

they have secured an external candidate who will be contracted on a fee-paying basis. The costs will be covered by choir membership subscriptions so there will be no additional pressure on the Christchurch u3a budget. Following some discussion JB signed off the agreement between Christchurch u3a and the new Musical Director. SHD presented a budget plan which was accepted as a sustainable financial plan. The key elements of the new arrangement are:

- JF from the Choir has taken the lead on behalf of the group.
- JF confirmed that the initial contract would run as a trial for the first term. If all goes well it will continue for the remainder of the academic year.
- The contract contains a germination clause stating that either party can terminate the the agreement with two months' notice.
- Christchurch u3a will fund all venue costs including those required for concerts.
- The Choir will introduce a subscription fee (currently £3 per week paid in advance for the first term). This fee, along with income from events will cover all other costs.
- The Musical Director would provide his own cover for Public Liability Insurance.
- A one-off payment of £100 was approved to enable the purchase of new music.
- If new members join the choir the Group Leader (JF) is authorized to enable taster sessions; however, the expectation is that this will not be necessary. This concession is allowed because of the unique nature of the funding.

Treasurer's Report

KS presented the Accounts Summary for July 2024. This document will form the basis of the end of year accounts. Key features are:

- The current account has been refunded the loans made to the Theatre, Travel and Social Events groups (£1000 each) to underwrite the initiation of the new bank accounts.
- An old dormant Travel Group account has been closed and the funds have been transferred to Social and Fundraising account.

<ul style="list-style-type: none"> • Addition surpluses from other groups have been transferred to the Social and Fundraising account in accordance with our Financial Control Policy. • The information on the CCLA Accounts will need to be updated to reflect interest earned. This will be done for the end of year accounts. • JB commented that an initial analysis would suggest that we have completed the year close to our budget projection which is an excellent result given the current history of venue inflation. • The accounts will be reviewed at a September meeting in preparation for the AGM. A budget review will be held in February when financial decisions for the following year will be made. • KS confirmed that she has secured a 10 copy Microsoft License at no cost. This was enabled by our non-profit organization status. KS would seek to distribute the licenses to individuals. 	<p>JB</p> <p>KS</p>
<p>Chair's Report 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>Committee Members Reports</p> <p><u>Programme</u> It was agreed that IP would prepare an insert for the Programme to cover changes introduced since publication. It was agreed that, at this time, there was no need for a re-print.</p> <p><u>Publicity</u> The launch activities had been very successful, and it was agreed that, subject to the availability of volunteers, we would hold two further market events in early September.</p> <p><u>Venues</u> IP was working on a plan to try and simplify the data handling for the Venues interface. The primary objective is to simplify the process by developing an integrated tool that will enable more efficient and timely information flows. JB and IP will meet on the 5th September to review progress.</p> <p>KS raised the topic of membership of groups operating under the PSX umbrella. It was recognized that this was a challenging</p>	<p>IP</p> <p>PW</p> <p>JB/IP</p>

topic; however, it was emphasized that the basic principle that everybody who participated in a u3a activity must be a fully paid-up member of Christchurch u3a. Therefore, PXS members are not able to participate if they are not u3a members. Apart from the fundamental principal participation of non-u3a member would compromise the u3a Public Liability Insurance and if the matter was referred to the TAT they would take the same view. KS confirmed that she was going to arrange a meeting with the relevant Group Leaders to address the issue.

KS

JH has been asked by several venues whether the u3a would pay for tea and coffee. It was confirmed that our policy was that Groups should provide their own provisions and that the u3a would not cover the cost.

Membership

As of today, we have 655 members. 88 of these are new. It was agreed that this was a good result and that others would join once we approach the start of the term. However, our target for the year is circa 900 so there is some way to go.

Secretary

SF replied to the rates valuation office regarding ownership of the Epicentre , a copy of the completed form is in the Epicentre. They said they would get back to her if there was a problem - so far, they haven't.

