

# Wetherby and District U3A

## Minutes of a Committee Meeting held on 20 March 2018

**Present:** Brian Taylor, John Pentith, Pat Harrigan, Lesley Titchmarsh, Delia Wells, Sue Addinall, Alan Pengilley, Christine Naylor and Lesley Newnham.

**1. Apologies:** Sue Jakeman and Clive Springle.

**2. Welcome:** The Chairman welcomed the Members to the Meeting and gave apologies for having had to change the date of the Meeting.

**3. Minutes:** The Minutes of the last Meeting held on 16 January 2018 were approved.

### **4. Matters Arising:**

- **Equality, Diversity and Inclusion:** The Chair and Secretary had attended a one-day 'Keeping it Legal' U3A National Workshop on 13 February 2018. Information was provided in relation to Equality, Diversity and Inclusion and also Safeguarding and Data Protection. Advice from the National Office was that specific policies had to be introduced for all three subjects. Once drafted and agreed by the Committee, policies will need to be agreed at the AGM. In respect of Equality and Diversity, this should take into account that activities provided should be accessible and, as an organisation we need to be inclusive, sympathetic and responsive to the needs of people, such as those who are disabled, partially sighted, or who have hearing difficulties. **Brian agreed to produce a draft Equality and Diversity policy document, based on a template provided by the U3A national office, for discussion at the next meeting. He will also produce a policy for Safeguarding.**
- **General Data Protection Regulation (GDPR):** Data security affects all organisations and it is essential that Wetherby U3A implement effective measures to protect data and comply with the GDPR which comes into force in May 2018. Practical issues required by the GDPR include, inter-alia, measures for storage of data, ensuring the regular review of data, removal of data from the system that is no longer required (e.g. when members leave) and reporting breaches to the national Data Protection Commissioner. **Brian to produce a draft Data Protection policy, based on a template provided by the National Office, for discussion at the next meeting.**
- **YAHR Regional Development Meeting:** Lesley N reported on issues discussed at the meeting held on 18 January 2018. **We are complying with the various recommendations made at that Meeting.**
- **Portable Voice Amplifier:** Alan Pengilley had purchased an Amplifier which he demonstrated to the Committee Members. **It was agreed that Group Leaders should be informed that this unit was available for them to take on trial. If an individual Group Leader felt one would be useful to their group, then they should invite group members to contribute to the cost. For a typical group the cost would be approximately £1 per head.**
- **Changes to Charity Commission Clause:** Advice had been received from the U3A National Office regarding the outcome of discussions with the Charity Commission. This required a change to the object clause in the Constitution. Acceptance of the blanket 'opt-in' to the change had been communicated to the National Office and the change will be shown in a revised Constitution to be placed before the next AGM. The changes will be relevant to next year's accounts and it will be necessary to appoint an Independent Examiner. **A draft of the revised Constitution should be made available for discussion at the next meeting.**
- **Wild Apricot Changes:** The charges are to be increased by £116 per annum. If payment is made two years in advance there is a 15% discount. **It was agreed that this be paid.**

**5. Membership Update:** There are currently 1229 paid up members of Wetherby U3A. 782 members have already paid for next year and 440 are still to renew. It is usual for 10% of members not to renew their subscription.

## **6. Reports from Subgroups:**

**(a) Finance and Admin:** Total funds at 14 March 2018 were £19,796.62. Gift Aid refund from HMRC of £2,000 has not yet been received. The Treasurer asked that all claims for expenses be submitted by 27 March.

**(b) Groups:** There are 92 which meet on a regular basis. 60 different subjects or activities are covered by these groups and 9 subjects are covered if and when needed. 35 of the groups are full. 32 groups meet in members' homes. The way in which waiting lists are handled needs to be regularised. The Antiques Group and Digital Camera group have both closed due to lack of replacement leaders. There is doubt that the Badminton group will survive. Courses due to start soon include Spanish for Complete Beginners, Astronomy and Guitar. The Bowls Club are hoping to start a U3A Group rather than offer 'taster' sessions. **Member Liaison:** Lesley Newnham had completed the disability and accessibility for U3A Plus Survey.

**(c) Events: Anniversary Lunch** – 91 tickets sold so far and the last opportunity to buy will be at the March Open Meeting. **Holiday to Ireland** – Fully booked with waiting list for 2 single rooms. **Volunteers Lunch** – The first meeting for this event is planned for 9 April. Lesley Titchmarsh requires a list of group leaders from Delia – a maximum of two per group – so that invitations can be sent out.

