

MINUTES OF THE GROUP LEADERS' MEETING

11 October 2018
Methodist Church, Countesthorpe

Present: Margaret Blackwell, Joan Burn, Jill Clayton, Tricia Cornforth, Janet Easey, Shirley Frost, Peggy Granger, Andy and Val Grant, Pat Hillyard, Barry Hillyard, Sheila Holmes, Diana Lee, Liz Lockwood-Jones, Isobel McDonald, Theresa Morgan, Patsy Paterson, Pat Quinn, Liz Stewart, Anne Strang, Linda Warner, Ruth Westley, Mikki Wilde, Pauline Woodward, Sue Wyllie, Peter Bradbury, Jenny Mills and June Hawkins,

1 Apologies for Absence

Allen Donkin, John Armstrong, Maureen and John Thacker, Ursula and David Wild

2 Minutes of the Previous Meeting

Copies were available on the website.

3 Matters Arising

There were no matters arising

4 New Group Leaders' Handbook

- Jenny distributed wallet folders containing the October 2018 Group Leader Handbook, copies of the new membership form, the equipment form, expense claim form and the Data Protection Policy and Procedures.
- June then gave a presentation on the legal and regulatory framework within which the U3A has to operate and outlined the recent significant changes before explaining the U3A's recent activities in response. Those items impacting on group leaders were then covered, using the handbook as reference.
- Questions were taken from the meeting and answered during the presentation, with a few items being taken forward for discussion within the Committee
- Group Leaders were asked to sign that they had received the new handbook, and would comply with the procedures set out therein.
- It was confirmed that the 9 GLs not present at the meeting would be asked to attend a further event, due to the importance of the subject matter.

5 U3A Magazine Being Sent to Individual Homes

June explained that details of members are sent to Third Age Trust, for capitation and insurance purposes. The TAT system automatically sends out the magazine to each household, and currently there is no means of by-passing this although it may become possible in the future. This is explained at the foot of the second page of the new membership form, a copy of which is included in the GL wallet file.

6 Collection of Subscriptions

It was stated that GLs are not required to collect subscriptions on behalf of members who do not attend the monthly meeting, although this may be helpful. It is purely optional. It was also confirmed that where GLs do take renewal of subscriptions on behalf of members, that only personal cheques issued in the member's own name can be accepted. Cash is not

encouraged. New membership cards will be issued to the GL who is then responsible for passing these to the members concerned. Note also that there are likely to be different renewal procedures in 2019 involving the two-part form, as explained in the presentation.

7 Any Other Business

- Jill Clayton suggested that we might look at a way to identify, utilise and share the wealth of skills available amongst the membership
- GLs were asked to verify and/or amend details on the draft Activity Groups List
- Jenny thanked all the Group Leaders for their attendance, questions and efforts on behalf of the U3A.

8 Date and time of next meeting:

Thursday, 11 April 2019 (2.30 – 3.30 pm) in the Small Lounge, Village Hall.

The meeting closed at 12.30 pm followed by a buffet lunch