Balsall Common U3A

Minutes of the Committee meeting held at 3.35PM at St Peter's Hall and continued at 4.00PM at the Westlake Room, Balsall Common Village Hall on Thursday 7th June.

In attendance: Jim Melville (JM), Richard Drake (RD), Margaret Burleigh (MB), Linda White (LW), Lynn Brinkworth (LB), Barbara Davison (BD), Barbara Hammonds (BH) & Len Tomnie (LT).

At St Peter's Hall (3.35-3.55)

(The opportunity was taken to address some of the more straightforward items on the agenda. Attendees were as above other than Len Tomnie).

1) Appendix 1 Committee roles was discussed. It was agreed to add the Webmaster role (Peter Calver) as a non-Committee role. Where they exist generic e-mails to be used. BH requested a generic e-mail for the Bookings secretary. Committee members whose roles do not currently have a generic e-mail to advise if they think it would be advantageous.

2) Minutes for the AGM on the 10th May were agreed but will remain as Draft until formally agreed at 2019 AGM.

3) Minutes for the Committee meeting on 10th May were agreed and signed.

4) JM is unable to attend the Core Meeting on 4th October and the following Committee meeting. RD agreed to Chair in his absence (JM will prepare the Agenda).

At the Westlake Room (4.00-5.10)

1) New committee members were welcomed and apologies were accepted from Tom Waterer (TW) and John Peat (JP).

2) Officer's Reports:
   Treasurer:
   - No1 A/c – Cash book balance of £1758.57. All main annual expenses now paid. On track for reserves to be under £1000 by end of year as intended.
   - No2 A/c – Cash book balance of £3389.59. RD to speak to Group Coordinators with material balances about reasons for retaining and/or plans to reduce.
   - Beacon. No meeting of working group yet. Next stages expected to be: rollout to new Committee Members, rollout to a few Group Coordinators followed by rollout to all Coordinators.

- A Beacon Licence fee is due. Likely to be c£200, depending on start date (it is £0.50 per member per year).
- Paypal. It was agreed that it was desirable to enable Paypal to be used for online renewals. However, Charity Commission registration required to obtain discounted cost. To be further discussed RD/JM.
- Licence renewals – The Filmbank and CLA licences have been renewed through the TAT at a cost of £60 each.

Business Secretary:
- U3A "Keep it Legal" workshop information to be circulated to all committee members who were encouraged to attend (reasonable travelling expenses can be reimbursed)
- JM to invite Auriol Ainley to a future Core meeting after discussing with her what her aims and objectives of attending are.
- Committee members were encouraged to view the U3A Privacy Policy at: https://u3a.org.uk/privacy-policy .

Membership Secretary:
- As JP not present RD reported he was aware there were a few new memberships which had been held back until the beginning of June to avoid an excessive joining fee in the light of our agreed changes. Other committee remembers reported several new enquiries at the Core meeting.

Speakers' Secretary:
- Only 2 dates left to fill before June 2019. Awaiting response from one speaker as to which date they would prefer before filling remaining opening.

Groups Liason Officer:
- Proposed MOTO Group. Only 5 attended initial meeting. Nobody wants to organise. No further action to be taken.

Chairman:
- Solihull Cluster meeting. JM not able to attend but he sent a report informing them of the change to our membership year, our new fees and our current membership of 330.

3) Working Group reports:
   a) Trustees duties and responsibilities (TW). Carried forward but all agreed to read before next meeting.
   b) Group finances including group funds, petty cash and information for coordinators. Carried forward. RD to publish draft proposals before next meeting. (See report by Treasurer above).
   c) Data Protection etc. Appendix 3. After discussion agreed to publish policy notice in next Sentinel.

d) Membership Application & Renewal form. Carried forward.
e) Hall bookings and other contractual arrangements. After discussion JM agreed to redraft to include proposal for single venue/single group bookings where local payment to be permitted but Bookings Secretary to be involved in making overall arrangement. At present BACS payments are not possible.
f) Beacon roll-out and ongoing management. No meeting yet held. RD to convene meeting with JM & PM.
g) Risk Assessments. RD to publish draft proposals ahead of next meeting.
h) Social Media (BD, LT). Appendix 4. Carried forward, however, any comments from committee members who are on Facebook and Twitter still welcomed.

Date of next meeting:

Thursday 2nd August 2018. Westlake Room, Village Hall

Post meeting notes:

A committee meeting will be held on 5th July from 4:00 – 5:30 pm in the Westlake room to discuss and action GDPR and its consequences.