

**Rutland U3A Committee Meeting Thursday 16<sup>th</sup> January 2025 @  
9.30am Oakham Town Council Offices, Long Row**

**Attendees:**

Stuart Mason SM, Hedley Greaves HG, Keith Townsend KT, Christopher Clark CC,  
Wanda Allen WA, Janice Ferguson JF

**Apologies**

**ACTIONS**

Flic' Brewster FB, Caroline Spark CS (Co-opted member)

**Minutes of Last Meeting**

Minutes Approved and signed

**Dates of next meeting**

The next meeting will be on 15 May 25 and 19 June 25 at the Council offices starting at 09.30. Wanda said that she will not be able to attend the May meeting.

**IT Matters**

Written IT Report from Mike Shea which is included below.

**Data Protection**

Shortly before the meeting Caroline Henry offered her resignation with immediate effect. Her letter of resignation was read out at the meeting. The Committee expressed their regret at this decision. WA may be meeting CH soon and will discuss this issue.

**WA**

This resignation makes the Committee dangerously understaffed. A letter will be composed by HG for the Newsletter to try and generate more support from the membership.

**HG**

More careful handovers will be a priority in future.

## **Safety**

It was agreed that periodic reminders should be issued to Group leaders regarding safety and the need for risk assessments to satisfy insurance requirements. This will be done by CC. It was questions whether we need a proforma for this. **CC**

HG will circulate the Combined Delagate Pack to CC which addresses these issues and contains other advice. **HG**

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

There has been a complaint made by a member against another member and now a counter complaint 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. A subgroup has been formed to resolve the issues involved.

The Christmas lunch was judged a success and will possibly be repeated next year.

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

All Speakers have been confirmed for 2025.

WA will need cover for the April, May and October meetings. **ALL**

It was confirmed that there is some interest in arranging a follow up trip. WA is to progress this and has made some enquiries about a coach. Details will be posted in the Newsletter. **WA**

There will be no speaker organised for December.

February Groups Meeting discussion and ideas. CC and WA have this meeting organised.

## **Membership Secretary Report (JF)**

There was no report due to holidays.

10 new members have recently joined.

The start of the new U3A year will be a busy time for the Membership Secretary. KT offered to provide support if needed. **KT**

## **Groups Secretary Report CC**

The planning of the February groups meeting is being finalised. **CC/WA**

Concerns were raised over the organisation of Victoria Hall especially the provision of refreshments. KT is to raise the issue with their management. **KT**

Consideration was given to using the Council offices, the Museum or the Rugby club. HG to find more details of the museum. **HG**

### **Secretary's Report (HG)**

U3A has four mandatory policies. Health and Safety and Equality and Diversity are not listed on the Rutland website. HG agreed to complete the policies and forward them for comments. **HG**

Any out-of-date procedures are to be forwarded to CS for comments. **HG**

HG will put a message in the Newsletter warning of the lack of members on the committee and encouraging responses at the February meeting. If this fails then a more explicit message will be emailed to all members. **HG**

The AGM will be held at the June meeting

### **Treasurer's Report (KT)**

The Treasurer confirmed that the accounts were running according to budget and the club had a healthy surplus.

FB will email the contact details of the new auditor to the Treasurer. **FB**

### **AOB**

None

### **Next Meetings**

**Thursday 20 March 25 at the Council Office, Long Row**

## **IT REPORT FOR RU3A COMMITTEE MEETING ON 16th January 2025**

### 1. Beacon

1.1 Beacon training was provided for Flic' Brewster and Caroline Henry.

1.2 Meeting held with Membership Sec and Treasurer to look at Beacon options for structuring membership fees; also to consider the initial implications of providing remote membership renewal and joining, should we decide to do so.

### 2. Security

There has been recent comment in Beacon forums about committee members' emails being hacked, so that emails apparently sent by another committee member are in fact fake and may have dodgy links etc. (Ru3a had a case of this last January). Can I ask Committee members please to continue to follow good security practice and to remain vigilant to the possibility of receiving rogue emails or messages. If anyone has any related concerns or issues, please contact me or the Ru3a Data Protection Officer.

### 3. Laptops: items to note for 2025

3.1 Laptops 1 and 2 run Windows 10 and cannot be updated to Windows 11. Microsoft will withdraw support for Windows 10 in October 2025, so these laptops will become redundant. I suggest we officially retire them, so that I can delete all data and software from them before disposal.

3.2 In October 2025 Microsoft will also withdraw support for Office 2016. We will therefore need to replace Office 2016 on Laptop 3 (Membership) before that date, probably using Microsoft 365, which we have installed on Laptop 4 and the Treasurer's personal laptop.

Mike Shea, IT Support

