

## Minutes of Thornbury u3a Committee Meeting held at 14:00 on Friday 28<sup>th</sup> February 2025 at Christ the King church

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### 1. Present:

Roger Steer, Paige Warr, Helen Moszoro, Steve Wells, Pat Light, Pat Wells, Sue Bilson, Val Ricketts

### 2. Apologies for Absence

Peter Rendell, Sue James

### 3. Approval of Minutes of last Committee meeting 15<sup>th</sup> November 2024

These were approved unanimously and have been placed on Dropbox.

### 4. Actions from the Previous Meeting

In the absence of Sue J **Paige will pass her the current list of Open Visit suggestions.**

It was agreed that since we have a complete back up of Drop box up to mid 2024 then many of the early documents do not need to be stored on the active version. **Pat W will remove 5 years of Committee meeting papers.**

### 5. General Items

#### i. New committee members

Roger welcomed Val Ricketts to the committee. **Roger will inform the Charities Commission about the change of Trustees.**

#### ii. List of available jobs

Paige has produced a list of currently unfilled jobs for the committee.

- Armstrong Hall liaison
- Equipment recording. This may be covered by Sue B as she is responsible to new equipment purchases.
- Safeguarding

- Publicity officer

Other jobs within the committee which could/should be reallocated

- Responsibility for Banners and leaflets – Currently Paige
- H&S – currently covered by Roger

iii. Feedback on AGM

Roger reported that many positive comments had been received.

iv. Leaders Lunch

After significant discussion it was agreed that the date of the lunch can be flexible, depending on venue availability. **Helen will investigate the Jubilee Hall in Alveston** Catering options are Thornbury Deli or Butties. **All committee members to look at menus and feed preferences to Roger and Helen**

v. Succession planning

On going. **All committee members will consider possible candidates for Chair, Vice-Chair, Beacon administrator,**

Open Visits. **Helen will investigate booking the talk on Medical Detection Dogs. St Mary's church will be approached as a venue**

vi. Update for committee meeting dates

The meeting on September 19th has been moved to September 26th

vii. Policies (e.g. H&S, Accessibility, Safeguarding, Financial probity... etc, etc)

In order to ensure that the current policies (all on the website) are fit for purpose. **PatW will examine the Safeguarding Policy, Sue B will look at the Financial policies. and Val will examine the Risk policy. They will report to the next committee meeting** It is intended that all policies will be considered during the course of the next year.

## 6. Reports

i Treasurer's Report:

The handover from Steve H to Sue B is on-going.

Sue is meeting with other Treasurers in the Cotswold Link group.

It was agreed that the trip to Brecon being arranged by Pam Benson can be labelled as a u3a trip and payments can be taken and given through the Social Fund account. **Sue B to implement**

Report accepted and placed on DropBox

## ii Membership Report:

Report accepted and placed on DropBox

## iii Group Co-ordinator Report:

Helen reported that the Beginners French Group has started and is using Beacon

The AI group is up and running with a programme of meetings arranged.

## iv Beacon Report:

**Steve W will ensure that Val has all the appropriate Beacon access as a committee member.** He is dealing with anomalies in the Family History Group details on Beacon

Report accepted and placed on DropBox

## v Webmaster Report:

Report accepted and placed on DropBox

## vi Equipment Report

**Roger will check with Norman about handover of the records**

## vii Health & Safety Report:

One accident reported (Broken ankle). As it took place at the Leisure Centre it was dealt with by their First Aid staff. **Report will be placed on Drop Box**

## 7. AOB

It was agreed that a member of the Alveston Local History group can borrow a projector for a non-u3a event as long as they accept responsibility for and damage or loss.

YOYO group have asked for a new microphone to link to the loops in the Methodist Hall. **Helen will investigate what is needed.** The committee agreed that an appropriate one can be funded.

A suggestion has been made that we should purchase a portable Defibulator. **Roger will investigate Third Age Trust policy on this.** However the committee felt that the upkeep, maintenance and calibration of such equipment was problematic.

## **8. Next Meeting**

9<sup>th</sup> May 2025

Pat Wells Secretary