

Minutes of the meeting of Culm Valley u3a  
Executive Committee held at Padbrook Park, Cullompton  
9 February 2023 at 10.30

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**Present:** Chair, Margaret Chumbley (MC), Vice Chair, Janet Bryant (JB), Treasurer, Alison Waple (AW), Business Secretary, Lorna Knowles (LK), Membership Secretary, Susan Greenhough (SG), Group Secretary, Barbie Bradbury (BB)

Minutes: Lorna Knowles

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**1. Welcome**

MC welcomed all to the meeting.

**2. Apologies:** None

**3. To Adopt the Finance Policy following a minor change at the Executive Committee Meeting on 16 December 2022**

The Chair and Treasurer signed and dated the Culm Valley u3a Finance Policy. This will be reviewed with all other P & P's every 3 years. A PDF copy will be sent to SHL to put on the cvu3a website.

**4. To consider changes to the Third Age Policies and Procedures as outlined by Gill Sole, the previous Business Secretary, to make them more fit for purpose for Culm Valley u3a.**

It was agreed to use the term 'Group Contact' in all our documentation.

**Policy Statements** – This DRAFT document was agreed in full. LK will produce a FINAL document to be adopted and signed at the 23 March Executive Committee Meeting.

**Safeguarding Policy and Procedure** – The Draft document prepared for the meeting was agreed with minor grammatical changes to standardise terminology.  
**LK will produce a FINAL document to be adopted and signed at the 23 March Executive Committee Meeting.**

**Data Protection Policy** – It was agreed to streamline this wordy policy as most of the original document was felt to be repetitive. It will include the Scope of the Policy, the Six points of information kept on our Members and a piece on Photographs whilst on u3a events. **LK will produce a FINAL document to be adopted and signed at the 23 March Executive Committee Meeting.**

**Health and Safety Policy** – It was agreed to streamline this policy, removing the chart of responsibilities and separating the Accident Report Form which already exists on the culmvalleyu3a.org website. **LK will produce a FINAL document to be adopted and signed at the 23 March Executive Committee Meeting.**  
**LK will also contact National Office to enquire what the procedure is if an accident occurs during a cvu3a activity.**

**Equality and Accessibility Policy** – It was agreed to delete this Policy from the Website as much of the wording has been included in the other policies being adopted.

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**Grievance and Complaints Policy** - It was agreed to delete this Policy from the Website as much of the wording has been included in the other policies being adopted.

**Disciplinary Issues** - It was agreed to delete this Policy from the Website as much of the wording has been included in the other policies being adopted.

MC will ask SHL to remove the old documents from the website when the new ones have been adopted and signed.

Thanks were given to Gill Sole for her preparatory notes which she had completed and passed to LK. Thanks were also given to LK for implementing these notes into Draft documents for consideration at this meeting.

**5. Date of Next Meetings – 23 March at 2pm Halfway House Willand.**

The meeting closed at 11.50

Signed on behalf of the Chair following the Executive Committee Meeting  
23 March 2023



Lorna J Knowles