Washington Village U3A Committee, Glebe Scout Hut

10.00am – 19th June 2025

Attending: , Derek Ginsberg(Chair), Catherine Hambley, Tania le Marinel, Ian McIntosh, Richard Mulvey, Pauline Palmer, Jackie Robinson

25.84 Welcome
The Chair welcomed Committee members to the meeting.

25.85 Apologies
Lyn Bossons, John Edwards, Helen Edwards,

25.86 Minutes of the meeting of 15th May 2025 were considered and minor errors being addressed, acceptance was proposed by Jackie, seconded by Ian and approved by all.

25.87 Matters arising

25.62(d) July entertainment is planned to be singers/refreshments/group entertainment (Reading groups 1 and 2 followed by Creative Writing and Comedy group) with Drawing group and Photography groups to display work on group board/screen. This format unanimously agreed by the committee.
Resolved: Derek to follow up on details

25.71 AGM and committee roles update
Tania is confirmed as business secretary; Lyn as assistant treasurer and beacon admin; Helen as treasurer; John as Chair and deputy beacon administrator. The roles of speaker secretary, membership secretary and group co-ordinator will be resolved later in these minutes. Lyn advised that beacon guidance for new appointments will be provided by him on request and he will update beacon roles and standard messages.
Resolved: Beacon email for google documents to be forwarded to speaker secretary, Jackie Robinson

25.76 Business Secretary report
The Charity Commission will require updating with John remaining the main contact and Richard and Jackie providing the required personal contact information to John. Their personal information will not be publicly advertised.
Ongoing Action: John to update Charity Commission information

25.77 Group Co-ordinator's report
An increased reliance of group leaders to publicise information to their membership via WhatsApp without updating the website spreadsheet is causing some concern.
Resolved: Ian to notify group leaders about WhatsApp considerations.

25.78 Speaker Secretary report
Speakers are booked for the next few months. A speaker on Woollies in the North in June, followed by strawberry cream tea in July which will have a choir, refreshments and group activities to finish.
Ongoing Action: Noted that the choir is to commence at 10.30, Helen/John to inform choir of start time.

25.79 Membership Secretary's report
We have five new members, bringing the total to 281 although 32 have not yet renewed. At the end of May those not renewing will be considered lapsed memberships by beacon.
Resolved: Richard to follow up on renewals as part of new role
Resolved: Lyn to print register of names each month for door register at monthly meetings. Registers for June should include the strawberry tea.

25.88 Chairs Report
First of all I offer my apologies for missing this meeting. The trip we (Helen and I) are on was booked over 12 months ago. We return on Friday 20th. We've just had a holiday and three trips back to Ireland in the last two months. Now we are away again for a week. Rest assured this is not normal. I feel I still need to assimilate myself properly into the role of Chair On the chairs forum the next meeting is on June 17th on the Topic of Chairing a u3a. Meetings are recorded so I will be watching this as soon as it becomes available. This is due to being away. I also have a link to the previous meeting which I will catch up on as soon as practical for me. I have joined the Facebook u3a Chairs Group.
Action: John to notify Northumbria u3a in respect of changes

25.89 Treasurer's Report
Report was noted with the comment that we are in a healthy financial position.
The updated and revised Washington Village u3a Finance Policy was approved and its adoption proposed by Ian McIntosh, seconded by Jackie Robinson and approved by all.
Action: John to clarify Charity Commission contact roles

25.90 Business Secretary's Report
- Tania completed a handover with John Edwards and now has two lever-arch files of paper information

- Tania completed the Beacon training for Business Secretaries on Zoom on Monday, 9th June, 2025

- The gmail address business.sec.wvu3a@gmail.com has been transferred to Tania. There are still a few IT glitches trying to successfully synch gmail to Outlook but hopefully these should be resolved soon

- Tania is now the named contact for u3a UK and regional emails (at business.sec.wvu3a@gmail)
- Tania has been added to the Lloyds Bank account as a signatory
- John Edwards, Chair, will remain as main contact with the Stella to organise monthly meetings
- Tania now has the WVu3a USB stick (there is nothing on it)
- PAT testing of all electrical equipment needs to be done every 3 years. Next one is due September 2027 (Jeff Craggs normally does this. Tania has made a diary note to ensure this is carried out)

    - Questions relating to storage of information.

        - The attendance register at monthly meetings – why are these kept? How long should they be kept for. It was confirmed that the total numbers at each monthly meeting was uploaded to the online spreadsheet and the paper copies destroyed as they are not required to be retained.

        - Committee member nomination forms – how long should paper copies be kept? It was confirmed they are retained for a three year period.

        - The WVu3a USB stick is not usually required since we moved to online storage but should be kept in reserve.

        - Copies of Committee Meetings from April 2014 to December 2021 – do we need to keep these? And if so, for how long? Copies of committee meetings prior to online storage are required to be held for the duration of the u3a, therefore should continue to be stored.

