

MINUTES OF THE GROUP LEADERS' MEETING

15 May 2025, 10-11 am
Village Hall, Countesthorpe

Present: Rosemarie Nash-Smith, Pat Hillyard, Barry Hillyard, Janet Easey, Carol Kenneth, Maud Greasley, Diana Lee, Alan Rooks, Ursula Wild, David Wild, Pauline Woodward, David Hetterley, Barbara Marsh, Sheila Pennington, Patricia Brown, Pam Whitehead, David Fagg, Jenny Barradell, Jill Clayton, Ruth Westley, Gill Fairgrieve, Liz Stewart, David Hebblewhite, David Hetterley, Beryl Lishman, Dorothy Ivatt, Gill Brown, Neill Brown and June Norris,

1 Apologies for Absence

Apologies had been received from, Mikki Wilde, Ian Paterson, Janine Tibbles and Sue Wyllie

2 Minutes of the Previous Meeting

Copies had been circulated prior to the meeting. These were agreed as a true record of the July 2024 meeting.

3 Matters Arising

- a. **Item 3 (d):** June commented that Brook Court Social Committee purchasing refreshment items, funded by the 50p per person deposited in the china 'piggy', appears to be working well.
- b. **Item 4 (c):** GLs were reminded that monies should be paid to the Treasurer at the monthly general meeting wherever possible and not dropped through his letterbox without being agreed. Name and group name to be clear.
- c. **Item 5 (c):** Unfortunately, the Seated Mobility class is no longer under the u3a 'banner' but continues privately. Jenny Barradell was thanked for taking over leadership of the Walking (CARE) group. Barbara Marsh stated that David Marsh had requested that the Science & Technology Group be deleted from the u3a list. It may continue as a small, private group. **Action: Neill** to delete relevant website references. **Action: June** to amend Activity Groups list before passing it on to Beryl.
- d. **Item 6:** The Silver Anniversary event had been very successful, resulting in 30+ new members. GLs were thanked for all their hard work on the event. This type of event may be repeated on an infrequent basis as a way of gaining new members.

4 Administrative Matters

- a. The Activity Groups List was circulated for approval/amendment.
- b. June circulated a handout with guidance on where to find reference material on the website (*Archive section – first pulldown menu – Group Leader or General and Reference*)
- c. Beryl will update group membership on Beacon to ensure that when necessary we contact the right people. **Action: GLs** to supply Beryl with a list of their current members to facilitate this. (*beryllishman@gmail.com*)
- d. GLs were asked to provide a gentle reminder to any lapsed members where/if prompted by Barry or Beryl (usually from September onwards)

- e. As some members only attend group meetings, it is helpful for GLs to take a small supply of printed What's On to distribute. Spares are in the plastic racks in the VH lobby at monthly meetings. Any left are wasted!
- f. GLs (where group money is collected) were advised to maintain the Group Accounting Summary throughout the year to ensure it is available promptly to the Treasurer for the year end (March)
- g. June reminded the meeting that the twice-yearly Newsletter has now ceased. Past copies remain on the website archive, as do the COVID Chronicles.

5 Website and Information Officer

- a. Neill Brown was introduced and informed the meeting that he would now be responsible for providing all the usual information via the website, the printed What's On and the PowerPoint presentation at monthly meetings.
- b. Neill reminded the GLs that it is important that he is made aware in a timely way of any changes to meeting patterns – eg, during holiday periods – and also of any details which change from one meeting to another, eg: topic, venue, etc.
- c. His contact phone number for text/calls is 07857 769871 and the email address is (the generic Countesthorpe u3a one): info.cu3a@gmail.com
- d. GLs were requested to try and get their information to him by the FIRST Tuesday of the month at the latest, to allow sufficient time for producing the print What's On and PowerPoint.
- e. June thanked Neill for taking on not only the website, but also the What's On and PowerPoint, ensuring continuity of information for members.
- f. In response to Ruth's question, it was confirmed that it is Blaby Print which provides us with an excellent service for all our printing requirements.

6 Extra Support for Members – Accessibility

- a. David Hebblewhite introduced two Addenda which are being added to the existing Accessibility Policy. One covers visual and/or hearing loss and the other covers members with dementia. Some copies were made available at the meeting.
- b. David stressed that support is available for any Group Leader who faces the situation where one of their group members needs additional help. Our u3a is dedicated to providing support to enable members to continue following their chosen activities for as long as is reasonably possible.
- c. The revised policy will appear in the Archive>General and Reference section of the website.
- d. In response to a question from David Fagg, it was confirmed that this policy is entirely complementary to the Inclusivity Policy within the current Group Leader Handbook.
- e. June commented that the last update to this was in February 2022, and it may be time to revisit it, as so much has changed. It was also stated that several other specific policies had been added following guidance from the Third Age Trust, and these need to be referenced in the GL handbook, as well as being available on the website.

7 Any Other Business

- a. Sheila Pennington felt that it would be beneficial for a First Aid course to be provided for GLs. Details were passed to Beryl, and this suggestion to be raised at the next committee meeting

- b. Ruth Westley outlined the 'almoner' role which has been carried out by Sheila Holmes for many years. It was stated that Sheila insists on purchasing all the cards herself, and also covers postage where hand delivery is not feasible. Members greatly value the sympathy and get well cards she sends on behalf of the membership.
- c. This valued role could soon fall to somebody else, and the committee was urged to recognise this and make appropriate arrangements for anyone taking this on to have their expenses covered.
- d. It was suggested that, as an exception to the norm, Sheila's 90th birthday on 24 December this year could be marked, together with public recognition of the work she has done for the u3a for many years.

June concluded the meeting by thanking everyone for the support she has received during her tenure as Groups Co-ordinator. Group Leaders were also thanked for attending the meeting and for their ongoing efforts in organising and running the groups, without which there would be no **u3a**.

The meeting closed at 10.57 am.