

Minutes of North Walsham U3A Committee Meeting
Held by Zoom on
Monday 16th August at 3.30pm

1. Those present: Steve Guratsky, Clive Irons, Marilyn Nevill, Jayne Potter

2. Apologies for Absence: Gill Moroney, Peter Phillips

3. Minutes of the meetings 24th May and 15th July: It was agreed that the minutes of the 24th May were an accurate account of the meeting. There are two amendments to be made to the minutes of 15th July.

Action: Jayne to amend and print minutes for Steve to sign.

4. Matters Arising: There were a number of actions in the May meeting which have all been completed. Steve has completed the risk assessment action from July but has not spoken, as yet, to the cycling and paddling partners group leaders.

The Humour group leader has stepped down and, although they have recently met, there is currently no risk assessment in place.

5. Treasurer's Report: Clive provided figures to the end of July showing a surplus of £168 which is pleasing considering the lower number of members. The figures will be checked prior to the AGM.

Consideration was given as to how we can advise ex members that we are resuming so that they can rejoin.

Action: Clive to draft a budget for 2021/22 for the next meeting.

This will be difficult as there are many unknowns but Clive will base the figures on current membership and will update as things change.

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The committee also retrospectively agreed the extended zoom subscription fee.

6. Secretary's Report: The Catholic Church Hall was cancelled for Friday August 6th. Nothing else to report.

7. Membership Secretary's Report: Marilyn advised that membership is the same as previously advised (around 200) but there have been a number of new enquiries. There are a considerable number of cards outstanding as people did not include a SAE, however, these are only valid for another couple of weeks.

The committee discussed the possibility of having a paperless system.

An email is to be sent to everyone who has an email address asking everyone to:-

acknowledge by a return email that they wish to renew

advise that their details have not changed

that they have set up a standing order or have paid the fee electronically

They will then receive a receipt for payment electronically with a membership number which they can show to group leaders.

We will add a list of group leaders contact details.

Need to consider the return email address.

Actions:

Marilyn to ask Richard about how this works in practice and in conjunction with Beacon.

Marilyn will also circulate the renewal letter to the committee to review.

Steve will add something for the U3A website and the Nextdoor website regarding the recruitment of new members.

8. Group Coordinator's Report: Peter was unable to attend.

9. Programme Secretary's Report: Gill was unable to attend.

10. Chairman's Report:

TAT Governance zoom briefing 20/8/21 - no committee members wished to attend.

TAT AGM 26/8/21 - Steve has reviewed paperwork. It was agreed not to vote.

TAT Election Results (Eastern Region) Chair: Liz Thackeray, Vice Chair: Michaela Moody, Treasurer: Derek Harwood

Linda Irving is making amendments to the website.

Christmas meal has been advertised but this will not be a firm commitment and is dependant on Covid numbers and how people feel at the time.

Friday Monthly Meetings - we are not planning these at the present time.

Health & Safety update and planning - Steve has checked with TAT about our responsibilities and we do have a responsibility to members doing U3A activities regardless of Covid so all group leaders must complete a general risk assessment to ensure that all reasonable precautions have been taken.

Committee agreed that the policy document will be adopted but some changes were discussed.

Action: Steve will update the document and resend.

Steve and Peter to send a message to group leaders to ensure that groups are not meeting without a risk assessment in place.

11. AOB: It was agreed to have the AGM in November but this will be online.

We really need to recruit new committee members and Clive would like someone to shadow him for his final year in the treasurers role.

12. Date of Next Meeting: Monday 20th September at 3.00pm

Signature.....Date.....