

Appendix 1



Executive Committee meeting held on Thursday 7 September 2023 at St Peter's Hall at 3.45pm

Minutes of the meeting

Present: Matthew Stephens (MS), John Bolt (JB), Sandra Heard (SH), Juliet Hancox (JHa), David Thomas (DT), Mick Gill (MG), June Slatter (JS), Judy Hornigold (JHo) and Vivienne Waterer (VW)

1	The chair welcomed members to the meeting.
2	Apologies: Mike Fairbrother and Jayne Taylor
3	Minutes of the meeting on 6 July 2023 were read and accepted, and signed by the chair.
4	Matters arising Sentinel Editor: Will Heard has taken over and has produced an excellent September edition. Action: MS to write notes of thanks to Will and to Peter Calver for temporarily editing the Sentinel. Personal risk assessment forms. MG informed the meeting that there must be a u3a committee mandate for this. Agreed. Action: JHa to write to group co-ordinators reminding them of the confidentiality of emergency contact details.
5	Meeting with Olton and District u3a. Arranged for 9th October at Greswolde Hotel, Knowle at 10.00am. The agenda has been agreed. MS confirmed that the nearest Men's Sheds is at Marie Curie Hospice, Solihull – to be discussed. Look Local - MS has spoken to them, free to advertise local events (up to 4 lines) - MS to action.
6	First Aid training. This has been arranged for October 18th in the village hall. The provider has asked for a photograph of the hall. Action JS. The walking football group has arranged its own first aid training. The u3a has agreed a contribution of £50 towards the cost.
7	Coffee morning for new members, 30th October at Robert Grissold church. Meeting to start 11.15 for 11.30, due to a previous group in the hall. 89 potential members. Sub-group to organise: MS, JS, JB and SH. MS to check agenda/arrangements for the meeting that took place in March 2022.
8	The annual report for the Charity Commission was agreed and signed by chair and secretary.
9	Membership fees for 2024. Proposal to go to a special general meeting on 2nd November 2023. Proposal to be £13 for renewing members, £16 for new members and £10 for new members joining from July. Increase in fees to allow us to deal with any contingences, such as a new projector.
10	Dance/Supper. Date set for 8th June 2024. Noted that Picnic in the Park is on 22nd June 2024. MS to contact band JS to book St Peter's Hall Fish and chip provider – to review in New Year – suppliers in Knowle or Kenilworth could be considered.
11	Correspondence – none
12	(a) Chair – report previously circulated

- (b) Treasurer – report previously circulated. Noted that Gift Aid needs to be signed by all members who take part – to be reviewed in 2024.
- (c) Secretary – report previously circulated.
- (d) Membership secretary
 - a. January to 31 August 2023 – 30 new members
 - b. Groups with vacancies. JHa to invite these Group Coordinators to the New Members coffee morning on 30 October
 - c. Richard Drake had contacted the committee about the 10th Anniversary Dinner. Caution, photos that must not show any deceased members.
 - d. John Peat is very ill – now in palliative care. SH to ask Alan Buckland to send him a card
 - e. Kenilworth u3a membership form includes bank details. Agreed to include on our form
 - f. There had been an issue with a potential new member who had broken the members' code of conduct. The potential member decided not to join our u3a.
- (e) Speakers' Secretary. Speakers booked up to September 2024. Details to go on our website. JT to work with VW when she has recovered from illness.
- (f) Groups' Liaison Officer.
 - a. Report previously circulated.
 - b. Scrabble group has a new group coordinator - Jane (Audrey) Wilkie
 - c. The information on the groups' notice board and meetings needs updating, and the groups' handbook on the website needs updating to reflect new risk assessments (JHa)
- (g) Publicity Officer – nothing to report
- (h) Risk Management Trustee
 - a. Report previously circulated. Items in red mean they are still being worked on. Jubilee Hall now done.
 - b. Home venues – MG has contacted Jean Jackson (WM trustee). TAT assessment still to come.
 - c. PAT testing. MG to be re-certificated
 - d. MG circulated two documents. Electrical Safety & PAT testing, and an appendix, Electrical Equipment... Safe for Use criteria
 - e. MG explained the importance of informing members of safety using electrical equipment. The Safe for Use document to be circulated to all Group Coordinators
 - f. Risk Assessments. MG and JHa to meet and focus on activity-based groups
 - g. Check asset register. Action MG
- (i) Core meetings refreshments organiser.
 - a. JT is unfortunately unwell, but has forwarded the following report to be presented at the meeting

My plan for this summer was to meet up with Barbara and have a proper handover and discuss the way forward for the tea/coffee rota and volunteers etc.
Unfortunately, this did not happen because I became ill with a virus but I have mailed Barbara and we shall get together as soon as possible.

The items I need to clarify are as follows:

The contact numbers for the existing volunteers - who has these details?
How do I update the tea rota on the website?
How to request volunteers - which platform do I use? Would that be through Sentinel?

	I wish to begin to recruit new volunteers but need to have the above information and understand the system before I start.
13	Other Business (a) JS had visited Barchester Mews care home in Knowle. MS to provide contact details for Dorridge and South Solihull u3a's. Subject to u3a not acting in a carer capacity, some residents at local care homes could be potential members of the u3a. (b) JS/MS. There is a regional support team meeting by Zoom on 11 September. (c) MG – is there a Group Coordinators handbook? JHa to follow up
14	Date of next meeting: 2nd November 2023. The core meeting on that date will be preceded by a special general meeting to agree membership fees for 2024.

Signed M.S. [Signature]

Date 2-11-23