

**Christchurch u3a Committee Meeting
MINUTES
Tuesday 24 September 2024
Somerford ARC, Christchurch**

Present: John Bell (JB) (Chair), Elaine Trayler (ET), Rosemary McCulloch (RM), Eileen Lancaster (EL), Jackie Sherman (JS), Paula Watton (PW), Judy Hall (JH), Sue Crosoer (SC), Phil Erwin (PE)

Apologies: Sue Fillery (SF), John Fairbairn (JF), Ian Peterkin (IP), Kathleen Smith (KS),

Review of Minutes of last meeting	
Minutes of meeting 20th August 2024 were approved.	
<p>Matters Arising</p> <p>Since the last meeting there had been some significant progress in creating, and publishing, the new set of policies. To date there had been no adverse reaction and it appeared that Group Leaders were complying with the requirement to undertake Risk Assessments. With the following exceptions all the actions, relating to policies and procedures, outlined in the previous minutes, had been completed:</p> <ul style="list-style-type: none"> • JB had reviewed the current Disciplinary Procedure and compared it to the TAT model template. There was clearly a need to update the existing procedure; however, from JB's perspective the TAT model was not entirely suitable; therefore, further work was required. JB will revisit the re-draft action after the AGM. • During the publication process it was agreed that, in future, all Risk Assessments and Accident Reports would be directed to the Office for filing and where appropriate follow up action. This change was reflected in the final issue of the applicable policies. 	JB

<p>JB thanked IP, EL and JS for their help and support in drafting and publishing the policies. It was an excellent example of collaborative teamwork.</p> <p>U3a Choir Update. It was noted that the references to “JF” in the minutes refer to John Fletcher not John Fairbairn.</p> <p>Ks would continue to manage the distribution of Microsoft Licenses</p> <p>Programme Report – IP had prepared an insert of recent changes for inclusion within the Programme Booklet.</p> <p>Publicity – PW organized two further market events and the view was that they were very successful. It was agreed that this model would be repeated in future years.</p> <p>Venues – JB, IP, JS and KS met to review the work on the venues database. It was agreed that this initiative would significantly simplify the administration associated with the Venues Coordinator role. JB had previously thanked IP for taking the initiative to address this challenging topic.</p>	KS
<p>Treasurer’s Report</p> <p>KS had circulated the Accounts Summary for the end of year accounts. This document will form the basis of the end of year Treasurer’s report for presentation to the November AGM. JB reported that the independent audit of the accounts had been completed and, except for a couple of minor observation, there were no material problems. The Audit Report had been sent to KS and she will present the summary to the October meeting.</p> <p>Key features are:</p> <ul style="list-style-type: none"> • We completed the year, on budget, with a surplus of £2958.79 • Our CCLA Reserve Accounts performed well delivering an increase of 7.25% • Venue cost rose by 31% due to the legacy pressures of Covid and energy inflation. 	KS

<p>PE had agreed to be the new Assistant Treasurer. KS would be the main point of contact to ensure that PE was fully integrated into our financial processes. In addition, EL would like to explore the possibility of PE supporting the Membership Role. KS would work with PE and EL to work out an appropriate way forward.</p>	<p>KS</p>
<p>Chair's Report</p> <p>There was no specific report; however, on behalf of the Committee JB extended a warm welcome to Sue Crosoer (SC) and Phil Erwin (PE) both of whom had agreed to join the Committee. SC had agreed to take on the Venues Coordinator role and PE had agreed to become the Assistant Treasurer. JB wished them well on their new venture.</p> <p>JB also extended a warm vote of thanks to Judy Hall (JH) who was stepping down as Venues Coordinator at the AGM after almost 7 years in the role. JH had made a huge contribution to the success of Christchurch u3a, and her legacy will live on.</p>	
<p>Committee Members Reports</p> <p><u>Programme</u></p> <p>IP had prepared an insert for the Programme to cover changes introduced since publication. It was previously agreed that, at this time, there was no need for a re-print.</p> <p><u>Venues</u></p> <p>The major event was that, after many months of searching, SC had agreed to take on the Venues Coordinator role. Over the next few weeks SC would liaise with IP, JS, JH and KS to enable her to get up to speed.</p> <p>It was recognized that following the work undertaken by IP on the supporting database that some elements of the role had been simplified; however, this was still work in progress so there are still opportunities for further refinement.</p>	<p>SC, IP, JH, JS</p>

The key message is that the delivery of an effective venues process is now a truly collaborative venture.

It was also recognized that following the completion of the process re-design that there would be a need to update the appropriate Terms of reference. JB will lead this activity

JB

KS and JS had undertaken a review of the PSX situation and following a meeting had reached the conclusion that the best approach was to convert the PSX relationship to a standard venue hire based on an hourly rate. There were some consequences of this decision; however, KS had made a proposal to PSX and was awaiting a reply. On-going action.

KS

JH reported that some Group Leaders had requested copies of venue risk assessments. In addition, JH had asked venues for their risk assessments.

JB summarized his view of how risk assessments should operate.

Venues are required to undertake risk assessments to ensure that anybody making use of their facility is safe. They are required to identify risks and where implement appropriate mitigation actions. It is the venues responsibility to inform all users, at the point of delivery, of any risks and appropriate mitigation actions. This is normally achieved using notices and venue-based instructions. The venue cannot delegate this responsibility to an external organization. As a result, Group Leaders do not need to see venue risk assessments.

u3a groups are responsible for undertaking a risk assessment of their specific activity and where appropriate put in place mitigation actions. These actions must be communicated to the group by the Group Leader. In addition, all groups must conform with any Venue generated instructions or mitigation actions.

Membership

EL advised JB that there was a need to purchase and new printer and PC for the office. JB and KS subsequently approved the purchase.

Policy and Process Review

JB reported that all current actions had been completed, see earlier comments.

Planning for the AGM

JB reported that planning for the AGM is now well advanced. The key features are:

JB has prepared all the necessary material for inclusion in the AGM Booklet. This information will be sent to IP early next week.

On her return from holiday KS will finalize the Treasures contribution.

On his return from leave IP will compile all the information and prepare the AGM booklet. Two versions will be produced. The first will be posted on the website towards the end of October. The second will be a physical version which will be printed and posted to members who do not have an email address. EI and ET need to prepare enough stamped and addressed envelopes ready for posting.

EL/ET

The approximate timescales are:

- Files to reach IP by 9/10
- IPO to tweak into correct format 18/10
- Review for printing 21/10
- File available for printers and Online 23/10
- Printed copies ready for circulation 4/11

JB would draft an email to members announcing the AGM (previously notified in the Programme,) and requesting any nominations to reach SF by 14th October.

JB

SF will bring a set of Nomination Forms to the next meeting.

SF

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.

Thankfully, we have identified a candidate for the Venues Coordinator role. In addition, we have the start of a succession plan with the appointment of PE as Assistant Treasurer. SC correctly pointed out that the aim should be to find somebody to shadow every role.

Our experience to date is that the email route to identifying potential candidates fails to deliver a result; however, the more “organic approach” driven by personal contacts appears to be more successful. In addition, the recent initiative by KS and RM to trawl through membership applications has proved more successful.

A.O.B.

It was agreed that we would not progress the annual Group Leader Meeting because it had no specific purpose and was not well supported.

Date of Next Meeting. 22 October 2024 at 14.00 at Somerford ARC, 20 Southey Road, Christchurch BH23 3EH