



**Hucknall & District u3a Committee held at the JGC on Wednesday 3<sup>rd</sup> July 2024 at 10 am.**

**Present:** Tina Holmes [Chair], Liz Attenborough, Christine Eagle, Melvyn Francis, Gary Holmes, Bob McEwen, Lynda Smeathers, John Pretty, Sue Tedstone, Kevin Varey

**1. Apologies** Greg Umney

**2. Minutes of Previous Committee Meeting** The June minutes were approved and signed

**3. Matters Arising from the Minutes** CE and GH need to agree Speaker Insurance and tax arrangements. With regard to LS arranging the next website working party meeting no date had been given in the minutes. LS had been waiting for members to return from holiday.

Action CE and GH to meet in the week. LS to arrange working party meeting asap

**4. Chair:**

Notes delivered to the meeting from GU. GU has requested for someone be found to replace him as Member Secretary. In his absence attendance sheets and new members need sorting. The tea and coffee equipment be stored elsewhere after the meeting next week. CE may have storage space at her house.

Action JP to visit GU to discuss arrangements and TH to contact Angela Cornish. CE to assess size and weight at the next meeting

Christine Vincent has asked if her film can be shown at the Autumn Area Conference (NOTTs). Concerns were raised over consent and appropriateness.

KV pointed out that the current permissions for Hucknall u3a re image use would probably not cover external advertising. It was decided that the conference was not appropriate regardless of consent from the people in the film. LA- suggested showing film at new members meetings as introduction to Hucknall u3a. Committee agreed this was a good idea.

Action TL inform CV of the decision and query consent of the individuals involved.

**5. Business Secretary**

KV listed the current policies and suggested policies to be reviewed on or near the same date but at least a few months after the AGM. KV raised concerns about the mandatory policies required by national headquarters. There were some queries around privacy and data protection whether it covered our GDPR requirements. There also appears to be 2 P&D policies with the only noticeable difference being a paragraph on affiliated members.

With regard to safeguarding vulnerable members, it was agreed to sign off what we currently have.

U3a national office requires H&S Policy but their exemplar only really covers Risk Assessment.

KT Equality and Diversity policy is also required.

KV liaise with MJ regarding the 2 similar P&D policies. KV and GH to look at joint H&S statement within Risk Management policy and to draft a E&D statement

## 6. **Speakers' Secretary:**

CE – the speaker for July members meeting is Bert Filcroft.

LA informed CE of a researcher who has offered a talk on Dementia. Discussion around who the talk would be for. BM - suggested running the talk at the science group, then cascade to either the monthly meeting or a short course, if was felt appropriate.

All agreed last month's speaker Andrew Lound was excellent. The big screen was reported as being much better. The induction loop for hearing aids doesn't seem to be working properly. There was also an issue with one of the microphones at the group leaders meeting. It was felt more data was needed regarding who could or couldn't use the loop system

Action LA to liaise with the researcher for talk at the science group. TH to ask all those with hearing aids to make sure they have switched them to the loop system and report back on if this worked or not. All mic's to be tested to see if there is still an issue. TH and LS to pick up any issues with JGC.

## 7. **Social sub committee**

The social sub-committee (SSC) has agreed to reduce reserves as requested by the executive committee. Games night was enjoyed very much, it was noted that having no music in break was welcome as people found it easier to talk to each other.

Action TH to report back to SSC

## 8. **Webmaster:**

LS reported that the meeting with JP had been very helpful and had helped resolve some of the issues. As a result of the group leaders meeting LS had received information for the website from those present.

## 9. **Interest Groups' Co-Ordinator**

ST had a number of items to report on.

**Flower Group.** ST and GH had met the leader to discuss the group support grant and appropriate actions have now been taken by the leader. A positive outcome that should see the group continue to meet.

**Easy Walkers** – 34 people attended the first walk and were split into 3 groups. This was, as expected, less than the total membership. It was agreed to monitor numbers and then amalgamate if appropriate.

**Beginners Ukulele Group** - JP had a good response to this group. He requested set up funding to allow him to book a room at JGC, possibly 15<sup>th</sup> July & 19<sup>th</sup> August. The Committee agreed set up costs for the 2 sessions.

Action JP has send info to webmaster

**Nat Trust group** – there are a few complaints about the NT groups always being full - discussion took place. A number of suggestions were raised.

Action ST to discuss with the group leader

### **Feedback from the group leaders meeting**

ST was concerned that some groups are never represented at the Group leaders meetings. GH stated that this was true for finance as well.

Groups using personal contact lists for group members (eg email addresses) instead of Beacon was discussed JP – whether communicating through Beacon or not, groups need to comply with u3a GDPR policy if sharing contacts etc

KV suggested group leaders need more training re: risk assessment etc. ST suggested holding training session for group leaders on risk assessment but this can't happen until the policy is reviewed. BM – policies need a footnote with version control, to ensure the latest version is used.

11 people had requested Beacon training. Costs approved by Committee to book a room to facilitate this.

Due to time constraints it was agreed this and other items from the group leaders meeting couldn't be given the attention it deserved.

Action ST & GH to provide a list of the groups who are represented. JP to set up beacon training and book room etc. Feedback from group leaders meeting to be picked up at next meeting. Version control to be added to all policies.

**10. Treasurer:**

No concerns currently. As of June 2024 we are currently £171 up against budget. GH has sent complete transaction report to all group leaders and asked for any questions/queries

**11. Equipment Manager:**

LA - provided equipment inventory to the Chair.  
PAT testing – it is hoped that all U3A equipment at JGC could be Pat tested by JGC  
Action LA to liaise with JGC.

**12. Vice chair:**

Nothing to report

**13. Short courses & Events Organiser: MF**

MF - there will be a short 15- 20 min PowerPoint presentation at a members meeting about the NHS app and how to utilise it fully. Date to be agreed. MF – September Rotary event - ADC supplying a stall for Hucknall u3a  
Action MF to finalise date for NHS presentation.

**14. Membership Secretary:**

**4 new members**

Membership	490	Non Renewals/ lapsed	27
Full	456	Meeting attendees	153
Associate	16	Left early	8
Affiliated	18		
Printed Newsletter	80 printed	75 taken	5 left

**15. Beacon Administrator**

JP - the gender status info is being removed from Beacon. JP provided a document - ‘Document discussion GDPR’ which was due to be discussed this meeting. JP has made suggestions but needs input from the other Committee members. Unfortunately, there wasn’t enough time to give this the attention it deserved. This to be emailed again to the committee for discussion at the next Committee meeting.  
Action All to read document before the next meeting. This to be bumped up to item 4 on next month’s agenda

**16. Any other business:**

BM raised the old minutes that are on the website.  
BM, not many u3a evening events. However without leaders to run evening events this is unlikely to change.  
Action LS to remove minutes older than 2 years from the website

**The next Committee meeting will be held at the JGC on Wednesday ..... 7<sup>th</sup> August 2024 at 10.00**