

Minutes of the meeting of Culm Valley u3a
Executive Committee held at Halfway House, Willand
13 December 2023 at 14.00

Present: Vice Chair, Janet Bryant (JB), Business Secretary, Lorna Knowles (LK), Treasurer, Alison Waple (AW), Membership Secretary, Marian Luck (ML), Groups Co-ordinator, Barbie Bradbury (BB).

Minutes: LK

SHL – Sue Hooper Laurie GS – Gill Sole

1. Welcome

LK welcomed all to the meeting.

2. Apologies: Chair, Margaret Chumbley (MC)

3. To Agree the Minutes of the meeting 28 September 2023 and the Emergency Meeting 13 November 2023–The Minutes of the meeting 28 September were agreed as being a true and accurate record of the meeting. All agreed. With one alteration to include “from SHL” in the welcome statement, the Minutes of the Emergency Meeting 13 November were agreed as being a true and accurate record. Both will be signed off by LK and the Minutes sent to SHL for the website.

4. Matters Arising therefrom – 28 September meeting

Item 5 – BB questioned why Trustee Code of Conduct Form was signed this year. LK informed the meeting that this form is signed each year following the AGM. This was accepted.

Business Sec Report – the Constitution status still to be resolved.

ACTION: LK to contact N.O.

Item 8: It is not possible to redesign the website to make it suitable for ipads.

Item 13 – All purchased and in use. Andy Arnold was thanked for instigating this improvement to our presentation technology.

5. Officers Reports – All reports had been circulated prior to the meeting.

Chair (MC) – The Committee members in attendance were disappointed that MC was not able to attend the meeting in view of the content of her report. This focused on her understanding of the funding to the College Surgery CVu3a Art Exhibition which she felt was against the u3a rules. The Emergency Meeting held on 13 November clarified that in the opinion of the other 5 Committee members, CVu3a were invited to display items of art to raise the profile of the group and it was not instigated by any Interest Group. LK also subsequently had clarification and support from National Office (N.O.) that this was a bona fide use of CVu3a funds. Despite being informed of this MC feels she is unable to continue as a Trustee and Chair of CVu3a.

ACTION: LK will write and ask MC for a formal letter of resignation and establish the protocol to find a replacement.

Treasurer (AW) - Forecast for the year to 31 December 2024 is showing an increasing bank balance based on current levels of expenditure and £10.00 membership fee.

The caretaker Graham will be paid £20 to set out the chairs and tables for the meetings.

ML is acknowledged as a signatory on the Lloyds account but papers still need to be signed.

A Christmas Lunch for all Members was discussed for the 5 December 2024 Monthly Meeting.

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The purchase of designated computers for the Membership Secretary and Business Secretary was discussed to enable a change of these committee members to be easier.

ACTION: ML will look at costs for computers and with help from members, a Christmas Lunch venue and costs. Also added to March Agenda.

Business Secretary (LK) – JB asked LK to suggest the use of Zoom if further emergency decisions are required. All agreed.

Two members had come forward to offer to Edit the UPDATE newsletter. BB to obtain a USB and transfer all relevant Update information on to it to give to the new editor (s).

GS has sent all a Draft Speaker Programme for 2024. The Committee agreed that the speakers so far booked should be of interest to the CVu3a. It was agreed that a budget of £600.00 could be allocated with extra money available should a more expensive speaker be required.

ACTION: LK will contact both volunteers. **LK will also contact** GS confirming their approval of the calendar thus far.

Membership Sec (ML) – There are 205 members, 51 Male and 129 Female. 67 are still to renew. A further reminder email was sent to those yet not renewed. Membership cards can now be sent via email.

Groups Secretary (BB) –Live for Today, Plan for Tomorrow will begin it's 6 weeks short course from Friday 26th January, continuing on the 2nd and 4th weeks in the morning. 36-39 members interested.

A Calligraphy workshop will be held on 31 January. Other one day events may take place throughout the year.

BB is in contact with a member regarding Ukulele and French for beginners courses. It was felt that members were required to engage with the CVu3a more.

ACTION: BB will look into a meeting of new members every month or so or producing a tri-fold leaflet informing them of all the Interest Group contacts. Also put onto March Agenda.

6. 'Siteworks' Third Age Trust website – ML has registered an interest on behalf of CVu3a but as we recently spent around £500 on our current site there is no intention of changing the website in the near future. SHL has offered a 'Password' secure area on our website for any Interest Groups or Committee members to access documents relevant to them.

ACTION: BB will email this information to all Group Contacts and monitor the responses.

7. Items from the SW Regional Trustee – Susan Parker had informed ML of two workshops on Confidentiality and Disciplinary Issues and another on Equality and Diversity. There was also a SW Regional Meeting on 20 February 2024. These were noted.

8. To adopt and publish the CVu3a Complaints and Grievance Policy: The Committee had prepared a Draft document earlier in the year but had decided not to adopt it at that time. LK will send the document out to the Committee members again for comment and it will be on the March Agenda.

ACTION:LK to send out document to the committee.

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9. Grant Application from N.O. – It is possible to apply for a grant to help promote our CVu3a but it was agreed that this was not required for this Financial Year.

10. Dates for the next meeting and throughout 2024

The Committee will meet at 14.00:

27 March

26 June

25 September

18 December

A venue review was discussed and will be investigated. The Half Way House Willand does not charge for room hire, it is private with good facilities and accessible.

The meeting closed at 16.07

Minutes were signed off at the meeting of the Committee 27 March 2024.

A handwritten signature in black ink, consisting of a large loop followed by a series of horizontal strokes.

LJ Knowles