    - In the minutes of the May Committee meeting, Tania was tasked with checking what changes had been made to updated u3a UK policies. Updates are detailed below for WVu3a Committee members:

        - <u>Copyright & Licenses</u>

            - A copyright license now costs £67.21pa

            - The PPL PRS License (Phonographic Performance Limited/Performing Rights Society) u3a UK contact details have been updated

            - WVu3a needs a Copyright License if we wants to copy/use any digital/print books, magazines, journals and websites for educational and teaching purposes

            - The new License excludes any use of printed music sheets (including lyrics) unless the work is out of copyright, direct permission was granted or it falls under one of the limited copyright exceptions

        - <u>Insurance Cover Note</u> – has been renewed for 2025-26. No changes in terms of content

- <u>Equality, Diversity & Inclusion policy</u> – there are no details on the policy of what changes were made in April 2025. It doesn't appear to have changed since April 2024. ** Note that all u3as are expected to offer EDI training to Committee members and group leaders on an ongoing basis. It is noted that the law in reference to trans persons has changed recently. The existing EDI policy on the website will need to be updated, possibly with online training.

25.91 Membership Secretary's Report

An email has been sent to lapsed members with only a few responses received. Noted that One member resigned, five have not returned, 19 deleted and six new members joined. Two members from Durham u3a have joined as associate members making the total membership 265.

25.92 Speaker Secretary Report

August speaker will talk about hearing dogs which includes bringing a dog with him. It is noted that members need to be aware of this as some may be allergic to dogs.
September speaker will speak on childhood television from 50/60s.
October speaker is still in process.
The need for a poster from all speakers to aid publicity was reiterated.

25.93 July Monthly Meeting

Final catering numbers are still required as are dietary requirements. Partyware to be purchased by Tania. The proposed schedule is:
Enter, with Frank and Pauline both taking an entry register, split alphabetically
Choir
Catering delivered at 11.15 to be distributed by committee
Various groups to provide a five-minute showcase

Action: Pauline to aid Frank with registration
Action: John/Helen to provide choir numbers to Tania
Action: Tania to confirm final strawberry tea numbers to catering
Action: Tania to register our interest with Sheila's Kitchen for Xmas catering

25.94 PR Update

Tania was contacted by u3a UK's Communications Team who wish to write a feature article for 'u3a Matters' about our local network with the other 4 local u3a groups. Tania doesn't have any information on how or when the network was started and Derek is also unsure. Would the WVu3a Chair be able to check this with other network Chairs or is it OK for Tania to contact the Chairs direct to get the relevant information? We also don't have any photographs or images from network meetings which would be needed to accompany the article. There is no date for the article to appear and no hurry for the information.

Action: Tania is recommended to speak/email Gloria in respect of clarification of local u3a groups

25.95 Members Liaison Report

Two cards have been sent out.

25.96 Group Co-ordinators Report

With Crispin Welby taking over as Theatre Group Leader; Janet Mulvey taking on the Temporary GL for Line Dancing, we now have 33 Active Groups.

I contacted all group leaders to ask that if there is any information they share within their groups on WhatsApp, that may benefit other U3a members to remember to also put this on their website.

I have attended the discussion group, at their request, to assist them with its launch.

It has become apparent that there is a need for GL training and a possible reassessment of the GL role.

It is also recommended that the annual group leader meeting/lunch be resumed. A basic introduction to the group leader role and to Beacon would be very useful especially for those not conversant with computers. It is suggested that a small working group, led perhaps by John, Helen and Tania could further investigate an October Friday event, using the Scout Hut? It is also suggested that this be followed at a later date by a lunch to acknowledge the contribution of group leader volunteers.

Action: John, Helen and Tania to form a working group to identify a means of updating group leader IT skills

Action: Ian to investigate a pub venue for the group leaders lunch.

25.97 Environment Update
Nothing to report.

25.98 IT/Website Report
Nothing to report.

25.99 Regional and Network Update
The survey email in relation to the update from Third Age Trust only communication for this meeting.

25.100 Any other business
The designated person (in our case the Business Secretary) **or the u3a committee,** will review any incident report and determine if further action is required. This might include investigating the incident, taking step to prevent similar incidents in the future, or addressing any insurance claims. An accident took place at the Pickleball group on 4.6.25 and a WVu3a member was injured. Thankfully the member is ok and WVu3a sent some flowers and a get-well card. An incident report was submitted and reviewed by the new Business Secretary as 'designated person'. No further action is required. The Leisure Centre will also have completed their own report and review. In the event of any further action, the Leisure Centre will be informed and asked for any appropriate response at this time, however no further action is expected. Group Leaders are required to complete the template for Incidents which is on the WVu3a website under 'Documents for Group Leaders' at the bottom of the Groups page. All forms need to be returned to the Business Secretary for review and retention.

This incident raised some concerns, chiefly that the privacy/data protection of the individual should be protected as it is the incident rather than the individual which is being investigated. However, in view of the changing nature of group leader activity, a refresher for all group leaders on risk assessment procedures is believed to be essential and should be incorporated into group leader training. The working group comprising of John, Helen and Tania are to review our risk assessment documents and process ensuring it is anonymised.

Action: John to review any current risk assessments prior to them being sent out to group leaders for comments and approval