Bradford

Committee Minutes

Meeting held on Thursday 10th October 2024 at the Bradford Club

Present: Ros Garside (RG); Phil Barker (PB); Alison Wright (AW); Joan Spencer (JS); Paul Webley (PW); Roger Broadie (RB); Maureen Grace (MG); Roy Hodson (RH); Dave Marshall (DM); Dianne Excell (DE). Debbie White (minutes)

Items	Actions
1) **Welcome and Introductions:** All welcomed and introduced by Chair. Positive feedback received on AGM e.g. new member on how well-organised we are.	
2) **Apologies:** None	
3) **Declarations of Interest:** None. Nolan Principles to be recirculated.	PW
4) **Minutes of last Meeting:** Accuracy of 12 queried but confirmed appropriate. 5) **Matters Arising:** None not covered in agenda.	
6)**Notice of AOBs :** Team meeting.	
7) **Chair's Actions :** Partly covered in PW's report. RG confirmed to liaise with Kala Sangam.	RG
8)**Strategic Items:** None.	
9)**Policies:** Social Media Policy. Agreed 2 years ago. RG has looked again & suggests alterations to wording:- "members" better than "volunteers"; Communications Group better than "head of communications"; guidelines (not compulsory) -> "responsibility of social media"; "our business reputation" – take out "business"; how to enforce -> how to monitor. Problem if contribution contradicts principles of u3a. Useful "insurance policy" needs rephrasing. "Please don't" is strange wording for a policy. RB will do a rephrase in view of recent Communications Group meeting & send round before next committee meeting.	RB
10)**Business Secretary's Report** Kala Sangam – next meeting on Friday, with RAP artist, 8 or 9 signed up. Archives – PW has collated. Agreed to destroy membership personal information more than 7 years old e.g. forms, to comply with GDPR. RH on Beacon Training for Membership Secs soon so will ask. McCarthy Stone – building in Idle, due to build in Baildon. Gave us £1,000. Covered Tatton Park shortfall of £88. To fund November Speaker Meeting i.e. free to members as 40th Anniversary. £110 plus cake (Club not responded yet so to tell them will source this elsewhere). Existing suggestions for other spending outlined & new ideas elicited, eg yoga session e.g. seated – AW will ask re venue access, max number, cost, possibility of Zoom alongside	PW RH PW AW

11) Risk Management Key risks – loss of Bradford Club; succession. Chart - probability of happening 1 -3, impact 1-3, multiply for seriousness. Mitigating actions – in italics as not yet in place. Need to look at who is responsible etc. Ongoing with 8 – individual activities. Agreed to spend half hour at beginning of committee meeting in January. PW will try & revise/simplify, with bold/ordinary/italic to distinguish.	 Jan agenda PW
12) Treasurer's Report Has more deposit cards to pay in at PO. , cash or cheque in special envelope to Bradford u3a account. Most groups have their own money. £8,724 in bank, will go down. Club poor at sending invoices. JS has to ask. Need another meeting with Anthony re this & other things. <u>Draft budget </u>– mostly based on last year. Includes Comms. Group needs & Roger's domain £150 so don't rely on gmail – about £20 a year for name, £130 per year max. for hosting – ongoing cost. Must be paid by direct debit or card. JS has spoken to bank – direct debit guarantee needs two signatories. Has received emailed form, difficult to understand. AW has sought entry in Nov/Dec/Jan "Grapevine" booklets, South Bradford edition, quarter page, c.£150 for the three. Given reduction as a charity. RG may do piece to go alongside. Agreed at Comms. Budget has deficit of £1,000 – distorted by McCarthy Stone expenditure, so actually breaking even. Issue that Comms. Group agreed needs, committee then can't overrule. Julie Ambrose on Comms Group has not renewed membership – PW to contact. **13) Membership Report:** RH is new membership secretary. 290 current, lapsed 176. Could get info. on iPad, not on home computer. Will sort with JS – online version will be on password-protected page on website, needs altering for appropriate year. Membership application form clear. Look in Jan. whether need to make £10 for posted newsletters compulsory. Need to distinguish in wording between new & renewals.	 RG/PW RG PW RH/JS RB Jan agenda
14) Groups' Report: Successful theatre visit. 15 for Rochdale Pioneers – 1 of 4 rooms will be out of action. Not enough people to book talk. Blackburn visit 8 so far. 5 went to Latin. A query on data protection – PW has responded. Some people do not understand blind v. open copy. Beacon is secure. Archaeology & Geology set up so email public within group. New venues updated on Beacon, website & new members pack. Snooker suspended – got too expensive & complicated. Suggested seek other venues. PB emailed info. re training for Groups Secs. in Leeds – agreed to send round Group Coordinators. AW queried whether events are included in role – MG will update. Agreed that AW will set up Groups Secretary email with own mobile no. & Dianne's for recovery (needs password)	 MG AW

15) Communications Report: PB not received. RG discovered Cheltenham u3a encouraged TAT to sponsor their Lit Fest. Idea to pursue re particular event. Long complicated form – PW will look for, RG will then contact Brad Lit Fest. Section 6 –may review powers, bring to committee. Can't automatically get minority of Comms Group as committee members. RG will raise at speaker meeting. RB summarised contributions from Comms Group members. Elisabeth Mac Donald has offered to help with promotional events. Need list of dates for next 3 months – send round. Need more "get more involved" items in newsletters e.g RUG. Domain – own domain proposal agreed. RB will explore dd v. card. Need more business cards, approved for 1,000. Need modifying – Twitter to come off, improve colour. PB pointed out that Bradford u3a in TAM twice, Terry pictured as National Lead for Racketball & Phil pictured at York Festival. To put on Facebook.	PW/RG PW PW RB PB
16) Affiliated organisations: TAT AGM vote re structure of TAT unanimously against. PW seconded by RG. Margaret Fiddes in favour of it. General concerns not fully stated in understandable way. Would move from 2 votes as Bradford u3a to a vote per member. Council makes recommendations to Board. Most other chairs not happy with it. RG should be able to vote as proxy. PW will investigate process. WestNet – has become less effective over time. Chairs meet periodically – just RG & Settle chair last time.	PW
17) Items for future meetings: Development plan. Rewards for group leaders. Discuss proposed "taster day", Saltaire Peace Fair, Bishop Blaise Festival, Broadway stand. Separate meeting for "reward" e.g. lunch voucher for Team members. Bookings required. Data Protection. Risk Assessment chart (see 11.) Fee for posted newsletters (see 13.)	
18) AOB Next team meeting 10.00 Fri 29th Nov. Need to book room. Open to group coordinators & RUG & all other members to stimulate interest. New members to meet existing members of "team".	PW
DATE OF NEXT MEETING : 14th November 2024	

The meeting closed at 12.35pm