

MALVERN U3A

Charity Reference Number: 1069591

Minutes of Trustee meeting Friday 1/3/2019: 10am @ The Cube (JJ)

Present:- Sue Lamberton (SL) (Chair); David Oliver (DO)(Treasurer); Jenny Jackson (JJ) (Secretary); Angie Cantrell (AC) ; Brian Chesney (BC); Jenny Clayphan (JC); John Elkington (JE); Tessa Hartog (TH); Roger Hunt (RH); Brenda Johnson (BJ); Richard Phillips (RP); Linda Scott(LS); Jeffery Thorogood (JT).

Apologies:- John Price(JP);

1. Minutes 30/11/2018 approved & signed

2. Matters Arising

- 2.1 JE had spoken to Peter Corfield and it had been decided that there was no pressing reason to change our email domain.
- 2.2 JJ said that a copy of our new branch Constitution & a copy of the 2018 AGM minutes had been sent to National office and there was not a problem. They had asked that we contact The Charity Commission direct re changes & JJ will do so.
- 2.3 AC had been in touch with the organisers of Civic Week & we had been invited to have a display board or similar. However the meeting felt that it was probably not going to do a lot to increase our profile or membership so it was decided to decline their offer.
- 2.4 JJ had had a response from National re their policy on commercial advertising of offers/discounts etc. JJ gets a lot of these! We have been advised (Sam Mauger email 7/2/2019), that we must decline most advertising and certainly not make any written agreements with advertisers. It was decided to highlight the possibility of discounts by suggesting to members that they ask the question when for example, booking a holiday, if there is any discount for U3A members. Tessa will put something in the next Bulletin & the next Newsletter.
- 2.5 DO said that Paypal funds will be transferred to our deposit account with Lloyds Bank
- 2.6 DO said that it was a little complicated trying to get a credit card for JE to use but he will investigate the use of a post office account
- 2.7 JT said that all the information re the Branch Christmas lunch had been transferred to him from JJ this morning & he felt he could deal with the necessary organisation. It is Friday 13th December at the Worcestershire Golf Club @ 1pm. SL said she also wanted make enquiries about facilities, cost etc at Malvern College

Calendar Items:-

3. Finance/Funding Bids

- 3.1 DO passed copies of account around showing current position re branch finances. An area of concern was that £24,400 had been anticipated as "Group Income" but only £9,906 had been received to date. DO will chase up Group Leaders and ask them to now send in any funds that they hold.
- 3.2 DO had received a funding bid from the Short Mat Bowls group to replace a mat at a cost of approximately £700 - £1000. It was agreed that we would share the cost 50/50 and ask group members to raise the balance – as we had done for the Table Tennis group.
- 3.2 JT said that he thought the loud speaker system used in Social History group was poor & wondered if there was a spare portable speaker. Nobody knew & so John Price will be contacted re equipment availability.

4. Membership

BJ said that there were no issues and that we had had 259 new members this year. This gives a total membership of 1658

5. Technical

JE said he had no comments s there were no issues arising.

6. Group Report

- 6.1 JC said that a new DIY group had started with 10 members & there were 10 on a waiting list.
- 6.2 The newly proposed Grammar Group had leader(s) but no members to date
- 6.3 The Yoga Group is now independent of Malvern U3A because they are paying their tutor which does not follow U3A ethos.

7. Venue Report

- 7.1 BC said that the refurbishment of Victoria Park would not now be complete until June this year & that the United Reform Church was no longer taking bookings.
- 7.2 He also said there had been other changes & therefore the Groups Directory needed to be updated before its next issue.

8. Newsletter/Bulletin

TH said that the Bulletin was to be issued today & the Newsletter was with the printers.

9. AOB

- 9.1 SL had suggested previously that the Trustee duties be reviewed & JJ had sent out the list of 2016. JJ was asked to send this out again so that everyone could review their own allocation of duties and amend them as appropriate. *This is to be done and sent to JJ by Monday 13th May* so that she can put a new list together for discussion at the 17th May Trustee meeting

- 9.2 JJ said that the previous Chair, Pam Stanier, had made a request that someone collect all the archive material she is holding. JJ said she would do so & AC will help her to go through it.
- 9.3 JJ said that on 6th Feb she had had a meeting with Dina Murdie – Table Tennis Group Leader - & John Lacy a group member, about GDPR. A group member had fallen at a meeting & her husband & paramedics were sent for. This had prompted Dina to contact JJ because –
- a. She wanted to hold medical information on her members to better help them in an emergency. She had their permission & had devised a form for this purpose.
 - b. This information would be kept by three other group members for their use as appropriate in Dina’s absence.
 - c. This information would also be taken *“on occasions when you participate in a Group function or activity away from the normal session location”*

A long discussion took place at the meeting & JJ explained that some responsibility had to remain with members re their health & the information they carried, & that what Dina proposed went against the new GDPR laws & against National policy. John had extensive knowledge of GDPR & disagreed. JJ said that she felt it wasn’t her place to stop Dina & in any case she had already put matters in motion by discussing this with group members. However, it was the Trustees who were answerable to National & The Charity Commission & so asked for -

1. A copy of the form finally given to members
2. The names of the three members who would hold member information in Dina’s absence and
3. The date from which she would implement her scheme.

JJ said that to date the three lots of details requested had not been received by her. BJ said that the forms had indeed been given to members for completion.

It was decided that SL would write to Dina & set out the feelings of the meeting & formally explain to her that the personal information of group members could be jeopardised and that Group Leaders *should not* take such responsibility. Also, that the U3A membership card has space for the ICE (In Case of Emergency) number or it may be in mobile ‘phones. (Dina had asked JJ about access to personal mobile ‘phones & she had not known at the time if this was allowed but following research had found that this is acceptable).

- 9.4 JJ said that at the same meeting Mr Lacy had pointed out that we do not have a Safeguarding Policy on our website. JJ had explained that we are guided by the Policy held on the National website. (Confirmed by Sharon Ahtuam in email from National Office 12/2/2019)
- 9.5 Mr Lacy had also asked why we did not have a Health & Safety Policy on our branch website. JJ did not know & said she would check. Having contacted National they stated (in email of 12/2/2019), *“I am afraid we do not have a Health & Safety Policy available at the moment”*.
JJ will respond to John on these points

- 9.6 As BC cannot go, JJ is to attend the Cotswold Link meeting on behalf of the branch on 19th March.
- 9.7 JP had sent his apology for absence at the meeting but had also advised that he has been checking on the equipment we hold & some replacement may be needed.
- 9.8 SL will be absent at the next meeting & asked AC to deputise as Chair

NEXT MEETING FRIDAY 12/4 /2019: 10am The Cube

Signed _____ Sue Lamberton