

**Christchurch u3a Committee Meeting**  
**MINUTES**  
**Tuesday 11 June 2024**  
**Somerford ARC, Christchurch**

**Present:** John Bell (JB) (Chair), John Fairbairn (JF), Sue Fillery (SF), Ian Peterkin (IP), Kathleen Smith (KS), Elaine Trayler (ET), Rosemary McCulloch (RM), Eileen Lancaster (EL), Jackie Sherman (JS), Judy Hall (JH), Sarah Howell Davis (SHD)

**Apologies:** Paula Watton (PW)

**U3a Choir wind up**

Sarah Howell-Davis attended the meeting to discuss the winding up of the Choir.

- It was confirmed the remaining £1500 of Choir funds will be transferred to the reserves account.
- The Choir's scarves and shirts belonging to the choir members will be retained by them.
- It was agreed that the sheet music owned by the Choir should be stored for a year in the hope a new choirmaster will be found. JF will contact Anne Hewetson to confirm the decision and agreed to store the music sheets. Storage boxes for the music sheets will be paid for out of the Choir funds. If the Choir is not re-formed the music sheets will be offered to other Choirs in the region.
- The left over provisions of tea, coffee, plastic cups etc. will be given to ET at the Epicentre for use at the forthcoming Barbecue/Garden Party.
- The search to find a replacement Chorimaster will continue.

JF

SHD declined the invitation to stay for the remainder of the committee meeting.

**Minutes of meeting 23 April 2024** were approved.

**Matters Arising**

1. IP confirmed the equipment removed from High Cross Church had been sold for £25.
2. KS reported invoices from Christchurch Library and BCP venues remained outstanding.
3. Although the purchase of new music sheets for the Singing for Fun Group was approved so far none have been bought.
4. Pauline Silverwood sent apologies for resigning from the

<p>Venues Secretary position which she had agreed to take over from Judy Hall. A replacement for JH is still required. It was agreed that the best way of finding a replacement would be through personal contacts. JB asked everyone to consider if they knew of anyone who might be willing to take on the role. It was suggested it might be worth advertising on a volunteers database. Also to look again at the new members forms to see if anyone was willing to volunteer. If a replacement cannot be found a recruitment mailshot will be sent in September.</p>	
<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>• IP queried the increase in this year's Speakers' fees. KS explained that sometimes the Speakers are u3a members who do not charge and this year there have been more Speakers with increased fees.</li> <li>• The end of the financial year is July. The accounts will be reviewed at a September meeting. A budget review will be held in February when financial decisions for the following year will be made.</li> </ul>	
<p><b>Chair's Report</b></p> <p>Further to JB's email regarding the implementation of the policy and process review, which would be covered later in the meeting, he had nothing further to add.</p>	
<p><b>Committee Members Reports</b></p> <p><u>Programme</u> IP provided the committee with the new 24/25 Programme. It was agreed that IP had done a wonderful job in producing the new programme.</p> <p><u>Publicity</u> All programme launch activities are going well. The committee were reminded to attend the Programme launch coffee morning on 26 June.</p> <p><u>New Members</u> JF confirmed the coffee morning for new members will be held on 30 November in Druitt Hall.</p> <p><u>Groups</u> The number of Groups for the year 24/25 has increased to 87. It was agreed that JS and SF would follow the problem/grievance policy to deal with the concern raised by a GroupLeader regarding a disruptive member of their group.</p>	<p>JS, SF</p>

Epicentre

In reply to an email from Gwilym Jones, Estates Manager, BCP Council regarding the ownership of the Epicentre SF confirmed the Epicentre is owned by Christchurch Housing Association. Mr Jones said the Council would check ownership with the Land Registry and if there was a problem he would come back to SF.

**Barbecue/Garden Party for Group Leaders**

The response to the invitation to Group Leaders to attend the barbecue/garden party has been positive with 30/40 people attending. There was concern that parking might be a problem. It was agreed that a map with available parking places will be sent to attendees.

KS

**Policy and Process Review**

To meet legal requirements as set out by u3a TAT and the Charity Commission the following policies need to be implemented:

Safeguarding Policy  
 Equality and Diversity Policy  
 Health and Safety Policy  
 Data Protection/Privacy Policy

An Accessibility Policy and a Risk Policy are also required.

JB will use TAT policy templates to amend and update existing policies and implement new policies, such as a Safeguarding Policy. JB will email the policies to committee members for review and approval at the next meeting.

JB

The next stage will be to communicate the policies to group leaders and members.

A designated committee member should be assigned to each policy e.g the Webmaster should be the point of contact for the Data Protection/Privacy Policy and the Venues Secretary for the Accessibility Policy. JS offered to be the point of contact for the Safeguarding policy Group Leaders will need to ensure risk assessments are carried out.

It was suggested some policies may require training sessions and consideration should be given to holding First Aid courses. Consideration should also be given to introducing a whistleblowing policy.

It is intended the new and updated policies will be implemented by the beginning of the Autumn term.

The Secretary will be responsible for an annual review schedule

for all policies.	<b>SF</b>
<b>A.O.B.</b> IP agreed to be responsible for printing the AGM booklet.	<b>IP</b>
<b>Date of Next Meeting.</b> 20 August 2024 at 14.00 at Somerford ARC, 20 Southey Road, Christchurch BH23 3EH	