

# **Rutland U3A Committee Meeting Wednesday 30<sup>th</sup> October 2024 @ 9.30am Oakham Town Council Offices, Long Row**

## **Attendees:**

Stuart Mason SM, Hedley Greaves HG, Keith Townsend KT, Christopher Clark CC,  
Wanda Allen WA, Caroline Henry CH, Janice Ferguson JF, Flic' Brewster FB

Guest – Phil Grimley

## **Apologies**

NA

## **Welcome**

NA

## **Minutes of Last Meeting**

Minutes Approved and signed

## **IT Report - SiteBuilder**

By Phil Grimley

To keep committee informed of the move to 'Siteworks' the new U3A supported Website. Everything has now been copied over as of Monday 28/10/24. Some minor checks needed on group pages. There is a new tab for Links/Events. A short amount of training is required for Group Leaders on - LogIns to access pertinent pages with Chris C having general access to all group pages. The aim is to build on the new site gradually over time. New site is more attuned to access from mobiles & tablets reflecting the change in technology access. Keeping an engagement with te group leaders.

18/11/24 Full migration of old site on to new site complete The old site will then be closed down, any problems contact either Mike Shea or Phil.

Chair expresses his thanks for the work Mike & Phil have put in. Phil leaves

## **Actions**

- Committee need to discuss who might take on aspects of development of the new site, so it doesn't remain static. **ACTION:** HG to add to agenda
- Chris to arrange a meeting for Group Leaders possibly in December or January to familiarise them with new site & group pages – Venue, Date & Time to be confirmed. **ACTION:** CC

## **Matters Arising from Minutes of Last Meeting**

- Reverse the decision of the last meeting concerning using U3A Newsletter to notify members of pertinent events/news ... eg PPG, Age UK

**ACTION:** To be monitored by Secretary & Chair

## **Written IT Report from Mike Shea**

Copy of report submitted previously – all agreed

**IT matters arising** – cost of Microsoft. Treasurer £8.04 per month, Hedley £3.00?

**ACTIONS:** Chair to query discrepancy with Mike

## **Data Protection (CH)**

Reviews individually as issues reported and discussion with Chair.

Nothing to report

## **Chair's Report (SM)**

Verbal Report

Just over 30 have indicated attendance at Christmas Meal – not all paid yet. Numbers closing 10<sup>th</sup> November. A disappointing response and discussion as to why? Possibility of commitments to other meals and the cost of meals out in general?

There has been a complaint made by a member against another member in the same group. This is being dealt with on a 'Need To Know' basis but taken seriously. No names or specific group mentioned to committee. Outcome will be documented under DP principles with redaction on names etc.

## **Speaker Secretary Report (WA)**

All Speakers confirmed for 2025. January Speaker is from the National Arboretum. Envisaged that there might be some interest in arranging a Follow up Trip – options Car Sharing, Coach ... At end of meeting suggest this.

### **ACTIONS:**

- List up for Arboretum Visit at February Meeting SM
- Mention in Newsletter December/January SM to liaise

## February Groups Meeting discussion and ideas

- Need to promote the February Groups Meeting through Social Media
- Table for Committee members
- Board on the Pavement
- Have new website Running on a large screen
- Try to interest new members in becoming a part of the Committee
- Groups listed around the Hall

**ACTION:** Wanda to convene 2/3 Committee Members to set up Working Party about things we can do.

## Membership Secretary Report (JF)

There are a few discrepancies between the numbers of Membership and those on Treasurer's record 696 v 713. This is to do with the way they are recorded on the different threads of U3A. Hoping this can be sorted in the near future – a known glitch. Also paper copies of requests for membership does not match the recorded membership.

### ACTIONS

- **JF** to talk to Mike Shea to try to resolve the membership discrepancies, hopefully new Sitebuilder will help resolve.
- Janice would like to work with a shadow u3a member when subs are renewed in the new year. Offers of help from Flic',

## Groups Secretary Report CC

Group Leaders meeting in New year to re-engage with the new Rutland U3A website. With Mike & Phil.

## Secretary's Report (HG)

PAT testing - This is the Victoria Hall's responsibility as they are supplying the leads.

Need to recruit committee members to shadow existing post holders and ideas how to otherwise the Rutland U3A could/would cease to be an entity.

## Treasurer's Report (KT)

Bob has worked tirelessly in the background streamlining the accounts system (this was demonstrated via OHP presentation. Now able to give daily updates on the

accounts including Balances, Income, Expenditure & Banking pages. His next task is simplifying Year End Procedures. Thanks goes to Bob for his amazing work supporting both Keith and Rutland U3A. There is £15 600 in the funds. Gift Aid is separate as U3A has set it up this way although HMRC does not require it. Also U3A Beacon has set up the need for Name Titles i.e .Mr/Mrs again not a legal requirement now.

Budget – an OHP overview was given by KT. We are on track to reduce outstanding credit balances £7 000 if we keep annual fees as they are for 27/28 and membership remains steady. Current fees will probably be held for the next two years. Lapsed members will be taken off by the end of April '25 (those not paid '25/'26), then finalised numbers submitted to National U3A..

## **AOB**

Notification of some problems with annual meeting venue of Victoria Hall. Funding has been cut, bills not paid, heating broken and lack of funds to pay for replacement. May need to reluctantly move the monthly meeting venue.

## **ACTION**

- To be Explored by Committee.

Meeting Ended @ 11.33am

Next Meetings

**CHANGE OF DATE** (Jan 15<sup>th</sup> 2025 @ 9.30) It is **NOW 16<sup>th</sup> January 2025 @ 9.30am** Hedley and/or Stuart to talk to Town Council clerk re – change.

Groups Meeting Victoria Hall February 6<sup>th</sup> 2025

AGM 2025 TBC