



BUCKINGHAM & DISTRICT U3A

MINUTES

For the 276th Committee Meeting held at 10:00 am Monday 26th February 2024 online via Zoom

Present: Howard Mordue (Chairperson); Roland Simpkins (Speaker Secretary and Vice Chairman); Steve Warnes (Membership Secretary); Arthur Newman (Group Liaison Officer); Sheryl Hargreaves (Newsletter Editor); Steve Meakin (Technical Support); Dorothy Morgan (Webmaster), Heather Haydock (Secretary) (8)

Apologies: Sue Geary, Katerina Owen, Mark Owen

1. Welcome

HM welcomed everyone to the meeting.

2. Minutes of the previous Meeting held on Monday 20th November 2023

The minutes were approved with no changes.

3. Matters arising

HM noted that since the last meeting it has been agreed to keep PC on as a signatory for the bank mandate.

4. Treasurer's Report: SG provided a written report before the meeting. She raised the issue of theatre group finances if the group is to be reinstated. This was discussed at the meeting and it was agreed careful planning was needed.
Action: HM will make enquiries at the open meeting and see if he can find out how it was done previously.

SH mentioned that the newsletter does not fit well in the envelopes at the post office and they were nearly 'overlarge' so £5 postage per copy. She will keep the size of the newsletter smaller in future by limiting to <10 pages, which should ensure Second Class Large is sufficient.

5. Newsletter Editor's Report

SH reported that the newsletter went out successfully and was well received. It was longer than she had expected because there was good, interesting content provided. About 25 people require copies by post. It was agreed that a couple living at the same address should receive one copy rather than two. The deadline for content for the next newsletter is Tuesday 30th April.

6. Membership Secretary's report

SW provided a report before the meeting. Membership numbers are up. The 19 honorary members have been sent letters – some have replied with thanks and appreciation. A new member has suggested she might want to start a singing group in future; others have expressed interest in volunteering.

Action: SW will send this information to the GLOs, including email addresses.

SW met with PC to try to put SW's name on the HMRC website – it looks like there should be one person as the contact for all HMRC information. HM agreed there should be a single contact for all HMRC communication, who can direct it to others as appropriate.

Action: SH will ask an accountant she knows for his advice on who that contact should be.

7. Speaker Secretary's Report

RS reported that we are all set for the open meeting on Wednesday on first aid in the home. In May, the speaker wants 90 minutes and is reluctant to shorten it. He suggested two times 45 minutes with a break in the middle. It was agreed this was too long and so RS should look for another speaker for the May open meeting.

8. Group Liaison Officers' Report

KO provided a brief report before the meeting. AN confirmed that most arrangements have been made for the Group Coordinators meeting next Monday. The plan is for the GC meeting to be an open forum for discussion of issues raised by GCs. More than half the GCs have confirmed they will be attending and there will be others joining late. Teas and coffees still need to be arranged for the GC meeting. J and team may be willing to help.

Action: AN to ask J.

SH also offered support. HM sends his apologies for this meeting.

9. Webmaster's Report

DM reported that it is difficult to convince GCs not to use their own home email addresses, which can lead to hacking. She has done some updates on the website including information on technical support resources such as projectors. She has produced a Health & Safety policy, which is now on the

web site. She is doing further updating and housekeeping on the web site. Email issues appear to have been resolved.

10. Any Other Business

SM provided an update on technical support and had provided written report ahead of the meeting. The lesson from the last open meeting was to make sure back-up equipment is available if needed. Both U3A data projectors have been tracked down, and SM has his own machine available as a back-up. The library has expensive white boards and monitors and charge £12 per session – most groups do not want to pay this. SM suggested we ask the library whether they could offer the projectors for free or a small charge.

Action: HM agreed to approach the library and ask.

Action: DM will provide a list of groups and venues.

One of the groups has the U3A projector screen, which is enormous. He asked if anyone had a more portable screen that could be used.

SM said that the repair café can do PAT testing. They meet on the second Saturday of each month.

SM asked DM if she is comfortable that we have done everything we should from a health and safety perspective, and she confirmed she is.

SM has produced guides on how the equipment works and these have been made available to GCs.

SW reported that there had been an accident at a walking group event recently and a discussion afterwards. An individual had wandered off the route and fell. SW contacted the national U3A who said it was not possible to exclude individuals from certain grades of walks, but they should instead make the risks clear to them. The individual concerned is not aware of his own limitations so this is a challenge. Risk assessments are on the agenda for the upcoming GC meeting.

HM noted the proposed car parking charges consultation had now closed. The charges are not increasing but the hours are being extended.

HM offered to provide name badges for anyone who needs one.

Next Committee Meeting (277th) to be held 25th March 2024 at 10.00.

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