read and approved.

11. Equipment Manager: The new projector screen has arrived and been tested. It took longer than advertised to put up but this should improve with practice. It does require some strength to put up. The equipment manager felt we should keep the new screen. The set up worked and the screen was noticeably larger than the last one. Discussion was held on flex tunnels vs MF's mat. JG to set up the hall slightly differently to facilitate the new screen. **Action LA to write risk assessment and ensure appropriate safety items in place.**

LA has an inventory but doesn't include all items that the groups have. **Action LA email Group leaders for information and provide a full inventory for the July committee meeting with dates the equipment was last used.**

The storage situation for the tea urns has not been sorted as Loft storage will only accept card payments which we don't have. GU to discuss with John Berrill storing the urns following this month's meetings. GH to store if necessary. **Action GU**

12. Vice chair: No items for discussion

13. Short courses & Events Organiser: MF has been given some information NHS speaker on face to face help



LS provided MF information on the Rotary event taking place on 7 September this year, that we have attended for the last 2 years. While this does not necessarily recruit large numbers it give us a continued presence in the community. It was felt that the gazebo hemmed people in at the last event so depending on the weather that may not be used this year. It was also felt that the event could help in targeting the younger age range for new members and highlight how active many of the groups are. BM suggested that Christine’s existing video could be played if possible in the background. **Action MF to investigate more open or interactive activity**

14. Membership Secretary:

Membership	482	Non Renewals/ lapsed	27
Full	449	Meeting attendees	163
Associate	15	Left early	12
Affiliated	18		
Printed Newsletter	80 printed	80 taken (15 for new members meeting)	0 left

New members’ meeting was held 30 April, Byron Room and was attended by 15 members who seem to find it useful. Only 4 didn’t attend. All who attended seemed pleased with the outcome and genuinely interested. GU thanked Liz, Lynda, Angela and Gary for their participation. GU provided MF with list of attendees for follow up.

Action MF to do follow up contact as previously agreed

15. Beacon Administrator. TH read out JP email report. JP recommended the zoom seminar “Running your U3a” to all Trustees. He also attended a Beacon site administrator’s course which he reported very useful, as it reinforced the handover Mark Jackson had given him. He raised the GDPR and privacy policy requirements but GH and GU confirmed this is already covered on the Membership Application Form.

JP has transferred the Site Admin role from MJ to himself. MJ left with full permissions for backup. The committee approved MJ keeping his access permissions for the time being, acting as back-up and support whilst JP establishes familiarity with the system and processes.

Hucknall Library has been added to the list of venues on Beacon and JP has supplied all committee members with details of relevant upcoming courses. ST and KV have each signed up to one of the courses. It was agreed the course information was useful.

Action JP to advise of useful courses as and when available,

16. Any other business: Any events being organised could we ensure that these are advertised in the Newsletter. **Action. ST to remind group leaders of mechanism for newsletter articles and contact link.**

17. Notes for members: None

The next Committee meeting will be held at the JGC on Wednesday 5 June 2024 at 10.00