**(d) Meetings:** Nothing outstanding to report. It was unfortunate that, due to very bad weather, the February Open meeting had to be cancelled. The next Open Meeting is on 28<sup>th</sup> March.

**(e) Communications:** The Newsletters have been sent out. The New Member Meeting held on 16 March went off well and the questionnaire analysis has been sent out. Suggestions for entertainment at the forthcoming AGM entertainment were invited as there will not be a quiz this year. The Daytones were recommended. The U3A Monthly Report in the Wetherby News is to feature the Table Tennis Group.

## **Any Other Business:**

**(a) Welcome to Wetherby Event:** A 'Welcome to Wetherby Day', is to be held on Saturday 13th October 2018 in collaboration with the Wetherby Festival. Places such as the Fire Station, Police Station etc. will be open to the public between 10 am and 3 pm. The Town Hall will be open, much as it was for the Tour de Yorkshire Day last year, with room for local organisations to mount display stands in the first floor rooms. The Welcome to Wetherby team will provide maps showing the various venues, together with a programme of timed events during the day and also arrange for volunteers to assist the public in finding the various venues. The Wetherby Festival is hoping to have buskers performing in the town on the day (and over the weekend as it is the 2018 short weekend Festival). This offers an opportunity to promote U3A activities, so a booking has been made for a table and display in the Town Hall.

**(b) U3A Website:** It was felt that the Website contained some items that were a little out of date at present. It was agreed that a content person be appointed to monitor the situation and pass items to Roger Hocking, as and when necessary, so it could be kept updated. Alan agreed to speak to a new member who was a possible candidate. Groups to be asked if anyone might be interested.

**(c) Presentation Tadcaster and Villages Community Engagement Forum:** An invitation had been received for a representative of U3A to speak at this Forum in Tadcaster on 11<sup>th</sup> June. Lesley

Newnham said she would try to free her diary to enable her to give a presentation and raise awareness of U3A. If she is not available then another member will attend.

**(d) Wetherby in Support for the Elderly:** The Chair of WISE, Sarah Goodwin, has approached U3A for help in identifying people who may wish to be involved as a Trustee of WISE and who, in the future, may be interested in the roles of Chair, Vice Chair and Treasurer. **Brian agreed to produce an article for inclusion in the Monthly Memo.** It was also suggested that consideration be given to replacing the current 'Useful info' page on the U3A website with 'Community' page, so that information about WISE and other local initiatives could be shown. **Alan to speak to Roger about this.**

**(e) Leeds City Council Consultation Survey:** A consultation process about secondary education in the Outer North East is currently taking place by Leeds CC. The consultation closes on 25 March 2018.

**(f) Cycling Group:** Members of the cycling group are considering organising two events over the coming months, but before taking things further wish to ensure that adequate insurance cover is in place. Brian has asked the U3A National Office for clarification.

**(g) YAHR Issues – The Industrial Archaeology of Bradford:** Lesley Newnham expressed interest in going to the Regional Study Day on Monday 14 May. Information has also been received from YAHR that the AGM will take place in York on 2<sup>nd</sup> May 2018. The meeting is scheduled for 45 minutes and will be followed by a workshop on 'Succession Planning in your U3A'.

**(h) Giving to other Charities: Clarification of the situation can be found on the link:**

<https://u3a.org.uk/advice/finance/370-financial-matters>

#### **Payments to other charities**

A U3A cannot raise funds for another charity that does not have similar charitable objectives as it has no power in its constitution that allows it to do so.

This is a fundamental part of charity law as all money raised by any charity has to be spent on its charitable objectives. It is unlikely that many other charities will have sufficiently similar aims to those of a U3A.

A charity can buy a service from another charity such as hall hire, or a speaker hire but that is all. Any fundraising must be done outside of the U3A.

A one-off donation to another charity arranged with a speaker, in lieu of a fee, does not contravene rules on payments to other charities although wherever possible it avoids explanations if the speaker is paid direct and the speaker makes the donation to his/her chosen charity.

The fee must not be inflated above that normally charged by the speaker.

A collecting box for another charity which is displayed and is clearly not a requirement for the event is permissible.

#### **Paid speakers at monthly meetings**

It is a fundamental part of the U3A ethos that teaching within U3A is by the members, for the members. Hence no payment can be made to members for tutoring or other work done for the movement. All work undertaken by volunteers for the movement is unpaid.

Paying 'monthly meeting' speakers (provided they are not U3A members) modest fees is in accordance with our ethos and is acceptable as it is on a one-off basis and not a part of a study group.

**Date of Next Meeting:** 24 April at 10am - Committee Room One Stop Centre.