

**ILKESTON U3A
COMMITTEE MEETING HELD ON 13 November 2018**

PRESENT: Ann Riley, Valerie Buxton, Susan Daley, Ann Richards, John Bell, June Harrison, Janet Joy, Marian Stopper

APOLOGIES, Robin Short

	Action
<p>18.103 Minutes of meeting held on 9 October 2018 Confirmed as an accurate record and signed.</p>	
<p>18.104 Open Meetings a. Christmas Party – 11 December 2018 Ticket sales currently 110 and we will also cater for 2 complimentary guests. Catering is being organised with a selection of food, including vegetarian and gluten free.</p> <p>June Harrison confirmed that she will liaise with the Arena and arrange for the room booking to be from 9.30 to 3.30. The usual cash prize raffle tickets will be available and also a free entry raffle with prizes.</p> <p>b. AGM February 2019 Nomination forms for committee members are now available and these should be submitted by 8 January 2019. On receipt of nomination forms, prospective candidates to be asked if they have a wish to be considered for a specific executive role, ie Chair, Treasurer or Business Secretary. At the AGM the process will be to ask the membership to vote for nominees in these specific roles. The remaining nominees will be voted as committee members and, at the first meeting of the newly formed committee, other roles and tasks will be discussed and allocated.</p> <p>John Bell confirmed that he would now start to prepare the necessary documentation and would be grateful of any help from other committee members in completing this task.</p>	<p>June Harrison Marian Stopper Ann Riley</p> <p>John Bell</p>
<p>18.105 Equipment Storage There is now very little equipment in storage at Trefoil House and, with the exception of that used by Interest Groups who regularly meet there and pay for storage as part of their lettings, it can all be removed by end of November. Ann Riley agreed to give formal notice to end the agreement for storage.</p>	<p>Ann Riley</p>
<p>18.106 Meeting Rooms Some groups have expressed an interest in using the meeting room space at Church of Christ on Adam Street. Agreed that Group Leaders should suggest to members that they each put in a voluntary donation into a collection box, provided and emptied by the Church of Christ. It will not be necessary for Group Leaders to keep any financial record of this money.</p> <p><u>Risk Assessments</u> The majority of Group Leaders have now completed and submitted a Risk Assessment form for any premises or facilities they use. Agreed to send a written reminder to the Group Leaders who have not yet completed a risk assessment and request that this should be submitted by not later than 30 November 2018 so that these could be reviewed at the December committee meeting.</p>	<p>Sue Daley/Janet Joy</p>

Fire Station Community Room

The Fire Service has sent an email to Andrew Hawkins to request that the users should leave the room in a clean and tidy condition. This appears to have been prompted by the receipt of verbal complaints.

This email was received prior to the sending of any written letter of complaint and no written representations have yet been made via the U3A Committee.

The situation is clearly now being monitored by the Fire Service. Agreed to request Group Leaders to advise the Committee of any further problems which may arise and not to make any further direct contact with the Fire Service.

Sue Daley/Janet Joy to contact Group Leaders

18.107 Contact with Members - Suggestion Box

No new suggestions received.

18.108 Routine Reports

a. Finance

Report has been circulated. The figures reflect 93 membership renewals which is slightly more than at the equivalent time last year. Renewals will be accepted at the Christmas Party in December.

b. Membership Report

Report circulated. Membership is currently 236. Marian Stopper to submit an article for the newsletter with a reminder to members to renew by end of January 2019.

Marian Stopper

c. Interest Group Co-ordinator

An Interest Group Leader has asked for guidance on how to deal with group members who do not attend sessions or send apologies. The existing guidelines are that members who do not attend or notify absence for three consecutive sessions should be contacted. Group Leaders to use some discretion on whether to remove members from the group, particularly if there is a waiting list of members wishing to join the group.

This information will be passed to all Group Leaders and a short article prepared for the newsletter.

Sue Daley
Janet Joy

An approach has been received from Erewash Borough Council in relation to a Walking Group which is being established. The request is that a partnership arrangement between the Local Authority and the U3A could be explored. It was agreed that this was not viable as all U3A meetings and Interest Group had to be run in line with national policies and procedures. Janet Joy agreed to respond accordingly.

Janet Joy

d. Business Secretary

Nothing to report. Very little information has been received recently from the Third Age Trust.

18.109 Reports from Other Meetings

a. Cluster – nothing to report

b. Derbyshire Network – next meeting in Ilkeston in February 2019

c. National – nothing to report

18.110 Next Meeting

18 December 2018 at 9.30 in the Community Room, Ilkeston Fire Station unless notified otherwise by John Bell.

Signed

Date