

## **Minutes**

**Present:** Jim Melville (JM), Richard Drake (RD), Barbara Hammonds (BH), John Peat (JP), Sue Simpson (SS), Matthew Stephens (MS), Ernie Taylor (ET), Len Tomnie (LT), Vivienne Waterer (VW) & Linda White (LW)

- 1 Apologies from John Bolt
- 2 Draft minutes of committee meeting held on 7 January 2021 - approved  
Matters arising  
Peter Calver was suitably thanked for all his hard work with the website.  
Annual insurance policy received (original with Secretary, copy on website).
- 3 Covid-19 impact on group meetings, core meetings & AGM  
AGM postponed to 5 August in St Peter's Hall  
First core meeting on 1 July in St Peter's Hall - talk from Birmingham Rep  
Group meetings can restart according to "The Way Forward" (Appendix A)  
BH & LW to do summary of groups requiring halls.
- 4 Reports  
Treasurer  
Financial report as at 4 March: Main (No 1) Account £4,626 Most renewals now received. Only a few outstanding expenses. Groups (No 2) Account £1,865. Some Westlake Room fees from pre-lockdown due.  
Our application for The Cooperative Bank has been accepted and the main account will go live on 23rd March. There has been a problem with opening a 2nd account, but given the low level of financial activity this should not be an issue. We should qualify for the incentive payment of £1250 from NatWest.  
Year end reports to 31 March have been drafted.  
302 members have renewed to date with 15 to go and Anne Santos happy to continue as Honorary President.  
Beacon subscription frozen at £1 for 2021/22 and annual membership subscription to Third Age Trust (£3.50) both now based on members at 31 March.  
Membership Secretary - new members welcome letter updated. 36 in 2019 & 20 in 2020.  
Speakers Secretary - Speakers arranged for July & August (AGM) meetings.  
Groups Liaison Officer  
In conjunction with BH will circulate hall booking requests from groups.  
Kim Hathrill keen to start up Film Studies & will speak to JM about requirements.
- 5 Annual General Meeting arrangements now 5 August  
Proposal for timetable leading up to AGM 2021 (Appendix B)  
Items held over until next meeting  
Scrutineer for next year - Alan Buckland has agreed to do this
- 6 Annual review of all policies (those currently in use all acceptable – to be redated and sent to Peter Calver (JM to action)  
Finance policy and Trustee Code of Conduct approved (JM to send to Peter Calver)  
Data Protection and Privacy policies which require updating to be reviewed by MS, RD & JM
- 7 West Midlands u3a conference (virtual) 9 March (MS & JM attending)

- 8 First National U3A Day: 2 June  
RD plans to arrange several short walks around Balsall Common
- 9 Solihull Cluster meeting held 17 February 2021: report received from JM
- 10 Procedure for notifying the death of member. This item is still under consideration.
- 11 Mirthy.co.uk talks for core meetings during continued lockdown. It was agreed that we "trial" a Basic talk specifically for our u3a on 1 April at a cost of £50. VW to arrange and inform members by email.
- 12 Any Other Business  
Disposal of spare film screen - BH to contact Jill Pacey at Methodist Hall  
Projector - once core meetings resume VW agreed to be responsible for keeping it  
Committee Communications calendar was circulated for info
- 13 Date & time of next meetings - 6 May 2020 by Zoom at 14:00hrs (re AGM)  
1 July at 4:30pm in Westlake Room (after Core meeting primarily to finalise AGM details)  
BH to book (meeting on 3 June may not be required)
- To carry forward:
- a. Group Leaders to be advised about new Handbook to be found on website
  - b. New group photographs to be taken at core meeting to replace those on website
  - c. Planning for the u3a movement post pandemic (see following link)  
<https://www.u3a.org.uk/covid-19-advice-on-u3a-activities/924-planning-for-the-u3amovement-post-pandemic>
  - d. review constitution.
  - e. Invitation to Allan Walmsley to visit a core meeting

*J B Melville* Signed electronically during Covid-19 lockdown 6 May 2021

## **Appendix A**

### **Balsall Common u3a - The Way Forward**

Following the recent announcement by the Prime Minister the trustees of Balsall Common u3a met on 4<sup>th</sup> March and reluctantly decided that it would not be possible to hold its AGM face to face on 13<sup>th</sup> May which has now been postponed to 5<sup>th</sup> August. I am pleased to report that all trustees have confirmed that they will continue in post until this AGM.

However it is planned that our first core meeting, since the lockdown started, will be held at 2pm on 1<sup>st</sup> July in St Peter's Hall and we look forward to seeing you. In the interim, it was agreed to have a free online talk on 1<sup>st</sup> April. Further information will follow.

From 29<sup>th</sup> March the "rule of 6" outdoors should apply. This means that Pétanque, Ramblers, Short Walks & Walking Football may resume from that date. The decision to restart will be left with the relevant coordinator and the group members to decide.

From 12<sup>th</sup> April it should be possible for any groups of up to 6 to meet outdoors if they so wish.

From 17<sup>th</sup> May it should be possible for up to 30 persons to meet outdoors, so the "rule of 6" outdoors will be discontinued. The Beer & Cider Appreciation could meet again, but only outdoors. However the "rule of 6" indoors may apply but it is subject to review. If it is applied then any groups of 6 or less may meet indoors.

No earlier than 21<sup>st</sup> June, there will be no legal limits on social contact, so all other group meetings may resume.

Coordinators have been contacted by Barbara or Lin to establish their likely requirements in order that the appropriate venue can be booked until the end of the year. Would coordinators please ensure that the appropriate webpage is updated?

All these dates are subject to governmental review and could change. Naturally the situation will be kept under review by the trustees who will be guided by advice from the government, Solihull MBC and the Third Age Trust and any changes will be circulated.

Jim Melville  
4 March 2020

## Appendix B

### Timetable leading up to AGM 5 August 2021

- end May** Informal notice in The Sentinel JM to action
- 03 June** Committee meeting to include preliminary discussions on organisational requirements for AGM incl. draft Agenda  
(c 10 wks) Consider date proposed and method/s to be used to hold AGM  
Review all policy statements
- 10 June** Preliminary notification of the AGM to be emailed to all members requesting:  
(c 9 wks) Nominations for Executive Committee to be received by Business Secretary (BH) before **27 June**  
Any resolution proposals before **27 June**  
Also a nomination slip which should include:  
Name of nominee & signature  
Name of person proposing & signature  
Name of person seconding & signature  
NB a committee member cannot propose another committee member  
Action BH & LT/PC incl. Pony Express VW & RD
- 01 July** Committee meeting to consider above:  
(c 6 wks) To check whether all names on nomination forms are full members  
Establish whether elections need to take place  
Consider responses to any resolutions received  
Review the following information (NB draft reports to be available)
- 08 July** Formal letter (by email or pony express) notifying AGM on **5 August**  
(4 wks) Action BH & LT incl. Pony Express VW & RD  
To include:  
Agenda (JM to prepare)  
Draft Minutes from 2020 postal AGM (JM has on file)  
Minutes of meeting to determine membership fees for 2021 (JM has on file)  
Chairman's Review (JM to prepare)  
Treasurer's Report with Financial report (RD to prepare)  
Group Liaison Officer's Report (LW to prepare)  
Nominations for Executive Committee members (BH to collate information)  
Resolution/s received (BH to advise)  
Report from Accounts Scrutineer (RD to action with Alan Buckland)
- 15 July** Last date to send out above (3 weeks prior to AGM)  
(3 wks)
- 05 August** AGM at 2pm St Peter's Hall Balsall Common