

EMS VALLEY U3A - COMMITTEE MEETING

TUESDAY 19th November 2024 – MOUNTFORD 3 E.C.C.

Those present:

Rod Lipscombe (Vice Chairman, Dbee Robinson (Business Secretary), Ann Sims (Groups Coordinator), Hilary Street (Treasurer), Sue Kent (Membership Secretary), Karen Rodger (Beacon Administrator), Liz Rosoman (Minutes Secretary), Margaret Melhuish

1 Apologies: Tim Mathews

2 Minutes and Matters arising: the minutes had been read and were agreed.

3 Business Secretary's Report:

3.1 Documents awaiting approval, change or reject. When completed, set folder to read only

3.2 Risk assessment templates updated to ensure clearer titles and emergency out of hours contact for venue, offer training and other formats. PDFs in shared drive awaiting approval

3.3 Change document folder to read only when all documents approved.

Action Dbee and Tim when all documents are approved

Action ALL Committee - Review all documents in document approval folder

Action completed by - All Committee and approved with minor adjustments

3.4 All documents approved except the following to be added to Jan Agenda:

T_u3a_com_024_data_protection (minor edits needed)

T_u3a_com_32_Financial_Policy (Go Cardless)

Action Dbee to update changes as described by committee so far

3.5 Government Charity commission website updated: To include Ronnie and confirm later to be removed (Resigned date 27.10.24)

3.6 Policy List updated - See Current policy list on Charity Commission which includes Current Government Charity Commission Website - Policy List and Ems Valley u3a corresponding documents. (Email sent to committee for approval 18.10.24.) (resent to committee 19.11.24)

3.7 PPL PRS – to legally play music through the radio, TV, other digital devices and during live performances. (ECC has this licence and room hire users can use it)
(What other venues offer this? - **Karen to enquire**)

3.8 Venue Risk assessments for web with emergency numbers (**Karen to resend to Dbee**)
Timelines - Any others?

3.9 AOB - Christmas lunch 2024 - no update

Christmas lunch 2025 - Book Chi College during Xmas 2024 meal for 4th Dec

GL induction not required

Risk assessment training offered on web site - no further actions

4 Treasurer's Report:

4.1 Inspection of 2023-24 accounts - meeting arranged for Friday 22 November with Richard Galloway, the accounts examiner, to discuss any queries he may have.

- 4.2** Banking for communities application - NatWest are still not accepting applications for their banking for communities service, which would enable two person approval of payments, from existing customers. It is only available for new customers at present. Next step will be to enquire in person in Chichester branch.
- 4.3** GoCardless - Process per GoCardless website:
- a Send advance notice of the switch
 - b Send a Direct Debit request
 - c Send a reminder for customers who haven't signed up
 - d Follow up by phone for customers who haven't signed up
 - e Address any customer concerns
 - f Send a personal reminder to any remaining customers
- 4.4** Progress to date:
- a Account opened & verified
 - b Test customers added
 - c Test payments received
 - d Member details downloaded from Beacon and uploaded to GoCardless
- 4.5** Next steps:
- a Send out email letting members know what's happening (see Sue's draft – after discussion some changes to the wording of the email to go out to members) a decision on the initial deadline we'd set for sign-ups and general approval to go ahead and get the sign-up process started
 - b Send GoCardless invite to members
 - c Set up subscription
- 4.6** Considerations:
- a Do we add the option to 'Require customer to approve each payment', (a restricted mandate)? This can provide reassurance to customers, but will also increase payment 'friction' – it was agreed not to add the 'Require Customer to approve each payment' option
 - b Agree format of email to be sent to members
 - c Option to include a GoCardless button on the website to be considered later
 - d GDPR issues – when names and addresses are downloaded from Beacon they're temporarily stored on my pc. I already always lock the screen when I leave the pc unattended, to prevent access to Beacon and u3a financial information and I will delete the downloaded file when the GoCardless upload is completed.
 - e The Committee were happy with the steps taken to keep data secure

5 Membership Report:

- 5.1** There are currently 525 members.
- 5.2** The October meeting was attended by 98 members

6 Groups Report:

- 6.1** The Absolute Beginners Bridge Group had their first meeting on 13 November and plan to meet fortnightly from now on. 21 people attended the first meeting.
- 6.2** The Roman History Group Leader, Richard Galloway, is standing down due to ill health and so far, no-one has come forward to replace him. The Group will decide in January whether it will continue.

7 Website: Nothing new to report.

8 BEACON:

- 8.1** Ann Milne (who started the bridge group) and Carol Mant (French groups) have had training with Karen

9 Monthly Meeting:

- 9.1** October
 - a Speaker, Dr Janet Pennington, was very well received.
- 9.2** November
 - a Speaker: Fran Sandham: *Sea Route to India*
 - b Teas courtesy of Singing for Fun, Jill Ashburn
 - c After tea – Karen Rodger, Family History group: *Who do we think we are?*
- 9.3** Rod reported that 2025 is all booked for main speakers but struggling for after tea speakers. Jan and Feb are sorted. It was suggested that a rota might be a good idea.

10 AOB

- 10.1** Christmas lunch – Dbee suggested that a risk assessment should be done **Action: Tim**
- 10.2** Reminder for booking confirmation of 2025 Christmas lunch to be made for Thursday 4th December 2025.
- 10.3** Group Leader Induction training question – this was raised and discussed and the conclusion reached that the documents currently available for group leaders are adequate, so no further action required.
- 10.4** Ongoing offer from Dbee for Risk Assessment training as required.
- 10.5** If the Roman History group closes in January, the room booking will need to be cancelled.

11 Meeting closed at 10.35 am.

12 Next Meeting: Tuesday 21st January 2025 (every 3rd Tuesday)