Policy and Process Review

To meet legal requirements as set out by u3a TAT and the Charity Commission JB has undertaken a review of a range of policies. The draft policies were issued to all prior to the summer break. The procedure for reviewing and issuing these policies has been outlined in Communication 1 and JB will be responsible for completing the process. In accordance with previous discussions, and to minimize time constraints, JB will update all policies in line with the discussions at the meeting and then issue them for inclusion on the website. JB will also manage all the associated communication taking advice where appropriate. The overall objective is to have all policies and the necessary communication in place mid-September.

JB

JB emphasize that this is not just a “tick box Activity”. The whole purpose of the Policy Review is to ensure that we operate with the terms of TAT and Charity Commission governance rules and look after the wellbeing of our members.

Post Meeting Note: IP has agreed to help with reviewing of updates to the policies.

IP

Safeguarding Policy – Communication 2

This is a new policy which will require careful communication to all members.

JS has agreed to be the Safeguarding Point of Contact; however, in her absence this role will be assumed by the Chair (JB). If an issue arises JS/JB will assess the most appropriate course of action and will engage with member of the Committee if required.

JB emphasized that Safeguarding is the responsibility of all members regardless of their role.

JB will prepare an instructional video clip for the next Committee meeting to ensure that we all share a common understanding.

Accessibility Policy – Communication 3

JB will update and then issue the policy with appropriate communications.

Equality, Diversity and Inclusion Policy – Communication 4

IP raised some issues regarding the need to monitor and assess the deployment of the policy. JB would update the draft and send it to IP for review.

Data Protection/Privacy Policy – Communication 5

This is an important document that underwrites what we already do. It was agreed that it required a further review to cover the issue of Group Registers. In addition, the Policy requires us to prepare a set of Legitimate Interest Assessments which justify

why we need to hold membership information. JB has already prepared drafts and agreed to circulate them to the team.

Risk Management Guidelines – Communication 6

JB

Following a discussion, it became obvious that we were taking at cross purposes regarding this document. It is specifically designed for an organizational risk assessment undertaken at the Christchurch u3a level. This is an activity that will be completed early next year once all the other policies are in place. JB will modify the title to remove the confusion.

Health and Safety Policy – Communication 7

JB

This policy specifically applies to how we implement Health and safety within the Groups.

Following a discussion, it was agreed that all Groups, regardless of activity, would be required to undertake an annual risk assessment to be completed before the end of the Autumn term. Once completed Risk assessments were to be sent to the Group Coordinator with the Group Register.

JB

It was noted that there was a need to decide how and where Risk assessments would be stored.

Risk assessments would be conducted using a set of templates customized for each type of activity.

JB had already prepared a set of templates; however, it was recognized that an additional template was required to address the needs of the Out of Hours activity. JB would prepare a suitable template.

JB

Disciplinary Procedure

During the past few months, it had become clear that the existing “Sorting out problems and Grievances” procedure needs to be updated to bring it in line with the TAT recommended approach. JB had prepared and updated procedure which would replace the existing one.

JB**Recruitment**

Over the next 18 months several Committee members are due to be replaced in order to meet our 3-year target; however, the reality is that there is a significant shortage of members who are

prepared to step up to Committee roles. This means that many of us will probably stay in post for longer. JB has agreed to continue as Chair for another year, subject to AGM approval. However, the most critical role is to find a replacement for JH who will retire at the AGM.

We discussed this at length, and it was agreed that the work being undertaken by IP to integrate the data manipulation would help simplify the role.

It was agreed that our next approach would be to simplify the role and put more emphasis on communication with venues and groups. It was also agreed that there was potential to redistribute some of the tasks to help support the role.

In the short term it was agreed that JB would draft a new email emphasizing our decision to redesign and simplify the role in the hope that it would make it more attractive and less daunting to perspective candidates.

JB

There was also a need to update the ToRs.

JB

In response to a suggestion from KS it was agreed that in future prospective candidates would be “interviewed” by a mixed gender group!

A.O.B.

It was agreed that for the time being we did not need a Whistleblower Policy. This decision would be reviewed next year.

Date of Next Meeting. 24 September 2024 at 14.00 at Somerford ARC, 20 Southey Road, Christchurch BH23 3EH