

MINUTES OF THE GROUP LEADERS' MEETING

11 July 2024, 3-4 pm
Village Hall, Countesthorpe

Present: Rosemarie Nash-Smith, Linda Warner, Pat Hillyard, Barry Hillyard, Hilary Natzel, Carol Kenneth, Beryl Lishman, Dorothy Ivatt, Allen Donkin, Maud Greasley, Diana Lee, Alan Rooks, Ursula Wild, David Wild, Pauline Woodward, David Hetterley, David Marsh, Sheila Pennington, Sue Howard, David and June Norris,

1 Apologies for Absence

Apologies had been received from David Hebblewhite, Jill Clayton, Mikki Wilde, Gill Brown, Patsy and Ian Paterson, Pam Whitehead, Janine Tibbles, Ruth Westley, Gill Fairgrieve and David Fagg

2 Minutes of the Previous Meeting

Copies had been circulated prior to the meeting. These were agreed as a true record of the October 2022 meeting.

3 Matters Arising

- a. **Item 3:** Equipment Request, Expense Claim and Annual Accounting Summary forms are available on the Archive section of the website. Go to Archive, then pull down menu to select Group Leader items.
- b. **Item 5:** Linda Warner requested that in future, GLs should be informed of increases in venue charges. This was agreed.
- c. **Item 5:** Brook Court's new Scheme Co-ordinator has provided the trade code to enable relevant u3a GLs to access the building.
- d. **Item 5:** June stated that Brook Court Social Committee now purchases the refreshment items, funded by the 50p per person deposited in the china 'piggy'.
- e. **Item 6:** June thanked GLs for providing written update notes for use in the summer edition of the Newsletter.

4 Administrative Matters

- a. The Parish Office has requested that users of the main hall and small lounge do not stretch the arrival and departure times of their sessions. June advised that if any group does need time to set up for its session, an additional amount of time should be booked, and the session fee adjusted if necessary to cover the additional cost. *(If this occurs, then the Treasurer should be informed so that the increased invoice is not queried.)*
- b. Those present were asked to check the details on the Activity Groups List (circulated) and tick or amend as required. New Groups will be automatically added when the list is re-issued.
- c. GLs were asked to provide June with a list of their members so that the Beacon database can be updated. **ACTION: ALL GLs to provide this asap, please.**
- d. June requested that cash should no longer be dropped through the Treasurer's letterbox, but paid in at the monthly meeting. Alternative arrangements may be made for another member of the group to pay in. This is to ensure that a receipt can be provided, and that a sound audit trail is available for inspection and to protect the Treasurer from possible

difficult situations. Any difficulties can be discussed with June and/or the Treasurer. One GL pointed out that when paying in at the meeting, a receipt was not always provided.

- e. June advised that the Committee had decided to ask for emergency telephone numbers to be provided where any member participates in a trip or holiday. This takes immediate effect. General discussion agreed that it is sensible anyway for emergency numbers to be available in case of unexpected situations in any group. Barry Hillyard explained that we do not hold emergency numbers on Beacon, which may not always be available anyway in certain situations. Also, some members do not wish to provide telephone numbers.
- f. Sheila Pennington felt that it would be beneficial for a First Aid course to be provided for GLs. This to be raised with the committee.

5 Groups Update

- a. Dorothy Ivatt outlined the activities of the new French Conversation group, which currently has about 10 members – more would be welcomed.
- b. The new Italian Conversation group is also successful, run by David Hebblewhite.
- c. Beryl Lishman outlined the new Seated Mobility group which is planned to start from 4 September. This will be each Wednesday, 10-11 am in the Central Street gym next to the Health Centre. Beryl explained that the professional instructor will adapt to the specific requirements of the participants, some of whom may exercise seated, or may stand using the chair for support.
- d. June announced that Allen Donkin has decided to relinquish group leadership of the CARE walking group after 18 years, though intends to continue walking with the group. June presented Allen with a 'thank you' card and gift card in recognition of his valued service.
- e. A number of groups had closed since the pandemic, including Pilates, Nordic Walking, History and Garden Appreciation.

6 Silver Anniversary Celebrations

- a. June explained to the meeting that we plan to celebrate our 25th anniversary at the normal November meeting, with the scheduled speaker being postponed.
- b. So far, this may include a 'market place' showcasing various groups (*though not with active demonstrations from groups such as dancing or fitness!*); displays of pictures of past major events and holidays, a slide show and/or video clips of our groups/events and a celebration cake. A gluten-free option was requested.
- c. Beryl outlined her idea for a large paper 'banner' where members could write a word or two about what **u3a** means for them.
- d. Barry and June are likely to undertake the audio-visual elements as they have access to pictures and video over many years.
- e. A small sub-committee has been set up to fine-tune and progress the plans
- f. Suggestions were invited from the meeting, and can also be given to any committee member in the next couple of weeks.
- g. An open day format was suggested, though in practice this would most likely be an extended afternoon, using the main hall and small lounge.
- h. Additional small tables could be borrowed from the Methodist Chapel. John Thacker to be approached to see if he still had any display boards. We have two, comprising 5 panels in total.

- i. A full-page in the Herald together with information on what the **u3a** is about, and perhaps some FAQs could be used to promote us to the wider community. It was pointed out that the name is still misleading for many people who might benefit from membership.

7 Extra Support for Members

- a. Introducing this item, June requested that the meeting adhere only to general principles and not discuss specific individual cases.
- b. Accepting that our membership is ageing means that there is an increased likelihood that members may need some additional support to continue their group activities when or if they suffer from any physical or mental difficulties.
- c. The use of risk assessments was raised. Sheila Pennington pointed out that it is essential when hiring the Academy's Sports Hall. Barry and June recalled that risk assessments had been required for all venues in the past, and this could perhaps be revisited.
- d. A supporter or carer could accompany the member needing support
- e. After discussion, it was agreed that a general kindness and consideration would normally be shown ensuring that within the context of specific groups, a member could receive a reasonable amount of additional support without being detrimental to the enjoyment of the rest of the group.
- f. It was recognised that in the case of mental issues, the member may initially be unaware of their own difficulties and the impact on the group.
- g. Finally, any GL who faces any such situation is actively encouraged to speak to a member of the committee for guidance and support on how best to proceed, given specific issues and within the context of the group concerned.

8 Any Other Business

There was no other business

June thanked everyone for attending and for their ongoing efforts in organising and running the groups, without which there would be no **u3a**.

The meeting closed at 3.57 pm.